

## **EXHIBIT "A"**

### **BEDFORD YOUTH PROGRAMS STANDARDS OF CARE**

The following Standards of Care were passed by the City Council of the City of Bedford, Texas pursuant to Texas Human Resources Code Section 42.041 (b)(14). The Standards of Care are the minimum standards by which the City of Bedford will operate the City's Youth Programs.

#### **General Administration**

##### **1. Organization**

- A. The governing body of the City of Bedford Youth Programs is the Bedford City Council.
- B. Implementation of the Youth Program Standards of Care for all Youth Programs is the responsibility of the Community Services Manager.
- C. Youth Programs ("Program") to which these Standards will apply are the programs held at the Boys Ranch Activity Center and other "Outreach" programs currently operated by the City of Bedford. Other programs may be subsequently designated by the City of Bedford.
- D. Each Youth Program site will have available for public and staff review, a current copy of the Standards of Care.
- E. Parent of the participants will be provided a current copy of the Standards of Care and parents shall be informed that the program is not licensed by the state.
- F. Parents of the participants will be provided a current copy of the Standards of Care during the registration process.
- G. Criminal background checks will be conducted on prospective Youth Program employees. If results of the 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 the City of Bedford at risk.

## 2. Definitions

- A. City: Bedford, Texas
- B. City Council: City Council of City of Bedford, Texas
- C. Department: The term “Department” shall mean Community Services Department of the City of Bedford when used in connection with those Youth Programs for which the Recreation Division is responsible.
- D. Youth Programs or Program: City of Bedford Youth Programs held at the Boys Ranch Activity Center and “Outreach” programs currently operated by the City of Bedford. Other programs may be subsequently designated by the City of Bedford.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational program information relevant to Bedford Youth Programs.
- F. Manager: The term “Manager” shall mean the City of Bedford Community Services Manager, or his or her designee, when used in connection with those Youth Programs for which the Recreation Division is responsible.
- G. Program Coordinator: The term “Coordinator” shall mean the City of Bedford full-time Recreation Coordinator who has been assigned administrative responsibility for a Bedford Youth Program for which the Recreation Division is responsible.
- H. Recreation Leader or Leaders: The term “Recreation Leader” or “Leaders” shall mean any City of Bedford employee (full or part-time) who has been assigned responsibility to implement the City’s Youth Programs for which the Recreation Division is responsible.
- I. Program Site: Any area or facility where Bedford Youth Programs are held.
- J. Participant: Any youth whose parents have completed all required registration procedures and determined to be eligible for a Bedford Youth Program.
- K. Parent(s): This term will be used to represent one or both parent(s) or guardian(s) who have legal custody and authority to enroll their child(ren) in Bedford Youth Programs.
- L. Program Employee(s): Term used to describe people who have been hired to work for the City of Bedford and have been assigned responsibility for managing, administering, or implementing some portions of the Bedford Youth Programs.

### 3. Inspections/Monitoring/Enforcement

- A. A bi-annual inspection report will be initiated by the Coordinator of each program to confirm the Standards of Care are being adhered to.
  - (1) Inspection reports will be sent to the Manager for review and kept on record for at least two years.
  - (2) Coordinator will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- B. The Manager, or his or her designee, will make visual inspections of the facilities based on the following schedule:
  - (1) a pre-summer check in May of each year
  - (2) a winter check in January
- 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 resolve the problems. Complaints regarding enforcement of Standards of Care and their resolution will be recorded by the Coordinator. Serious complaints regarding enforcement of the Standards of Care will be addressed by the Manager and the complaint and the resolution will be noted.

### 4. Enrollment

- A. Before a child can be enrolled, the parents must sign registration forms that contain the child's:
  - (1) name, address, home telephone number;
  - (2) name and address of parents and telephone during program hours;
  - (3) names and telephone numbers of people to whom the child can be released;
  - (4) statement of the child's special problems or needs;
  - (5) proof of residency when appropriate
  - (6) a liability waiver which also includes permission for field trips and emergency medical authorization.

### 5. Suspected Abuse

Program employees will report suspected child abuse in accordance with the Texas family Code.

