

**ORDINANCE NO.**

**AN ORDINANCE AMENDING LOCAL STANDARDS OF CARE FOR THE CITY PARKS AND RECREATION DEPARTMENT'S CHILDREN'S RECREATION PROGRAMS.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

**PART 1. AUTHORITY.**

The Council amends [~~adopts~~] these local standards of care for the Parks and Recreation Department children's recreational programs under Texas Human Resources Code Section 42.041(b)(14) (*Required License and Accreditation*) and its home rule authority.

**PART 2. DEFINITIONS.**

In this ordinance:

- (1) **ACTIVITY LEADER** means a person responsible for the direct care or supervision of participants. The term excludes a person whose primary duties include administration, clerical support, food preparation, or facility maintenance.
- (2) **DEPARTMENT** means the Parks and Recreation Department.
- (3) **DIRECTOR** means the director of the Parks and Recreation Department.
- (4) **FACILITY** means a building or improvement operated or used by the department in conducting a recreational program.
- (5) **PARTICIPANT** means a child under the age of 18 who is enrolled in a recreational program.
- (6) **RECREATIONAL PROGRAM** means a children's program or activity offered and supervised by the department that requires a child to enroll or register to participate. This term excludes playgrounds and other drop-in recreational programs.
- (7) **STAFF** means a person who is employed by the department to work in a recreational program.

(8) VOLUNTEER means a person assisting without remuneration in the care or supervision of participants.

### **PART 3. PROGRAM ADMINISTRATION.**

(A) The department shall operate recreational programs in compliance with this ordinance and the department's rules adopted under this ordinance.

(B) The director shall administer the programs.

### **PART 4. PROGRAM RULES; MONITORING.**

(A) The director shall adopt rules relating to the operation of the programs. A rule adopted under this ordinance may be more restrictive than the minimum standards adopted by this ordinance.

(B) The director shall monitor the programs to ensure compliance with the standards adopted in this ordinance and the rules.

### **PART 5. REQUIRED SUPERVISION FOR NON-AQUATIC RECREATIONAL PROGRAMS.**

(A) Except as provided in Subsection (B) and Part 6 (*Required Supervision for Aquatic Recreational Programs*), the department shall provide activity leaders during a recreational program at a minimum as follows:

- (1) one activity leader for each 8 [~~eight~~] children five years old or younger;
- (2) one activity leader for each 12 [~~10~~] children between the ages of six and nine years old; and
- (3) one activity leader for each 15 [~~12~~] children between the ages of ten [~~10~~] and fifteen [~~15~~] years old.

(B) The department shall provide activity leaders during a recreational program for children with a disability at a minimum as follows:

- (1) one activity leader for each four children twelve [~~12~~] years old or younger; and
- (2) one activity leader for each eight children between the ages of thirteen [~~13~~] and eighteen [~~18~~] years old.

1 **PART 6. REQUIRED SUPERVISION FOR AQUATIC RECREATIONAL**  
2 **PROGRAMS.**

3 (A) Except as provided in Subsection (C), the department shall provide activity  
4 leaders during a recreational program that includes swimming in a swimming  
5 pool at a minimum as follows:

6 (1) one activity leader for each 2 [~~two~~] children four years old or younger;

7 (2) one activity leader for each 8 [~~eight~~] children between the ages of five  
8 and seven years old; and

9 (3) one activity leader for each 12 children eight years old or older.

10 (B) Except as provided in Subsection (C), the department shall provide activity  
11 leaders during a recreational program that includes swimming in a wading  
12 pool at a minimum as follows:

13 (1) one activity leader for each 2 [~~two~~] children two years old or younger;

14 (2) one activity leader for each 5 [~~five~~] children between the ages of three  
15 and five years old; and

16 (3) one activity leader for each 12 children six years old or older.

17 (C) The department shall provide activity leaders during a recreational program for  
18 children with a disability that includes recreational swimming in a swimming  
19 pool or a wading pool at a minimum as follows:

20 (1) one activity leader for each child four years old or younger; and

21 (2) one activity leader for each eight children five years old or older.

22 (D) The department may not conduct a recreational program at a swimming pool  
23 or wading pool outside a City park unless the use of the pool has been  
24 approved by the director.

25 **PART 7. REQUIREMENTS FOR ACTIVITY LEADERS.**

26 (A) The department shall provide a minimum of one activity leader for each class  
27 or group enrolled in a recreational program.

28 (B) An activity leader must be at least:

29 (1) 18 years old; or

(2) 15 years old if supervised by another activity leader who is at least 18 years old.

(C) An activity leader must obtain the following certification from a nationally recognized organization:

(1) basic water rescue, if supervising a recreational program that includes swimming;

(2) cardiac pulmonary resuscitation or equivalent; and

(3) first aid.

## **PART 8. STAFF AND VOLUNTEER TRAINING REQUIREMENTS.**

(A) The director shall establish training requirements for all staff and volunteers who provide direct care or supervision to participants.

(B) At least one staff member at each facility must have current training in cardio pulmonary resuscitation for children.

