



## FARMERS BRANCH

Welcome to the Farmers Branch Parks and Recreation Department Youth Programs. The Parks and Recreation Department oversees the Holiday Craze and Summer Funshine Programs. Both programs are recreational in nature and not day care programs; they are exempt from daycare licensing while operating under *Standards of Care* (information following the *Parent Guide*).

The Farmers Branch Youth Programs offer children a variety of fun, healthy, and safe recreational and educational experiences. The Youth Programs are led by experienced, well-trained staff and are held in a safe and secure environment. Participants will learn new skills, make new friends, and participate in a wide variety of activities including sports, crafts, community service projects, reading, on-site entertainment, field trips, and other activities that promote education, character development, and good citizenship.

Please take a few moments to read through your Farmers Branch Youth Program Parent Guide. We encourage you to become familiar with the program(s) your child(ren) is enrolled in. This Guide includes The Standards of Care, Program rules, procedures for discipline, medication administration and more.

Please feel free to contact the Recreation Supervisor at any time with questions, concerns, and suggestions. Thank you for participating in the Farmers Branch Parks and Recreation Department Youth Programs. We look forward to meeting you and your child(ren).

Sincerely,  
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Farmers Branch Community Recreation Center Information  
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# **GENERAL PROGRAM INFORMATION**

**(Applies to all Farmers Branch Youth Programs)**

## ***Registration Procedures***

Only a legal guardian may complete the registration packet and register a child. Caregivers who are not the child's parent must provide proper court documentation stating that he/she is the child's legal guardian.

The Summer Funshine and Holiday Craze Programs are open to children ages 6-12 years. A valid Texas Driver's License or Texas State Issued ID is required for registration. Parents/legal guardians seeking the resident rate or financial assistance must show proof of residency. Proof of residency includes a current driver's license or a Texas state issued picture ID listing a Farmers Branch address and a utility bill listing a Farmers Branch address.

First-time participants are required to provide a birth certificate for age verification.

All participants must be toilet trained to participate in a Youth Program and be able to handle all toilet functions independently.

## ***Participant's Information Files***

Parents/legal guardians must complete a set of registration forms for each child. The registration forms include the child's personal information, emergency information, authorized persons to release the child(ren) to, a medical release, and a liability waiver. Only the person registering the child is authorized to make changes to the registration packet. A copy of these forms will be kept on file at the Recreation Center and a copy will be kept in the child's group's binder. Parents are responsible for providing Leaders or the Recreation Center office staff with updated information in writing.

The registration forms must indicate whether or not the child's shot record is on file at their school; if not, a copy of the shot record must be provided to be kept on file at the Recreation Center.

For age verification purposes, first time participants must provide a copy of the child's birth certificate. In addition, those seeking financial assistance must provide a copy of the child's US birth certificate.

All written correspondence and forms regarding the child's absenteeism, change of phone number, tardiness, change of authorized pick up, etc. will be kept on file for two years at the Recreation Center.

## ***Attendance, Participation, Other Recommendations***

Children who are enrolled in a Youth Program will check in with their Leader upon arrival to the Program. The City is not responsible for a child(ren) until the child(ren) has checked in at the Program.

Financial aid recipients are required to attend three times per week (absences should be approved in advance by the Program Supervisor). Failure to attend (or report absences) may result in financial assistance being suspended for one year and termination from the program. Suspension includes all Farmers Branch Parks and Recreation Department Youth Programs (Summer Funshine and Holiday Craze), and classes (gymnastics, dance, karate, etc).

Parents/legal guardians should keep track of scheduled activities of Programs. Parents/legal guardians need to take their child(ren) to the Program's location when the child(ren) arrives late to the Program.

Parents are to contact the Program Supervisor if their child cannot participate in outdoor activities, physical

activities, and/or exercise. A determination will be made if accommodations can be made and the parent will be notified as soon as possible.

Participants should wear closed-toed shoes. Hard sole shoes are not allowed. Open-toed shoes are not recommended.

Participants should not bring phones, games, electronics, large sums of money, or other valuables to the program unless otherwise noted. We are not responsible for lost or stolen items. All personal items (backpacks, towels, lunch boxes, etc.) should be labeled.

