



Pasadena Parks and Recreation

Standards of Care

The following Standards of Care are established to provide minimum health and safety standards for the Pasadena Parks and Recreation Department Youth Programs. These standards will allow the programs to qualify as exempt under Texas Human Resources Code Section 42.041(b)(14) (Required License and Accreditation) and Texas Administrative Code Section 745.115(3). Programs operated by the Pasadena Parks and Recreation Department are recreational in nature and are not licensed child care programs. These standards shall be reviewed annually and approved by the Pasadena City Council after a public hearing. Staff may adopt specific program rules that are more restrictive than these minimum standards.

PART 1. DEFINITIONS

1. City- City of Pasadena, Texas
2. City Council- City Council of Pasadena, Texas
3. Department- City of Pasadena Parks and Recreation Department
4. Programs- City sponsored recreational programs. Requires membership and/or registration to participate.
 - a. Youth Programs: City sponsored recreational programs designed for youth/ teens from ages 5-17 including Day Camps and After School Programs where attendees are free to come and go at will without regard to the presence of a guardian or other responsible adult to care for them.
5. Program Manual- Policies and Procedures for the department distributed to staff annually. This manual should include: forms, organization of the department, and program information.
6. Director- Director of the City's Parks and Recreation or authorized representative, full time professional employee assigned responsibility of direction of all parks and recreation facilities, programs, lands and assets.
7. Recreation Superintendent- Full time professional employee assigned responsibility for management of all recreational programs.
8. Recreation Manager- Full time employee assigned responsibility of management of one division of the Recreation Department. Responsible for overseeing division's planning, implementation, staff training, scheduling, supervision, enforcement.
9. Recreation Specialist- Full time employee assigned responsibility to implement recreation programs providing developmentally appropriate, and safe recreational environment.
10. Recreation Attendant- responsible for direct care/ supervision of participants, excludes support and maintenance staff. May be part time or full time.
11. Program Facility- building used to conduct recreational programming including Peter C. Fogo Recreation Center, Golden Acres Recreation Center, Odell Harrison Recreation Center, Strawberry Recreation Center, Rusk Recreation Center and Verne Cox Recreation Center or alternate sites as deemed necessary.

12. Participant-an individual that attends a City sponsored recreational program.
 - a. Youth- youth or teen age 5-17 years old who has completed the registration and/or membership process for a specified recreational program and is under the supervision of City of Pasadena staff while at the program.
13. Guardian
 - a. Natural parent, an adoptive parent or a step parent
 - b. A person or public/private agency with whom a participant is under the care of
 - c. Legal custody primary care giver and has the authority to enroll a youth in the recreation program
14. Staff- person employed by the City of Pasadena to work for Parks and Recreation Department and is responsible for managing, administering or implementing recreation program(s)
15. Standards of Care- the standards set forth in this ordinance, reviewed and updated annually
16. Membership – the process of a participant providing personal information and completing release of liability form

PART 2. NOTIFICATION OF STANDARDS OF CARE

The Standards of Care shall be posted on the City Website, provided during the registration process digitally, and available for review at each location. No program shall be advertised as a licensed child care program or facility and guardians shall be informed as such.

PART 3. MECHANISMS FOR INSPECTION, MONITORING AND ENFORCING

The department shall operate all youth programs in compliance with these Standards of Care.

Inspection Reports shall be submitted by Recreation Attendant, Recreation Specialist, or Assistant Manager for compliance at minimum once a month. Each inspection report shall be submitted to the Recreation Manager, Recreation Superintendent and the Director and kept on file.

Complaints regarding compliance with Standards of Care shall be directed to the Recreation Manager, Recreation Superintendent or Director and can be filed by calling the Parks and Recreation Department Main Office at 713-475-7048 during the hours of 8 a.m. – 5 p.m. Monday-Friday. In the case of non-compliance, corrective action along with deadlines shall be provided. Documentation of completion of corrective actions shall be submitted to Recreation Manager for review and then to the Recreation Superintendent and Director. These documents shall be kept on file according to the City of Pasadena Retention Policy.

