

ORDINANCE NO.

AN ORDINANCE ADOPTING 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 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 and is under the supervision of department staff.
- (6) **RECREATIONAL PROGRAM** means a fee-based children's after school program or activity offered and supervised by the department that requires a child to enroll or register to participate.
- (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.

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2 **PART 3. PROGRAM ADMINISTRATION.**

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

5 (B) The director shall administer the programs.

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

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

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

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

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

- 17 (1) one activity leader for each eight children five years old or younger;
18 (2) one activity leader for each 12 children between the ages of six and nine
19 years old; and
20 (3) one activity leader for each 15 children between the ages of ten and
21 fifteen years old.

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

- 24 (1) one activity leader for each four children twelve years old or younger;
25 and
26 (2) one activity leader for each eight children between the ages of thirteen
27 and eighteen 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 two children four years old or younger;
7 (2) one activity leader for each eight children between the ages of five and
8 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 two children two years old or younger;
14 (2) one activity leader for each five children between the ages of three and
15 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 approved by the director:

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

(2) cardiopulmonary resuscitation for adults, children and infants;

(3) use of an automated external defibrillator, and

(4) 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 cardiopulmonary resuscitation for adults, children and infants from a nationally recognized water safety program that has been approved by the director.

(C) Each staff member who supervises children in swimming or other water activities shall be trained in basic water rescue by a nationally recognized water safety program that has been approved by the director. 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) emergency action plans.
- (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,

1 appliance, or other equipment and report the defective item to a supervisor.
2 Unauthorized staff may not repair defective equipment.

3 **PART 11. PHYSICAL HEALTH STANDARDS.**

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

15 **PART 12. MEDICATION STANDARDS.**

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

PART 15. APPLICABILITY.

PART 16. EXPIRATION.

This ordinance expires one year after its effective date.

PART 17. This ordinance takes effect on _____, 2009.

PASSED AND APPROVED

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Will Wynn
Mayor

APPROVED:

David Allan Smith
City Attorney

ATTEST:

Shirley A. Gentry
City Clerk