## Staffing Responsibilities and Training

### 6. Youth Program Coordinator Qualifications

- A. Staff will be full-time employee of the City of Bedford.
- B. Staff must be at least 21 years old.
- C. Staff must have two years' experience planning and implementing recreation activities.
- D. Staff must be able to pass a background investigation, including testing for illegal substances.
- E. As soon as possible after employment with the City of Bedford, the Staff must successfully complete a course in first aid and CPR offered by the City of Bedford or another licensed source i.e. American Red Cross.
- F. Staff must be able to furnish proof of a clear tuberculosis test within 12 months prior to their employment date. City ordinance requires a TB exam within 10 days of employment.

### 7. Program Coordinator's Responsibilities

- A. Staff is responsible to administer the Program's daily operations in compliance with the adopted Standards of Care.
- B. Staff is responsible to recommend for hire, supervise and evaluate Leaders.
- C. Staff is responsible to plan, implement and evaluate programs.

### 8. Recreation Leaders ("Leader") Qualifications

- A. Staff may be full time, part-time or temporary employees of the City of Bedford.
- B. Staff working with children must be age 16 or older; each site will have at least one employee 18 years or older present at all times.
- C. Staff should be able to consistently exhibit competency, good judgment and self-control when working with children.
- D. Staff must relate to children with courtesy, respect, tolerance and patience.
- E. 50% of the Staff at each site must have successfully completed a course in first aid and CPR offered by the American Red Cross.
- F. Staff must pass a background investigation including testing for illegal substances.

## 9. Leader Responsibilities

- A. Staff will be responsible to provide participants with an environment in which they can feel safe, can enjoy wholesome recreational activities, and can participate in appropriate social opportunities with their peers.
- B. Staff will be responsible to know and follow all City, Departmental, and Program standards, policies and procedures that apply to Bedford Youth Programs.
- C. Staff will ensure that participants are released only to a parent or an adult designated by the parent. All programs sites will have a copy of the applicable Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Staff. City Ordinance requires the following:
  - (1) An enrollment agreement shall be obtained for each child prior to admission, filed at the recreation center, and the director shall be responsible for assuring that the terms of the agreement related to items (a)-(c) below are met. The agreement signed by the parents shall contain:
    - a) Hours the child shall be in care. (Not to exceed twelve (12) hours except in an emergency.)
    - b) Notarized emergency medical authorization.
    - c) 4- digit security code.
      - 1. School-age children who leave the recreation center to go to classes and clubs shall have written permission from the parents. Parents shall specify the activity, time, and method of transportation.
      - 2. Photographs of the parents and other persons authorized to pick up the child shall be kept by the recreation center.
      - 3. It shall be the responsibility of the parent who is granted custody of the child to provide the recreation center with a copy of any custody decree or agreement should they request that the release authorization record be changed.
  - (2) A statement that the child will be released only to a parent or a person named by the parent.
- D. In any instance when the persons listed in item (c)(2) above cannot pick up the child, the procedures describe herein shall be followed.
  - 1. The parent or guardian shall phone the recreation center, shall identify themselves by using a four-digit security code, and shall designate who will pick the child up. The director or staff member shall check the child's enrollment record to verify the code numbers.
  - 2. The person who picks up the child must identify themselves as follows:
    - (I) Shall present photo identification
    - (II) Shall present the parent's 4-digit security code.
    - (III) The unlisted person shall sign child out.
    - (IV) Staff shall photograph the person before they leave the recreation center. The center must provide an operational camera.

- a) The procedure to release children to unlisted persons as required by the City of Bedford shall be posted so that it is readily accessible to all staff.
  - b) In the event that a child is found to be missing from a facility, the operator of the facility shall report such fact to the Bedford Police Department and the City of Bedford City Manager's Office immediately.
- E. A Staff member must be with program participants at all times.