PART 4. STAFF REQUIREMENTS

Staff should spend time engaging with participants and ensuring a safe environment during recreation programs. Staff that have been hired have completed Criminal Background Checks, fingerprinting for those over 18 and a drug test according to City of Pasadena Human Resources Policy. Each position listed below shall carry out the listed responsibilities while the Recreation Manager and Recreation Specialist are required to have the listed qualifications.

1. Recreation Manager
 - a. Qualifications
 - i. Bachelor’s degree (B.A.) from a four-year college or university

- ii. Minimum of three years of progressively responsible professional experience and/or training
 - iii. First Aid/ CPR/ AED certifications
 - iv. Skilled in personal computer use and Microsoft Word and Excel.
 - v. Certified Therapeutic Recreation Specialist certifications (Verne Cox Recreation Center)
 - vi. Must have the ability to create and submit professionally formatted and professionally written documents.
 - b. Responsibilities
 - i. Advance the goals of the Parks and Recreation Department by developing, implementing and evaluating recreational activities across the city.
 - ii. Interview, hire, and train employees; plan, assign, and direct work; appraise performance; discipline employees; address complaints and resolve problems.
 - iii. Prepare program budgets and maintains expenses within budget guidelines.
 - iv. Purchases necessary equipment and supplies needed for center programming.
 - v. Assists in the maintenance, cleaning, and organization of the general facility, supplies, and equipment.
 - vi. Monitors, measures and records results of recreation program participation
 - vii. Assists with the planning and implementation of special events
2. Recreation Specialist
- a. Qualifications
 - i. Bachelor's Degree in Parks and Recreation, or closely related field or Therapeutic Recreation (Verne Cox Recreation Center). A candidate with a combination of related experience and education may be considered.
 - ii. First Aid/ CPR/ AED certifications
 - iii. Skilled in personal computer use and Microsoft Word and Excel
 - iv. Certified Therapeutic Recreation Specialist certifications (Verne Cox Recreation Center)
 - v. Must have the ability to create and submit professionally formatted and professionally written documents.
 - b. Responsibilities
 - i. Assists Recreation Manager in planning, implementation, and supervision of activities
 - ii. Assists in registering participants
 - iii. Purchases necessary equipment and supplies needed for center programming.
 - iv. Assists in the maintenance, cleaning, and organization of the general facility, supplies and equipment.
 - v. Assists with the planning and implementation of special events
3. Recreation Assistant
- i. Assists in planning, implementation, and supervision of activities
 - ii. Assists in registering participants
 - iii. Purchases necessary equipment and supplies needed for center programming.
 - iv. Assists in the maintenance, cleaning, and organization of the general facility, supplies and equipment.

- v. Assists with the planning and implementation of special events
- 4. Therapeutic Recreation Aide
 - i. Assists in planning, implementation, and supervision of activities
 - ii. Assists in registering participants
 - iii. Assists in the maintenance, cleaning, and organization of the general facility, supplies and equipment.
 - iv. Assists with the planning and implementation of special events
- 5. Recreation Attendant
 - i. Assists in planning, implementation, and supervision of activities
 - ii. Assists in registering participants
 - iii. Assists in the maintenance, cleaning, and organization of the general facility, supplies and equipment.
 - iv. Assists with the planning and implementation of special events
- 6. Office Assistant
 - i. Completes City specific office related paperwork
 - ii. Assists in registering participants
 - iii. Purchases necessary equipment and supplies needed for center programming.
 - iv. Assists in the maintenance, cleaning, and organization of the general facility, supplies and equipment.

PART 5. STAFFING RATIOS

Staff Ratio shall be

- 1. 1 staff to 25 participants while onsite for ages 8-17*
- 2. 1 staff to 20 participants while onsite for ages 5-14*
- 3. 1 staff to 12 participants while offsite for all age groups

*In the event that there are mixed age groups containing individuals of various ages from the different determined ratios, the smaller ratio will be followed.

