EXHIBIT A
TO ORDINANCE NO. _____

STANDARDS OF CARE
FOR ELEMENTARY AGE (5 – 13) RECREATION PROGRAMS

The following Standards of Care are adopted in compliance with Section 42.041(b)(14) of the Texas Human Resources Code. The Standards of Care herein set forth herein are intended to be minimum standards applicable to all elementary age (ages 5 through 13) recreation Programs operated by the Town of Addison Parks and Recreation Department, including, without limitation, any summer camp program and any spring break program. The Programs are not licensed by the State of Texas, and shall not be advertised as a child-care facility.

GENERAL ADMINISTRATION

1. Organization.

   A. The governing body of the Youth Programs is the City Council of the Town of Addison, Texas.

   B. Implementation of the Youth Programs Standards of Care is the responsibility of the Parks and Recreation Department Director or his or her designee and Department employees.

   C. These Standards of Care will apply to all Programs, including, without limitation, the Summer Camp Program and Spring Break Program.

   D. Each 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 for a Program. Further, a copy of the Standards of Care shall be placed online on the City's primary website.

   F. Criminal background checks will be conducted on prospective Program employees. If results of a criminal background check indicate that a prospective Program employee has been arrested, charged with, or convicted of any of the following offenses, the prospective Program employee will not be considered for employment:

      (1) a felony or a misdemeanor classified as an offense against a person or family member;

      (2) a felony or misdemeanor classified as public indecency;

      (3) any offense for which a person is required to register as a sex

offender under Chapter 62, Texas Code of Criminal Procedure;

(4) a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;

(5) any offense involving moral turpitude;

(6) any offense that would, in the Director's sole opinion, potentially put youth participants or the City at risk.

2. Definitions. For purposes of these Standards of Care, the following words shall have the respective meanings ascribed to them:

A. *City* means the Town of Addison, Texas.

B. *City Council* means the City Council of the City.

C. *Department* means the Parks and Recreation Department of the City.

D. *Director* means the Parks and Recreation Department Director of the City or his or her designee.

E. *Employee(s)* means people who have been hired to work for the Town of Addison and have been assigned responsibility for managing, administering, or implementing some portion of a Program.

F. *Parent(s)* means one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in a Program.

G. *Participant* means a youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Program.

H. *Programs* means all (and *Program* means any of the) elementary age (ages 5 through 13) recreation programs operated by the Department, including, without limitation, the City Summer Camp Program (*Summer Camp* Program) and the City Spring Break Camp Program (*Spring Break Program*).

I. *Program Coordinator or Coordinator* means a full-time Department employee who is a recreation coordinator and has been assigned administrative responsibility for the Programs.

J. *Program Manual* means a notebook of policies, procedures, required forms, and organizational and programming information relevant to each Program.

K. *Program Site* means area and facilities where a Program is held, consisting

of the Addison Athletic Club, 3900 Beltway Drive, Addison, Texas 75001.

L. *Program Summer Camp Counselor* or *Counselor* means a Department part-time or seasonal employee who has been assigned responsibility by the Recreation Manager to implement the City's Summer Camp Program.

M. *Recreation Manager* means a full-time Department employee and who oversees the Program Coordinator and the operation of all Programs.

3. Inspections/Monitoring/Enforcement.

A. A written inspection report will be prepared by the Program Coordinator each month to confirm the Standards of Care are being adhered to.

(1) Each monthly inspection report will be sent by the Program Coordinator to the Recreation Manager for review and kept on record in accordance with the City's records retention policy.

(2) The Recreation Manager will review the report and establish deadlines and criteria for compliance with the Standards of Care where failure to comply is determined.

B. The Recreation Manager will make visual inspections of the Programs based on the following schedule:

(1) The Summer Camp Program will be inspected a minimum of two times during the Summer Camp Program's schedule.

(2) The Spring Break Camp Program will be inspected at least once during the Spring Break Camp Program schedule.

(3) Each other Program will be inspected at least once each week during the schedule for the Program.

C. Complaints regarding enforcement of the Standards of Care will be directed to the Coordinator. The Coordinator will be responsible to take the necessary steps to address any complaints and to resolve the problem(s), if any. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded in writing by the Coordinator. All complaints regarding enforcement of the Standards of Care where a deficiency is determined will be forwarded to the Recreation Manager, with the complaint and the resolution noted.

4. Enrollment. Before a child can be enrolled in a Program, the parents must sign registration forms that contain the following information about the child:

A. name, address, home telephone number;

B. name and address of parent(s) and telephone number(s) during Program hours;

C. the names and telephone numbers of people to whom the child can be released;

D. a statement of the child's physical health, including a physician's signed statement and current immunization (shot) records, detailing any special problems or needs of the child;

E. proof of residency within the City when appropriate; and

F. a fully executed liability waiver and release.

5. Suspected Abuse.

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where an employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Recreation Manager. The Recreation Manager will then immediately notify the Director, the City Police Department, and any other agency as may be appropriate.

Texas state law requires the employees of the Programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to $1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

STAFFING - RESPONSIBILITIES AND TRAINING

1. Program Coordinator Qualifications.

A. The Coordinator will be a full-time, professional employee of the Department.

B. The Coordinator must be at least 21 years old

C. The Coordinator must have received a bachelor's degree from an accredited college or university. Acceptable degrees include:

(1) Recreation Administration or General Recreation;

(2) Physical Education; and

(3) Any other comparable degree plan or experience that would lend itself to working in a public recreation environment.

