

ORDINANCE NO. 2016-26

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRIDGEPORT, TEXAS, ADOPTING A YOUTH SERVICES STANDARDS OF CARE POLICY; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bridgeport is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City of Bridgeport Parks and Recreation Department maintains an After School Program and other youth programs which are recreational in nature and are not day care or child care programs; and

**WHEREAS**, the City Council has determined that it is necessary to adopt a Youth Services Standards of Care Policy by which the City's Parks and Recreation Department will operate the City's youth programs; and

**WHEREAS**, the Youth Services Standards of Care Policy includes staffing ratios and qualifications, facility health and safety standards, monitoring and enforcement provisions, operations, transportation, general administration, and other provisions; and

**WHEREAS**, the City Council conducted a public hearing on July 25th, 2016, concerning the adoption of the Youth Service Standards of Care Policy.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRIDGEPORT, TEXAS:**

**SECTION 1**

That the Youth Services Standards of Care Policy attached hereto as Exhibit "A" is hereby adopted to establish guidelines by which the City's Parks and Recreation Department will operate the City's youth programs.

**SECTION 2**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Bridgeport, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 3**

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF BRIDGEPORT, TEXAS, BY A VOTE OF 5 TO 0, ON THIS THE 25 DAY OF July, 2016.**

**APPROVED:**

  
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Randy Singleton, Mayor

**ATTEST:**

  
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Erika McComis, City Secretary



## EXHIBIT 'A'

### CITY OF BRIDGEPORT YOUTH SERVICES STANDARDS OF CARE

The Standards of Care are intended to be minimum standards by which the City of Bridgeport Parks and Recreation Department will operate the City's Youth Programs. The programs operated by the City are recreational in nature and are not day care programs.

#### GENERAL ADMINISTRATION

1. Organization
  - A. The governing body of all City of Bridgeport Youth Programs is the Bridgeport City Council.
  - B. Implementation of the Youth Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and Department employees.
  - C. Youth Programs to which these Standards of Care will apply are the Summer Kids Camps, the After School Program, Spring Break Camps, and other Youth Camps established by the City in the future.
  - D. Each Youth Program site will have available for public and staff review a current copy of the Standards of Care.
  - E. Parents of participants will be provided a current copy of the Standards of Care during the registration process.
  - F. Criminal background checks will be conducted on prospective staff. No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed in the Texas Department of Protective and Regulatory Service's Day Care Center Minimum Standards and Guidelines Appendix II, as same may be amended, or a felony violation of the Texas Controlled Substance Act, may be present while children are in attendance.
2. Definitions
  - A. City: The City of Bridgeport.
  - B. City Council: The City Council of the City of Bridgeport.
  - C. Department: The Parks and Recreation Department of the City of Bridgeport.
  - D. Youth Programs or Program: City of Bridgeport Youth Programs consisting of the

### Summer Kids Camps and After School Program.

- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Bridgeport Program.
- F. Director: City of Bridgeport Parks and Recreation Department Director or his or her designee.
- G. Recreation Coordinator: City of Bridgeport Parks and Recreation Department full-time Programmer who has been assigned administrative responsibility for a City of Bridgeport Youth Program.
- H. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for a City of Bridgeport Youth Program.
- I. Parent(s): This term will be used to represent one or both parent(s), legal guardian(s), or adult(s) who have legal custody and authority to enroll their child(ren)/teen(s) in City of Bridgeport Youth Programs.
- J. Employee(s): Term used to describe people who have been hired to work for the City of Bridgeport and have assigned responsibility for managing, administering, or implementing some portion of the City Bridgeport Youth Programs.

### 3. Inspections/Monitoring/Enforcement

- A. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Coordinator. The Recreation Coordinator will be responsible to take the necessary steps to resolve each problem. The Recreation Coordinator will record complaints regarding enforcement of the Standards of Care and their resolution. The Director will address serious complaints regarding enforcement of the Standards of Care and the complaint and resolution will be noted.

### 4. Enrollment

- A. Before a child can be enrolled, a parent must sign registration forms that contain the child's:
  - (1) Name, address & home telephone number;
  - (2) Name and address of parents and telephone number during program hours;
  - (3) The names and telephone numbers of people to whom the child can be released;
  - (4) A statement of the child's special problems or needs;

- (5) Emergency medical authorization;
- (6) Proof of residency when appropriate; and
- (7) A liability waiver.

