

Welcome to the After School Program for the 2017/2018 school year. There are some basic rules that we need to cover before we get started.

1. After School Program is for children in Kindergarten through 5th grade.
2. Once you have turned in your Youth Program Packet (attached), we will need 1-3 days to arrange with the schools for your child to start with the program.
3. 3rd, 4th, and 5th graders will ride bus #14 to the elementary school each day. They will also need a bus permission form on file.
4. **The After School Program cell phone number is 940-394-6000.** This phone will be turned on at 3:00 and stay on until 6 pm. If you call, please leave a message, sometimes we have patchy service in the gym & cafeteria, so please leave us a message and we will get back to you ASAP. We are also able to accept text messages.
5. If your child will not be attending the program that day, please call the After School cell phone and let us know. If your child does not come to the program and we have not heard from you, we will call to see where the child is. Whether it is that they stay home for the day, go home sick or you decide last minute to pick them up please call and let us know that you picked them up. Due to privacy issues, the schools cannot tell us if your child was absent for the day.
6. Regardless of how long your child is at the program for the day, if your child is checked in with us, we will have to count that as your child being here and will charge you accordingly.
7. When you call or text us to tell us your child will not be attending that day, please put the child's name and what day of the week it is in your message or voicemail.
8. We do not prorate our fees, but we do offer both weekly and daily fees depending on what is best for you.
9. Payments are due each week your child attends the program. Failure to pay fees on time may result in your child being taken out of program.
10. There will be a \$1.00 per minute per child late fee for any child picked up after 6:00pm. This time will be determined by the clock on the program's cell phone and will include all time up until you sign your child out. This fee must be paid when you pick up your child. If you are going to be late, please call the cell phone (940-394-6000) and let us know. Any child still at the program after 6:30pm will be taken to Bridgeport Police Department to wait for parents.
11. Since we are a recreation program and not a child care facility, we follow the Bridgeport Independent School District calendar. If the district does not have school, there will be no program that day. If school closes any day before 2:30, there will not be a program that day. At the bottom of this letter are the current dates that we know there will be no After School Program. As the school district informs us of additional dates, we will let you know.
12. Please make sure to bring picture ID with you when you pick up your child. We will be asking for it until the staff becomes familiar with the parents and children. If someone else will be picking up your child, please make sure we have their information and they know to bring their ID also.

Please see back side for more information

13. Shoes with wheels are unacceptable on the gym floor. Due to the active activities we have planned, we recommend that **tennis shoes** be worn. It is difficult to play the games with boots or flip flops. Children will be playing the activities as planned regardless of the shoes that they have on. Also, electronic devices and other toys will not be permitted at the program. The children will not be able to get them out at any time during the program.
14. Monday through Thursday we will have homework time. If your child does not have homework, they will need to bring a book or we will provide a book or something for them to do quietly. This way those that do have homework can get it done. The After School Program is not responsible for accuracy or completeness of homework. If your child tells us that they have no home work, we will not check their bag to make sure.

Thank you,

After School Program Staff

Please remember that the After School Program follows the school schedule and holidays. Any day the school releases before 2:30pm we will not have the program. Here are the days that there will be no After School Program:

- September 4th: Labor Day
- October 6th: Staff Development Day
- October 9th: Student Holiday
- October 25th: Early Release (1/2 day of school)
- November 20th – November 24th: Thanksgiving Break
- December 22nd: Day before Christmas Break (1/2 day of school)
- December 25th – January 5th: Christmas Break
- January 22nd: Staff Development Day
- February 14th: Early Release (1/2 day of school)
- February 19th: Staff Development Day
- March 12th – March 16th: Spring Break
- March 30th: Good Friday
- April 16th: Bad Weather Day (If they attend school this day, we will have the program)
- May 18th: Bad Weather Day (If they attend school this day, we will have the program)
- May 24th: Last day of School (1/2 day of school)

These are the days the school has informed us of right now; if anything changes we will let you know. Also, if the school releases early or is canceled due to bad weather, we will not have the program.



2017 – 2018
BRIDGEPORT YOUTH PROGRAMS



Student Information

INFORMATION

Name Last: _____ First: _____

Address: _____

City, State, ZIP _____

Date of Birth: _____ M F Grade during 2017-2018 School Year: _____

CONTACT INFORMATION

Primary Contact

Name: _____

Primary Phone: _____ Secondary Phone: _____

Do you prefer: Call Text Either E-mail: _____

Place of Employment: _____

Secondary Contact

Name: _____

Primary Phone: _____ Secondary Phone: _____

Do you prefer: Call Text Either E-mail: _____

Place of Employment: _____

I hereby authorize that my child may be released to the following persons in addition to those listed above:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

EMERGENCY NUMBERS (If primary and secondary contacts are unavailable)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

School: _____

Teacher: _____

Account Number: _____ (Office Use Only)

Please See Back

ALLERGIES

MEDICATIONS TAKEN

SWIMMING SKILL

MEDICAL INFORMATION

Doctor: _____
Phone: _____

Dentist: _____
Phone: _____

RELEASE OF LIABILITY

I hereby give my consent for my child to participate in aquatic activities.