At all times at least two staff members must be on the premises while a program is operational.

For Aquatic activities provided during youth programs, staff ratio shall be 1 to 8 and a certified Lifeguard must be on deck and is not included in the count.

PART 6. TRAINING

The department shall provide training and orientation to all program employees. Each employee shall be provided with a training manual and shall be required to sign an acknowledgement that training was given and manual received. Training manual shall include general city policies as well as site, job and program specific responsibilities. Manuals may be more restrictive than these standards of care but not less than. Training shall include

- 1. CPR/First Aid/AED Training through/as provided by American Red Cross

2. Food Handler and Food Manager Training (only at food service facilities)
3. Bloodborne Pathogen Training through/as provided by American Red Cross
4. Reporting Child Abuse/ Neglect Training
5. Responding to Emergencies
6. Policies/Forms
7. Standards of Care as adopted by City Council

PART 7. SUSPECTED ABUSE

Texas Family Code Section 261.101 (a) requires a report of any suspected form of abuse or neglect. To facilitate this process each new employee shall be required to complete a course regarding recognizing and reporting child abuse and neglect. All employees are considered mandated reporters and are required to report, to their immediate supervisor who will then communicate with the Director of Parks and Recreation, any suspicion of abuse, neglect, or exploitation.

PART 8. PROGRAM REGISTRATION

Before a participant is enrolled in a recreation program, the guardian must complete a registration form with the following:

1. Participant's name, address, phone number, date of birth, age, email address
2. Guardian's name, address, phone number to be reached during program hours, email address
3. Emergency contact name and phone numbers
4. Release of Liability
5. Acknowledgement that the program is not licensed by the state as a child care facility

PART 9. DISCIPLINE

Behavior policies shall be available to participants and guardians and provided upon completion of registration. Discipline and guidance shall be applied in a consistent manner and appropriate to the participant's level of understanding. Participant shall be given an explanation by the staff member of his/her unacceptable behavior and shall be given a warning that includes further consequences if the behavior continues.

Praise and encouragement of good behavior should be used and children should be reminded of expectations using clear, positive statements.

No corporal punishment, humiliating, ridiculing, yelling, harsh or abusive language, shall be used.

Program may use brief, supervised separation of a participant from a group, but only for one minute per participant's age.

Disciplinary reports should be sent home and acknowledged by a guardian.

A sufficient number of discipline reports or serious instances of unacceptable behavior may result in participant being suspended from the program.

Prior to suspension from the program, the participant and guardians shall be notified in writing of the possibility of suspension. Once suspension is given, the suspension terms shall be provided in writing as well as the process to appeal the suspension. Appeals must be submitted within 2 business days of the suspension notice. All appeals will be reviewed by the Recreation Superintendent and Director of Parks and Recreation.

In instances where there is a threat or possible danger to participants or staff, participants shall be removed from the program site as soon as possible and necessary law enforcement informed.

PART 10. HEALTH AND ILLNESS

Staff shall take every measure to ensure the health of all participants and staff. Should staff become aware of any potential illness, injury, or health concern, they will be handled as follows:

1. Staff should use personal protective equipment and other means to ensure the health and safety of both participants and staff.
2. Participants shall NOT be allowed to participate and/or attend programs with a fever over 100.4F, if participant is vomiting, or if the participant is considered to be a health concern to other participants or staff. Participants shall not be allowed back into the program if symptoms persist.
 - a. Staff shall immediately notify the guardian or other person authorized by the guardian when the child is suspected to be ill.
 - b. Recreation center – the participant shall be picked up by a guardian or allowed to go home, if safe to do so.
 - c. Summer Camp – participant shall be isolated and monitored, if necessary, until a guardian is able to pick the participant up.
3. Any changes to the health and illness guideline will be based on the latest recommendations from the Centers for Disease Control (CDC) and local health officials' including the Harris County Health Department.
4. Staff shall notify guardians of participants when there is an outbreak of a communicable disease in the facility/program. Staff shall notify guardians of any outbreak of lice or other infestation.
5. In the event a participant has an injury (other than a small bandage), staff should fill out the patron incident and injury form and have any witnesses fill out the witness statement. Staff should attempt to reach the guardian and document the attempt(s).
6. In case of acute illness or injury to a participant, staff shall call for an emergency vehicle to transport the participant to an authorized medical facility. A member of the staff shall report to the hospital if guardian is unable to be contacted or until a guardian arrives.
7. Staff will practice confidentiality and shall not disclose the name of any participant with a health concern to anyone other than staff.