5. Suspected Abuse

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code.

## **OPERATIONS**

6. Staff-Participant Ratio

In a City of Bridgeport Youth Program, the standard ratio of participants to Leaders will not exceed 20 to 1. In the event a Leader is unable to report to the Program site, a replacement will be assigned.

7. Discipline

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- B. There must be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the group if necessary.
- D. As necessary, Program employees will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the Program Manual may result in participant being suspended from the Program.
- F. In instances where there is a danger to participants or staff, offending participants will be removed from the Program site immediately.

8. Programming

- A. Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well-being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.
- B. Program employees will attempt to provide that indoor and outdoor times include:

- (1) Alternating active and passive activities;
  - (2) Opportunity for individual and group activities; and
  - (3) Outdoor time each day weather permits.
- C. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
- (1) During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
  - (2) Program employees must have a written list of the participants in the group and must check the roll frequently.
  - (3) Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

9. Communication

- A. Each Program site will have access to a telephone for use in making emergency calls.
- B. The Recreation Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
- (1) Bridgeport ambulance or emergency medical services;
  - (2) City of Bridgeport Police Department;
  - (3) City of Bridgeport Fire Department;
  - (4) Numbers at which parents may be reached; and
  - (5) The telephone number for the site itself.

10. Transportation

- A. First aid supplies and a first aid and emergency care guide will be available in all Program vehicles that transport children.
- B. All Program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

## FACILITY STANDARDS

### 11. Safety

- A. Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- B. Program equipment and supplies must be safe for the participant's use.
- C. Program employees must have first aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- D. Air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- E. All swing seats at Program sites must be constructed of durable, lightweight, relatively pliable material.
- F. Program employees must have first aid supplies readily available to staff in a designated location. Program employees must have an immediately accessible guide to first aid and emergency care.

### 12. Fire

- A. In case of fire, danger of fire, explosion, or other emergency, Program employee's first priority is to evacuate the participants to a designated safe area.

### 13. Health

- A. Illness or Injury
  - (1) A participant who is considered to be a health or safety concern to other participants or employees will not be admitted to the Program.
  - (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
  - (3) Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.
  - (4) Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.

B. Program employees will administer medication only if:

- (1) Parent(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the City.
- (2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expired date.
- (3) Nonprescription medications are labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will administer it only according to label direction.
- (4) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. No injections will be administered by the Program employees.
- (5) Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

C. Toilet Facilities

- (1) The Program site will have inside toilets located and equipped so children can use them independently and Program staff can supervise as needed.
- (2) An appropriate and adequate number of lavatories will be provided.

D. Sanitation

- (1) The Program facilities must have adequate light, ventilation, and heat.
- (2) The Program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program employees must see that garbage is removed from buildings daily.

## 14. Program Staff

### A. Youth Program Site Directors Qualifications and Responsibilities

- (1) Site Directors will be part-time or temporary employees who are at least eighteen (18) years of age.
- (2) Site Directors must have experience supervising children.
- (3) Site Directors administer the daily operations of the program in compliance with the adopted standards of care.
- (4) Site Directors recommend for hire, supervise and evaluate counselors.
- (5) Site Directors plan, implement, and evaluate the daily activities of the programs.
- (6) Site Directors will investigate allegations or concerns regarding suspected child abuse and will report suspected child abuse or neglect in accordance with the Texas Family Code.
- (7) Site Directors must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross Standards.
- (8) Site Directors must ensure that participants are released only to a parent or an adult designated by the parent.

### B. Program Counselor Qualifications and Responsibilities

- (1) Program Counselors will be part-time or temporary employees who are at least fifteen (15) years of age.
- (2) Program Counselors must be able to consistently exhibit competence, good judgment, and self-control when working with children.
- (3) Program Counselors must relate to children with courtesy, respect, tolerance, and patience.
- (4) Program Counselors will provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- (5) Program Counselors will be responsible to know and follow all city, departmental, and program standards, policies and procedures that apply to city programs.
- (6) Program Counselors must ensure that participants are released only to a parent or an adult designated by the parent.