I hereby give my consent for my child to be transported to and from the program by city and school staff in the City of Bridgeport and/or Bridgeport Independent Schools vehicles.

In the event that emergency medical attention is deemed necessary, I give the City of Bridgeport permission to provide first aid and/or transport to the nearest emergency medical facility. I also give permission for necessary emergency treatment by a physician and /or hospital/clinic. In consideration of your accepting my child in the program, I hereby for myself, my child, my heirs, executors, and administrators release and discharge all rights, demands, claims and causes of action, whether arising now or in the future, against the City of Bridgeport, the Parks and Recreation Division, its employee(s), agent(s), representative(s), and assigns for any and all property damage and injuries, including death, suffered by my child while enrolled in the program. I acknowledge that I have full knowledge of the risks involved in the program and that I have made my child aware of the risks and those risks are expressly assumed. I will, without limitation, assume and pay any medical and emergency expenses in the event of accident, injury illness or other incapacity. I state that I have carefully read this release and understand its contents.

I do hereby release, absolve, indemnify, and hold harmless the City of Bridgeport and its employees, activity officials, activity supervisors, any or all of them in the event of any accident, injury or death sustained by the above named participant(s) while being transported to or from an activity, or while participating in this activity, from any liability of any kind whatsoever. I also give permission for any photographs taken during this activity to be utilized for promotional uses by City of Bridgeport now and in the future. I, the parent or legal guardian of the above named participant, do hereby give my approval for participation in this and all of the programmed activity.

PARENT/GUARDIAN SIGNATURE

DATE

City of Bridgeport Youth Programs Consent Form

Permission to apply lotions, ointments, and repellants

As the parent or guardian of _____, I give permission for Bridgeport's Youth Program employees to apply the following: (check all that is approved)

____ Sunscreen, applied liberally, when extended amount of time will be spent in the sun.

____ Aloe Vera, applied only when child complains of skin irritation due to sunburn.

____ Insect repellent, applied sparingly, only when necessary.

____ Antiseptic ointment, applied only for minor cut or abrasions.

Parent/Guardian Signature: _____ Date: _____

Permission to view movies

As the parent or guardian of _____, I give permission for my child to view age appropriate movies. I understand that movies are approved by director prior to showing the selected movie. No movie will be shown with a rating beyond PG. The viewing of the movie by the child will be done under staff supervision.

Parent/Guardian Signature: _____ Date: _____

Please See Back

IMMUNIZATION

I, _____, hereby state that the current immunization report for my child, _____, is on record at (please check one):

Bridgeport Elementary School
1408 Elementary Drive
Bridgeport, Texas 76426
Phone: 940-683-5955

Bridgeport Intermediate School
1400 Highway 380
Bridgeport, Texas 76426
Phone: 940-683-5784

School Name

School Address

City, State, Zip

School Phone Number

Signature: _____

After School Program

**Bridgeport I.S.D.
Transportation Department
Request to Ride Bus: Campus to Campus**

Date of Application _____ Start Date _____

Student Name(first, last)	Grade
Parent(s)/Guardian Name (first, last)	Telephone Number
Address	
Is Parent(s)/Guardian a District Employee: Yes _____ No _____	
What campus is student being transferred to and from: AM _____ to _____ PM <u>Intermediate</u> to <u>Elementary</u>	
Other Information: <u>After School Program Bus #14</u>	
Parent/Guardian Signature _____	Date _____

TRANSPORTATION OFFICE USE ONLY
Approved _____ Denied _____ Reason denied _____
Transfer bus assigned to AM _____ PM _____
Comments:

City of Bridgeport Youth Program

MEDICINE FORM

CHILD'S NAME: _____

- My Child has no medicine that is needed to be administered by the program at this time.
- My Child need medicine administered (please fill out the following information)

Name of Medication: _____

Physican's Name and Phone #: _____

Reason for Medication: _____

Dosage Prescribed: _____

When it needs to be administered: _____

How it needs to be administered: _____

Special Instructions: _____

Refrigeration Required: Yes No

Potential Side Effect/Warning Associated with Medication: _____

Parent Signature _____ Date: _____

Child's Name: _____

I have received a copy of
the City of Bridgeport's
Youth Standard of Care.

Parent's Name: _____

Signature: _____

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:



Randy Singleton, Mayor

ATTEST:



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.