Participants are required to following all Summer Funshine, Recreation Center, and Swimming Pool rules.

### ***Early Drop-Off and Late Pick-up***

Summer Funshine and Holiday Craze Program hours are 7:30 a.m.-6:00 p.m. Staff does not supervise participants prior to 7:30 a.m.

A ten-minute grace period is granted before late fees are initiated. The first incident will result in a written reminder to the parents. Further incidents will result in a \$5.00 late charge for every 15-minute period after 6:10 p.m. The late pick-up fee should be paid the day of the late arrival. Being late three times in a 30-day period could be cause for termination from the Program.

### ***Discipline Policy***

Disciplinary action will be taken when a child acts inappropriately, is disruptive, or creates a safety concern. Youth program participants are prohibited from having anything in their possession that could be considered a weapon, including, but not limited to knives, pocket knives, razors, firearms, and pyrotechnic devices to name a few. When it is deemed a child is behaving unsatisfactorily, the child will be warned and/or placed in time-out. If the behavior continues or is severe, the child will receive a Behavioral Report. Behavioral Reports are to be signed by the parent and the parent will receive the white copy. Suspensions and terminations are determined by the severity of the incident and/or the number of Behavioral Reports issued during a given Farmers Branch youth program trimester (spring, summer, or fall). The spring trimester includes January through April Holiday Craze dates; the summer trimester includes Summer Funshine Program; the fall trimester includes September through December Holiday Craze. Suspensions and terminations will have Parks and Recreation Department Management approval before being implemented, unless the parent requests immediate enforcement. Suspensions and terminations include Holiday Craze and Summer Funshine; therefore, serving the disciplinary action may carry over from one program to the next. "FYI's" are also given to parents to inform them of any issues that may have occurred during the program.

**Some incidents may result in immediate suspension or termination from the Program. The Parks and Recreation Department reserves the right to accelerate disciplinary steps as determined necessary.**

**1<sup>st</sup> Behavioral Report** - The parent signs and receives the white copy of the report.

**2<sup>nd</sup> Behavioral Report** - The parent signs and receives the white copy of the report. The Program Supervisor will contact the parent to set up a conference. The mandatory conference is held with the parent, child and Program Supervisor to discuss the reports. The parent and child are reminded the next report may result in a one-week suspension. If the parent does not respond to the request for a conference within in five days, a written notice will be sent home to inform the parent that the two Behavioral Reports remain and the next Behavioral Report may result in a one-week suspension from the program.

**3<sup>rd</sup> Behavioral Report** - The parent signs and receives the white copy of the report. Upon Parks and Recreation Department management approval, the parent may have a one business day grace period before the suspension begins. During the suspension period, the child will not be eligible to be registered for other youth programs or classes. The child will also not be permitted at the Recreation Center during the suspension period. When the suspension period is completed, the child may register for other youth programs and classes if space is available or may be placed on the waiting list and the child may attend the Recreation Center. Refunds will not be issued for days the child serves on suspension. Parents will be responsible for staying current on program fees.

**4<sup>th</sup> Behavioral Report** - The parent signs and receives the white copy of the report. Upon Parks and Recreation Department management approval, the parent may have a one business day grace period before the termination is effective. Three months after being terminated from the Farmers Branch youth programs, the parent may submit a written request to the Program Supervisor requesting the child be considered eligible for enrollment in Farmers Branch youth programs. A meeting may be held between the parent(s), child and the Program Supervisor to determine if the child will re-gain eligibility for enrollment. Eligibility may or may not be re-gained. A written response will be sent from the Program Supervisor to the parent(s) regarding the decision.

A child who has been terminated from the Farmers Branch youth programs will not be eligible for enrollment or participation in any Farmers Branch youth program or class and will not be allowed at the Recreation Center, until eligibility is regained. Children terminated from the Farmers Branch youth programs and who have already been registered for an upcoming Farmers Branch youth program will be removed from the upcoming program and fees refunded. If the child re-gains eligibility to enroll in Farmers Branch youth programs, then the child may register if space is available or may be placed on the waiting list and may attend the Recreation Center.