(C) Each staff member who supervises children in swimming or other water activities in more than two feet of water must be able to swim and shall be trained in water safety. A person who is not counted in the minimum staff-to-participant ratio is not required to meet these requirements.

## **PART 9. PERSONNEL RESTRICTION.**

(A) A person may not be employed or serve as a volunteer in a recreational program if:

(1) the person would be permanently barred from being present at a child care operation while children are in care under the Texas Administrative Code Title 40, Part 19, Chapter 745 (*Licensing*); or

(2) the director determines that, based on the criminal history and other relevant and credible information, the person poses a risk to the safety or health of participants.

(B) The director may obtain a criminal history record of any employee or volunteer working or applying to work in a recreational program.

## **PART 10. FACILITY OPERATION; PHYSICAL ENVIRONMENT.**

(A) The department may not operate a recreational program at a facility unless the facility meets the following requirements:

- (1) The facility and equipment used in the program do not present fire, health, or safety hazards and are kept free of refuse and debris.
  - (2) The facility is inspected annually for safety by the department.
  - (3) The facility is kept free of insects, rodents, and stray animals.
  - (4) The facility has clearly marked emergency exits.
  - (5) The facility has a disaster and evacuation procedure posted in a visible location.
  - (6) The facility is used and maintained in accordance with the fire prevention requirements of Chapter 25-12 (*Technical Codes*) and the fire chief's directives, including not fewer than four fire drills each year.
  - (7) First aid and infection control kit are kept at the facility, including sufficient additional kits to be taken to other locations at which participants engage in a program activity.
  - (8) First aid guidelines are on file and visibly posted at the facility, including:
    - (a) cardio pulmonary resuscitation and rescue breathing sequence guidelines;
    - (b) first aid review; and
    - (c) medical emergency procedures.
  - (9) The facility has a sufficient number of restrooms that are equipped for independent use by children and that are designed to permit staff supervision if necessary.
- (B) The department shall maintain a campground or primitive facility used for a recreation program in compliance with the requirements of Subsection (A) to the extent possible.
- (C) The department shall maintain equipment used in the programs in good condition. Department staff shall remove a defective tool, machinery, appliance, or other equipment and report the defective item to a supervisor. Unauthorized staff may not repair defective equipment.

## **PART 11. PHYSICAL HEALTH STANDARDS.**

- 1 (A) A staff member shall supervise a child who is ill or injured until a parent or  
2 other authorized adult removes the child from the facility.
- 3 (B) Staff shall keep a child whose illness or medical condition that would  
4 compromise the health or safety of the other participants separate from the  
5 other participants until the child is removed from the facility.
- 6 (C) Staff may not admit or readmit a child whose illness or medical condition  
7 prevents the child from comfortably participating in program activities or  
8 places other participants at risk to the facility for the duration of the illness or  
9 condition.
- 10 (D) In the case of an acute illness or injury to a child, staff shall call for an  
11 emergency vehicle to transport the child to an authorized medical facility.

12 **PART 12. MEDICATION STANDARDS.**

- 13 (A) A staff member may not administer medication to a participant without a  
14 parental medication authorization. Staff may not administer medication that is  
15 not in its original container or past the expiration date on the container.
- 16 (B) A staff member may not administer an injection or an amount of medication  
17 that is inconsistent with the prescribed dosage. A staff member may administer  
18 an epinephrine auto-injector device if he or she has completed training  
19 approved by the department.
- 20 (C) A staff member may not accept more than a one-week supply of medication  
21 for a participant and the member shall return the unused medication to the  
22 parent on the last program day of the week.
- 23 (D) Staff must keep medication in a secured location that is not accessible by  
24 participants.
- 25 (E) A staff member shall maintain a medication log that includes the name of the  
26 child to whom the medication is administered, the time the medication is  
27 dispensed, and the name of the person dispensing the medication.

28 **PART 13. DISTRIBUTION OF STANDARDS.**

- 29 (A) The department shall post and make available copies of the standards adopted  
30 in this ordinance or by rules adopted under this ordinance.
- 31 (B) The department shall inform the parents of each participant that the  
32 recreational programs are not licensed by the state. The programs may not be  
33 advertised as child-care facilities.

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3 **PART 14. RECOMMENDATION FOR AMENDMENT OR RE-ADOPTION.**

4 Not later than February 1 of each year the director shall recommend to the Council  
5 the amendment or re-adoption of the local standards adopted under this ordinance.

6 **PART 15. APPLICABILITY.**

7 This ordinance supersedes Chapter 8-2 (*Swimming Pool Use*) of the Code to the  
8 extent of conflict.

9 **PART 16. EXPIRATION.**

10 This ordinance expires one year after its effective date.

11 **PART 17.** This ordinance takes effect on \_\_\_\_\_.

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13 **PASSED AND APPROVED**

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17 \_\_\_\_\_, 2008

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Will Wynn  
Mayor

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22 **APPROVED:** \_\_\_\_\_  
23 David Allan Smith  
24 City Attorney  
25  
26  
27

**ATTEST:** \_\_\_\_\_  
Shirley A. Gentry  
City Clerk