D. The Coordinator must have at least two years experience planning and implementing recreational activities.

E. The Coordinator must pass a background investigation, including, including testing for alcohol and illegal and unauthorized drugs.

F. The Coordinator 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.

2. Coordinator's Responsibilities.

A. The Coordinator is responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.

B. The Coordinator is responsible to recommend for hire, supervise, and evaluate Program seasonal employees.

C. The Coordinator is responsible to plan, implement, and evaluate Programs.

3. Program Summer Camp Counselor Qualifications.

A. Counselors will be part-time or seasonal employees of the Department.

B. Counselors working with children must be age 18 or older.

C. Counselors must be able to consistently exhibit competency, good judgment, and self-control when working with children.

D. Counselors must relate to children with courtesy, respect, tolerance, and patience.

E. Counselors must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards.

F. Counselors must pass a background investigation, including testing for alcohol and illegal and unauthorized drugs.

4. Counselor Responsibilities.

A. Counselors will be responsible to provide Program 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.

B. Counselors will be responsible to know and follow all City, Department,

and Program standards, policies, and procedures that apply to the Program.

C. Counselors must ensure that Program participants are released only to a parent or an adult designated by the parent. The Program Site will have a copy of the approved plan to verify the identity of a person authorized to pick up a Program participant if that person is not known to the Counselor.

5. Training/Orientation.

A. The Department is responsible for providing training and orientation to Program employees working with children and for specific job responsibilities. The Coordinator will provide each Counselor with a Program manual specific to the applicable Program.

B. Program employees must be familiar with the Standards of Care for Program operation as adopted by the City Council.

C. Program employees must be familiar with the Program's policies, including discipline, guidance, and release of Program participants as outlined in the Program Manual.

D. Program employees will be trained in appropriate procedures to handle emergencies.

E. Program employees will be trained in areas including City, Department, and Program policies and procedures, provision of recreation activities, safety issues, and organization goals.

F. Program employees will be required to sign an acknowledgement that they received the required training.

OPERATIONS

1. Staff-Participant Ratio.

A. The standard ratio of Program participants to employees will be 15 to 1. In the event an employee assigned to a Program is unable to report to the Program Site, a replacement will be assigned.

B. Each participant shall have a Program employee who is responsible for the participant and who is aware of the participant's habits, interests, and any special problems as identified by the participant's parent(s) during the registration process.

2. 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, harsh or corporal punishment or treatment used a method of discipline.

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 a participant being suspended or removed from the Program or all Programs.

F. In instances where there is a danger to participants or employees, offending participants will be removed from the Program Site as soon as possible.

3. Programming.

A. Program employees will attempt to provide activities for each Program 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 indoor and outdoor time periods that 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 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 Program 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.

4. Communication.

A. The Program Site will have a cell phone to allow the Program employees to be contacted by Department recreation employees and vice versa.

B. The Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees:

(1) City ambulance or emergency medical services;

(2) City Police Department

(3) City Fire Department

(4) The Addison Athletic Club front desk; and

(5) Numbers at which parents may be reached.

5. Transportation.

A. Before a participant may be transported to and from City-sponsored activities, a transportation form, completed by the parent of the participant, must be filed with the Coordinator.

B. First aid supplies and a first aid and emergency care guide will be available in all Program vehicles that transport children.

C. Program employees will carry a cell phone at all times.

FACILITY STANDARDS

1. Safety.

A. Program employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.

B. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.

C. Program equipment and supplies must be safe for the participants' use.

D. Program employees must have first aid supplies readily available at the Program Site, during transportation to an off-site activity, and for the duration of any off-site activity.

2. Fire.

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

B. The Program Site will have an annual fire inspection by the local Fire Marshal, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Recreation Manager who will review and establish deadlines and criteria for compliance if any deficiencies or concerns are determined to exist.

C. The Program Site must have at least one fire extinguisher readily available to all Program employees. All Program employees will be trained in the proper use of fire extinguishers.

D. Fire drills will be initiated at Program Sites based on the following schedule:

(1) Summer Camp Program: A fire drill twice during the session.
(2) Spring Break Camp Program: A fire drill once during the session.
(3) Other Programs: A fire drill at least once during the session.

3. 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 a 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 (limited only to an epinephrine pen (auto-injector) and an asthma inhaler) to participants only if:

(1) Parent(s) complete and sign a medication form provided by the Town (to include, among other things, an indemnity and hold

harmless provision, and a waiver and release provision) that provides authorization for Program employees to dispense the medication, with details as to time and dosages.

(2) The medication is in its original container labeled with the participant'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 medication's expiration date.

Program employees will not administer any other medication.

C. Toilet Facilities.

(1) The Program Site will have inside toilets located and equipped so participants can use them independently and Program employees can supervise as needed.

(2) An appropriate and adequate number of lavatories will be provided.

D. Sanitation.

(1) The Program facilities will have adequate light, ventilation, and heat.

(2) The Program will 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 will see that garbage is removed from buildings daily.