If a child returns to the Farmers Branch youth programs after serving a termination, they will be on probation for the remainder of the trimester (spring, summer, or fall). During the probation period, the disciplinary steps will be accelerated to suspension being issued on the second Behavioral Report and termination issued on the third Behavioral Report. Depending on the severity of the incident and/or its relation to previous reports, suspension or termination may be issued on the first incident. When the probation period ends at the end of the trimester (spring, summer, or fall) the child will return to the normal disciplinary steps.

Two terminations in a calendar year may result in permanent termination from Farmers Branch youth programs.

### ***Parent Release/Sign-Out***

The registration form includes a section for the parent or guardian to provide the names of those persons allowed to pick up their child(ren) from the youth program. Only the person completing the registration packet is authorized to make changes to the registration packet. Driver's license numbers are to be supplied for each authorized person, including the parent or guardian. The following procedures will be followed at all times:

1. When a parent/guardian or authorized person comes to pick up the child(ren), they are to sign the child(ren) out. Honking or waiving for the child(ren) to come to the car is not acceptable.
2. Children who are permitted to walk home must sign themselves out.
3. Until familiarity is established, identification will be requested.

When an unauthorized person comes to pick up a child, the following procedures will be followed:

1. Leaders will ask for identification on anyone they are not familiar with.
2. The sign-out policy and the reason for it will be explained to the person desiring to take the child(ren).
3. The parent/guardian will be contacted to inform them of the person on site asking to pick up their child(ren). The parent or guardian will be asked for their driver's license number also, to verify that staff is talking to the parent or guardian.

4. The parent or guardian will be asked to grant permission for their child(ren) to be released to the person on site. The parent or guardian will be asked to fax or email a signed permission letter to the Recreation Center at 972.919.8799 or [fbcrc@farmersbranchtx.gov](mailto:fbcrc@farmersbranchtx.gov)
5. Once permission is granted, the child will be released to the person on site.
6. If the parent or guardian cannot be reached or does not grant permission, the child will not be released to the unauthorized person.
7. If the unauthorized person takes the child(ren) without permission, the police will be notified and the situation will be handled as a criminal incident.

### ***Parents/Visitors/Drop-ins***

Parents/guardians picking up children are allowed and even encouraged to visit with the Program Supervisor and Leaders to familiarize themselves with staff and the Program, but visits should be short. If a situation requires a rare longer visit, the parent/guardian should set an appointment with the Program Supervisor so that ratios are not disturbed. Parents/guardians that wish to observe their children and the Program or serve as volunteers should contact the Program Supervisor and set up involvement parameters and scheduling that will benefit the parents, the children, and the Program. This includes completing a criminal background check that is clear of any criminal history. Parents/guardians should not “confront, scold, or deal with” behavior they believe is inappropriate in children other than their own. Parents/guardians signing out his/her child(ren) should leave the program area once the child has been signed out. Note: families may remain in the Recreation Center separate from the program area after a child has been signed out.

Parents/guardians/family members planning to attend a field trip should complete a liability waiver and contact the Program Supervisor at least 48 hours in advance or one week (seven business days) in advance if a criminal background check has not been completed. Parents/guardians and other family members are responsible for their own transportation, paying the entrance fee and any other expenses for the field trip.

The only animals allowed inside the building are service animals assisting patrons or animals scheduled for programming purposes.

### ***Illness of Participants***

Parents are responsible for informing the City of any special needs, concerns, or information regarding their child's health.

All participants must be able to participate in the full-range of activities offered. Any child meeting any of the following criteria will not be admitted to the Program:

1. If the illness prevents the child from participating comfortably in the program activities.
2. If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.
3. If the child has an oral temperature of 100.4 degrees or greater (upon return, the child must be fever free for 24 hours).
4. If the participant's symptoms and signs of possible severe illness include, but are not limited to lethargy, uncontrolled breathing, diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, or behavior change, will not be admitted until the staff is comfortable that medical evaluation indicates the child can be included in the Program's activities.  
It is imperative that your child(ren) not swim if they are ill, or have been ill with diarrhea in the past two weeks. Please let staff know if your child should stay out of the water.
5. If the child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable.