Medication

1. Medication shall not be administered by staff with the exception of Epinephrine Injections during anaphylaxis and Nalaxone Nasal Spray during suspected opioid overdose.
2. If participant needs to take medication, specific accommodations can be discussed with staff.

PART 11. PROGRAMMING

Staff shall plan, organize, instruct and provide activities consistent with participants' ages, interests, and abilities. Activities should be appropriate for the health and safety of participants and staff should provide structure but be flexible to accommodate unforeseen circumstances. Activities should be posted monthly both in the facility and on linked sites.

Activities can include sports, games, arts and crafts, education, cooking, events, field trips, tournaments, etc., and should:

1. Be wide in scope and varied
2. Balance indoor and outdoor time
3. Balance active and passive activities
4. Balance individual and group activities

PART 12. FACILITY/ EQUIPMENT STANDARDS

A facility used for youth recreation programming and membership must be inspected both daily and monthly for safety concerns.

Staff shall visually inspect the facility daily for safety concerns using the facility checklists. Staff shall inspect the facility monthly for safety concerns utilizing the monthly inspection form. Request for repairs or replacements shall be submitted to the Facilities department. Facilities should be kept clean/ maintained.

Equipment shall be maintained in good condition and safe for use by participants.

PART 13. COMMUNICATIONS

Program site must have a working telephone for use by staff to respond to emergencies, contact guardians, and for guardians to reach site. Telephone number will be provided to guardians for emergency use.

Staff may use their own cell phone to remain in contact with other Parks and Recreation personnel. The use of cell phones must be limited to business and kept at a minimum while working.

The following shall be posted at each site for use by program employees

1. Site phone number and address
2. Ambulance/Fire Department phone number
3. Police Non-Emergency Number
4. Other Park and Recreation Facilities phone numbers, locations, addresses
5. Relevant Supervisor and Staff Contacts' phone numbers

PART 14. TRANSPORTATION/FIELD TRIPS

An authorization to transport participants shall be included in the registration process.

Individual field trip permission slips may be distributed with specific information including location, address, time leaving, time returning, items required, etc.

Vehicles shall be inspected prior to each trip according to City of Pasadena policy. Drivers shall possess all necessary licenses to drive transportation vehicles.

Each vehicle shall have a first aid kit and an operable fire extinguisher both easily accessible.

When transporting participants, staff shall possess a written list of participants and a copy of the participants' authorization to transport, registration forms including waivers and medical consent to treat as well as emergency contact names and numbers.

When leaving for a field trip staff should ensure an accurate count of participants. Staff should perform a visual inspection of vehicles and make sure there is enough fuel for the trip and directions are accurate. Once on the vehicle, staff should count participants again and ensure all necessary equipment is on board including but not limited to release forms, first aid kit, water, snacks, etc.

PART 15. EMERGENCY RESPONSE

During emergency situations, staff have been trained to follow Emergency Action Plans for various emergencies including Fire, Medical, Active Shooter, Weather-Related, and Missing Persons. Specific Emergency Procedures may vary slightly according to the site that it is intended for; however, staff are prepared to respond to various emergency situations. Emergency Action Plans are kept in clearly labeled binders in each site's front office for quick reference.

PART 16. EXPIRATION

These standards of care are to be reviewed and adopted by ordinance annually, following a public hearing.