6. If the child vomited in the morning prior to coming to the program.
7. If the child has discolored nasal discharge.

Participants with extensive sunburns (open sores, blisters) will be allowed into the Program but will not be allowed to participate in any swimming activities until the area(s) is completely healed. Participants with a communicable disease such as pink eye may not attend the program.

Parents will be notified by phone if the participant becomes ill while at the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing a fever over 100.4 degrees, vomiting, diarrhea, or contagious skin or eye infections will be removed from common areas and should be picked up within one hour of contact with the parent or emergency contact person listed.

Parents must provide a written statement from the doctor stating the child is free from contagious disease before returning to the Program after a contagious illness. Medical information may be faxed to the Recreation Center at (972) 919.8799.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of the medical personnel, the child may be transported to an emergency room or clinic by ambulance or by the parent. Parents will be responsible for any expenses incurred with treatment or transportation.

Farmers Branch Youth Programs follow the C-FBISD's Lice Prevention, Control, and Treatment Protocol. In short, that means participants found with **live lice** will be sent home at the end of the day after contacting a parent/guardian. Parents/Guardians will be advised to treat their child for head lice. After treatment has been completed, the student can return to the program (see Treatment Letter for additional details prior to returning).

Participants identified with **nits only** will have their parent/guardian contacted to see if treatment has taken place within the last seven days. If treatment has occurred within the last week, the student may stay in the program. If treatment has not occurred in the last seven days, the student will be sent home at the end of the day for treatment and removal of lice (see Treatment Letter for additional details prior to returning).

Educational materials, including the Treatment Letter, can be obtained in person from your child's leader or via email/fax from the Recreation Supervisor or Recreation Center Manager.

### ***Medication***

The City of Farmers Branch Youth Programs will administer medicine only with written parental permission and will administer medication only as stated on the label directions or as amended by the physician. A medicine form must be completed for each prescription the child receives at the Program. Medicine forms are available at the main office. Leaders are responsible for administering medication at the time indicated on the medicine form. Medications and the completed form will be kept in a lock bag with each group. Medications requiring refrigeration will be kept in the "medication only" refrigerator located in the clinic at the Recreation Center.

Medications must be in their original container, labeled with the child's name, the date (if prescription), include directions on how to administer, and include the physician's name (if prescription). Medications requiring refrigeration must be noted on the medicine form.

Inhalers and peak flows must have instructions.

The City of Farmers Branch Youth Program Staff are authorized to administer EpiPen injections in accordance with the updated injections policy. Refer to *Standards of Care* for updated policy details. No other injections will be administered.

Over-the-counter medications will be administered only when accompanied by a medicine form and are in the original container. Over-the-counter medications will be administered by label directions only.

Parents are responsible for removing medication at the end of the Program or when the child is withdrawn. Any medication left on-site will be properly disposed of two weeks after the completion of the program.

### ***Youth Program Payments***

While enrolled in the program, families are responsible for paying fees as scheduled, regardless of vacation, illness, or any other absenteeism. If the City is unable to process the draft payment, an alternate form of payment (cash, check, or credit/debit card) must be made by 9 a.m. the following Monday. A \$5 late fee may be assessed on late payments.

Families who are five business days late may be dropped from all Farmers Branch youth programs. Family members will not be permitted to register for any Farmers Branch youth program or recreation classes until all outstanding fees are paid. Outstanding fees may be turned over to a collection agency.

### ***Withdraw Procedures***

Any parent requesting to withdraw his/her child(ren) from a Youth Program must fill out a drop form at the time of Departure or send an e-mail to the Recreation Supervisor. Drop forms are available at the front desk of the Recreation Center, or may be requested by fax or email. Parents are responsible for fees up to the date the child is formally withdrawn with a Drop Form, regardless of attendance. Any child(ren) withdrawn from the program may be readmitted only as space allows. If a parent is due a refund, it will be based on when the family was withdrawn from the program or upon the dated e-mail.

### ***Financial Aid***

The following is necessary to apply for financial assistance and will be valid for one year unless your family circumstances change.

- Applicant families must purchase an annual basic family membership to the Community Recreation Center which includes completing all paperwork and providing a copy of the parent's driver's license or Texas ID card with a Farmers Branch address listed.
- A copy of each applicant child's U.S. birth certificate must be presented.
- A copy of the most recent year's federal income tax return (Form 1040) must be presented.

Families must have a gross income lower than the numbers shown in the annual table provided on the registration form each year.

Participants on Financial Aid pay reduced program fees. Financial Aid registration is limited.

### ***Transportation***

The participant-to-staff ratio, as stated in the Standards of Care, will be adhered to all times when transporting participants. Participants may be transported only by City vehicle or any vehicle designated by the City. Participants may not be transported to and from activities or home by staff's personal vehicles. All children will wear seat belts while being transported with the exception of commercial vehicles that do not offer seat belts.

### ***Field Trips***

Please do not send large amounts of spending money with your child(ren) on field trips. The City is not responsible for lost or stolen items.

### ***Parent/Child Communication***

When a parent needs to contact their child at the Program, for emergency reasons only, the parent must call the Recreation Center at (972) 247-4607. Recreation Center staff will contact the child's Leader to give the message. Proper identification will be requested.

### ***Staff Code of Ethics***

Program Leaders are expected to adhere to the City's *Staff Code of Ethics*, which includes not accepting gifts from participants or babysitting and/or socializing with participants outside of the Program. If staff members do not comply with this policy, they are subject to disciplinary procedures.

## **General Youth Program Information**

### ***Program Information and Dates***

Summer Funshine and Holiday Craze meet from 7:30 a.m.-6:00 p.m. at the Farmers Branch Community Recreation Center located at 14050 Heartside in Farmers Branch. The Summer Funshine and Holiday Craze Programs are for children ages 6-12 on the date the program begins.

Summer Funshine runs the first day of C-FBISD summer break until the last day of summer excluding July 4. Holiday Craze meets on all nonfederal school holidays for C-FBISD. Holiday Craze does not meet on Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, or Memorial Day.

### ***Lunch/Snacks***

Participants are to bring a labeled sack lunch each day, unless otherwise directed. Drinks and an afternoon snack will be provided each day. Please do not send your child without a lunch. Summer Funshine will participate in the Summer Food Service Program when available. Dates/times will be advertised before the program begins.

### ***Age Groups***

In Summer Funshine, participants will be divided into groups based on the grade they will be entering in the fall. In Holiday Craze, participants will be divided into younger and older groups whenever possible.

### ***Calendars***

During Summer Funshine, a weekly calendar/parent letter will be available for pick up at the sign-out desk and on the City's website at [www.fbreccenter.com](http://www.fbreccenter.com) on Thursdays for the upcoming week. The calendars include "highlights" such as field trips and special activities. This information will also be on [www.facebook.com/fbreccenter](http://www.facebook.com/fbreccenter), so like us on Facebook!

In Holiday Craze, calendars are available for pick up the morning that the program meets. If Holiday Craze meets for an extended period of time (such as winter break) the calendars are done weekly and available for pick up on Thursdays for the upcoming week.

Also included in the Summer Funshine and Holiday Craze calendars/parent letters are special notices, payment due dates, and other information. "Age Group Fun" which is frequently on the calendars, means that your child's group

will be participating in an organized activity. Parents should be familiar with the information on the calendars. If a child arrives late to the Program, the parent should make sure the child arrives at the location of the group.



### ***Special Activities***

Summer Funshine and Holiday Craze will participate in activities such as swimming, field trips, reading, on-site entertainment, character building activities, fitness activities, and more. Please check the calendars for specific dates and times.

### ***Field Trips***

Fees for field trips are collected at registration. No additional money will be needed unless your child would like to purchase concession not provided such as while attending movie outings. Please read the calendars for scheduled field trips.

## **FARMERS BRANCH YOUTH PROGRAMS' STANDARDS OF CARE**

The following Standards of Care have been adopted by the City Council of the City of Farmers Branch, Texas in order to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Farmers Branch 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 the City of Farmers Branch Youth Programs is the Farmers Branch City Council.
- B. Implementation of the Youth Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and Departmental employees.
- C. Youth Programs ("Program") to which these Standards of Care will apply are the Summer Funshine Program and the Holiday Craze Program.
- D. The Youth Program site will have available for public and staff review a current copy of the Standards of Care. The Standards of Care are also available on the City's website.
- E. Parents of participants will be provided a current copy of the Standards of Care during the registration process if requested.
- F. Criminal background checks will be conducted on prospective Youth Program employees (ages 18 and older). If results of that criminal check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment:
  - (1) a felony or a misdemeanor classified as an offense against a person or family;
  - (2) a felony or misdemeanor classified as public indecency;

- (3) a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;
- (4) any offense involving moral turpitude;
- (5) any offense that would potentially put youth participants or the City of Farmers Branch at risk.

## 2. Definitions

- A. City: City of Farmers Branch
- B. City Council: City Council of the City of Farmers Branch
- C. Department: Parks and Recreation Department of the City of Farmers Branch
- D. Youth Programs or Program: City of Farmers Branch Youth Programs consisting of the Summer Funshine Program and the Holiday Craze Program
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to Farmers Branch Youth Programs
- F. Director: City of Farmers Branch Parks and Recreation Department Director or his or her designee
- G. Program Supervisor: City of Farmers Branch Parks and Recreation Department full-time Programmer who has been assigned administrative responsibility for a Farmers Branch Youth Program
- H. Program Supervisor/Leader or Supervisor/Leader: City of Farmers Branch Parks and Recreation Department part-time employee who has been assigned responsibility to implement the City's Youth Programs
- I. Program Site: Area and facility where Farmers Branch Youth Programs are held consist of the Farmers Branch Community Recreation Center.
- J. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Farmers Branch Youth Program
- K. Parent(s): This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in Farmers Branch Youth Programs
- L. Employee(s): Term used to describe people who have been hired to work for the City of Farmers Branch and have been assigned responsibility for managing, administering, or implementing some portions of the Farmers Branch Youth Programs
- M. Recreation Center: The Farmers Branch Community Recreation Center located at 14050 Heartside in Farmers Branch and which hosts the Summer Funshine Program and the Holiday Craze Program

## 3. Inspections/Monitoring/Enforcement

- A. A monthly inspection report will be initiated by the Supervisor of each Program to confirm the Standards of Care are being adhered to.
  - (1) Inspection reports will be sent to the Director for review and kept on record for at least two years.
  - (2) The Director will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- B. The Director will make visual inspections of the Program based on the following schedule:
  - (1) The Summer Funshine Program will be inspected twice during its summer schedule.
  - (2) The Holiday Craze Program will be inspected once during the winter break and once during the spring break.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Supervisor. The Supervisor will be responsible to take the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Supervisor. Serious complaints regarding enforcement of the Standards of Care will be addressed by the Director and the complaint and the resolution will be noted.
- D. The Director will make an annual report to the City Council on the overall status of the Youth Programs and their operation relative to compliance with the adopted Standards of Care.

4. Enrollment

- A. Before a child can be enrolled, a parent must sign registration forms that contain the child's:
  - (1) name, address, phone number;
  - (2) name and address of parents and phone number during Program hours;
  - (3) the names and phone 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. In the case where a City 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 Superintendent. The Superintendent will immediately notify the Police Department and any other agency as may be appropriate.

Texas state law requires the staff of these youth 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**

6. Youth Program Supervisor ("Supervisor") Qualifications
  - A. Supervisors will be full-time, professional employees of the Farmers Branch Parks and Recreation Department and will be required to have all Program Leader qualifications as outlined in Section 7 of this document.
  - B. Supervisors must be at least 21 years old.
  - C. Supervisors must have a bachelor's degree from an accredited college or university. Acceptable degrees include:
    - (1) Recreation Administration or General Recreation
    - (2) Physical Education
    - (3) Any other comparable degree plan that would lend itself to working in a public recreation environment
  - D. Supervisors must have two years experience planning and implementing recreational activities.
  - E. Supervisors must pass a background investigation including testing for illegal substances.
  - F. Supervisors 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.
  - G. Supervisors must be able to furnish proof of a clear tuberculosis test within 12 months prior to their employment date.
7. Supervisor's Responsibilities
  - A. Supervisors are responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.
  - B. Supervisors are responsible to recommend for hire, supervise, and evaluate Leaders.
  - C. Supervisors are responsible to plan, implement, and evaluate programs.
8. Youth Program Leader ("Leader") and Youth Program Supervisor ("Program Supervisor") Qualifications
  - A. Leaders/Program Supervisors will be part-time or temporary employees of the Parks and Recreation Department.
  - B. Leaders/Program Supervisors working with children must be age 16 or older; however, each site will have at least one employee 18 years old or older present at all times.

- C. Leaders/Program Supervisors should be able to consistently exhibit competency, good judgement, and self- control when working with children.
- D. Leaders/Program Supervisors must relate to children with courtesy, respect, tolerance, and patience.
- E. Leaders/Program Supervisors must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.
- F. Each Leader/Program Supervisors applicant must be able to furnish proof of a clear tuberculosis test within the 12 months prior to their employment date.
- G. Leaders/Program Supervisors must pass a background investigation including testing for illegal substances.

9. Leader/Program Supervisors Responsibilities

- A. Leaders/Program Supervisors will be responsible to 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.
- B. Leaders/Program Supervisors will be responsible to know and follow all City, Departmental, and Program standards, policies, and procedures that apply to Farmers Branch Youth Programs.
- C. Leaders/Program Supervisors must ensure that participants are released only to a parent or an adult designated by the parent. All Program sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Leader.

10. Training/Orientation

- A. The Department is responsible for providing training and orientation to Program employees in working with children and for specific job responsibilities. Supervisors will provide each Leader with a Program manual specific to each Youth Program.
- B. Program employees must be familiar with the Standards of Care for Youth 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 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, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child psychology, and organization.
- F. Program employees will be required to sign an acknowledgement that they received the required training.

**OPERATIONS**

11. Staff-Participant Ratio

- A. In a Farmers Branch Youth Program, the standard ratio of participants to Leaders will be 20 to 1. In the event a Leader 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 him or her 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.

12. 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 a 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 as soon as possible.

13. 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 time periods 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.

14. Communication

- A. Program Employees will have access to a telephone for making emergency calls.
- B. The Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at the Recreation Center.
  - (1) Farmers Branch ambulance or emergency medical services.
  - (2) Farmers Branch Police Department.
  - (3) Farmers Branch Fire Department.
  - (4) The Farmers Branch Community Recreation Center.
  - (5) Child Protective Services.
  - (6) Poison Control.

15. 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. 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**

16. 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. A daily inspection report will be completed by Program employees and kept on file by the Coordinator.
- 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 each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- E. Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- F. Program porches and platforms more than 30 inches above the ground must be equipped with railings participants can reach.

- G. All swing seats at Program sites must be constructed of durable, lightweight, relatively pliable material.
- H. 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.

17. 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 Director who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director's annual report to the Council.
- C. The Program site must have at least one fire extinguisher approved by the Fire Marshal readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Program Coordinator, and a monthly report will be forwarded to the Coordinator's supervisor who will keep the report on file for a minimum of two years. 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 Funshine Program: A fire drill twice during the session.
  - (2) Holiday Craze: A fire drill once during the fall and spring sessions.

18. 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 expiration 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) Epinephrine-Pens
  - a. Staff is trained to assist children in administering their Epinephrine-Pen in case of Anaphylactic Shock. If a child is not able to self-administer the injection, staff may do so if a completed Medicine Form is on file. A separate Medicine Consent Form is required specifically for Epinephrine-Pens including information about the allergy(s) and the administration of the Epinephrine Pen. In addition, if an Epinephrine Pen is administered, 9-1-1 will be called and the parent/guardian will be contacted immediately.
- (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) There must be one flush toilet for every 30 children. Urinals may be counted in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.

#### D. Sanitation

- (1) An appropriate and adequate number of lavatories will be provided.
- (2) The Program facilities must have adequate light, ventilation, and heat.
- (3) 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.
- (4) Program employees must see that garbage is removed from buildings daily.