#### 10. Training/Orientation

- A. The Department is responsible to provide training and orientation to its program employees in working with children and for specific job responsibilities. The Coordinator will provide each Staff member with a program manual specific to each Youth Program.
- B. Staff must be familiar with the Standards of Care for Youth Program operation as adopted by the City Council.
- C. Staff must be familiar with the program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Staff will be trained in appropriate procedures to handle emergencies.
- E. Staff will be trained in areas including City, Departmental, and program policies and procedures; provision of recreation activities; safety issues; and organization.
- F. All Staff will receive 8 hours of training annually.
- G. Staff will be required to sign an acknowledgment that they received the required training.

#### ***Operations***

#### 11. Staff-Participant Ratio

- A. In a Bedford Youth Program, the number of participants may not exceed Staff by a minimum ratio of 1 Staff member per 15 participants, 5 years to 13 years of age.
- B. Each participant should have a Staff member who is responsible for him or her and who is aware of details of the participant's habits, interests, and any special problems as identified by the participant's parents during the registration process.

#### 12. Notification

- A. Parents must be notified immediately if:
  - (1) Participant is injured; or
  - (2) Participant has a sign or symptom requiring exclusion from the site (i.e. communicable disease, fever, illness).

- B. All parents must be notified if there is an outbreak of any communicable disease that is reportable to the State Department of Health.

### 13. Discipline

- A. Staff will implement discipline and guidance in a consistent manner based on the best interests of program participants.
- B. There will be no cruel or harsh punishment or treatment.
- C. Staff may use brief, supervised separation from the group if necessary.
- D. As necessary, Staff will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign participant discipline reports to indicate they have been advised about a specific problem or incident.
- 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.

### 14. Programming

- A. Staff will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to the participants' health, safety, and well-being. The activities also will be flexible and promote the participants' emotional, social, and mental growth.
- B. Staff will attempt to provide indoor and outdoor time periods to include:
  - (1) alternating active and passive activities,
  - (2) opportunity for individual and group activities
  - (3) outdoor time each day weather permits.
- C. Staff will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the program.
  - (1) During trips, Staff supervising participants must have phone access to emergency medical forms and emergency contact information for each participant.
  - (2) Staff must have written list of participants in the group and must check the roll frequently.

- (3) Staff must have the first aid supplies and a guide to the first aid emergency care available on field trips.
- (4) Notice of any field trips will be displayed at a prominent place at each site.

#### 15. Communication

- A. Each Program site will have a phone to allow the site to be contacted by Recreation Center personnel and each site will have access to a telephone for use in contacting the Recreation Center making emergency calls.
- B. The Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Staff at each site:
  - (1) Bedford ambulance or emergency medical services.
  - (2) Bedford Police Department.
  - (3) Bedford Fire Department.
  - (4) Poison Control.
  - (5) The telephone number for the site itself.

#### 16. Transportation

- A. First aid supplies and a first aid and emergency care guide will be available in all program vehicles that transport children.
- B. All program vehicles used for transporting participants must have available a portable fire extinguisher which will be installed in the passenger compartment of the vehicle and which must be accessible to the adult occupants.

#### ***Facility Standards***

#### 17. Safety

- A. Program Employees will inspect Youth Program sites weekly to detect sanitation and safety concerns that might affect the health and safety of the participants. A weekly inspection report will be completed by the program staff 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 participant's use.
- D. Program Employees must have first aid supplies available at each site, during transportation, 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.
- I. Program site will have annual health inspection by the Tarrant County Health Department as addressed in 19 (E).

#### 18. Fire

- A. In case of fire, danger of fire, explosion, or 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 City Fire Marshal prior to June 1 of each year, and the resulting report will detail any safety concerns observed, the report will be forwarded to the Manager who will review and establish deadlines and criteria for compliance.
- C. Each program site must have at least one fire extinguisher readily available to all Program Employees, the fire extinguisher is to be inspected by the Facility Maintenance Division per their maintenance schedule and will be forwarded to the Manager who will keep the report on file for a minimum of two years. All Youth Program staff members will be trained in the proper use of fire extinguishers.

City Ordinance requires the following:

- (1) A fire evacuation, severe weather, and relocation plan shall be posted in each room used by the children in a recreation center and all staff members shall be instructed as to what to do in an emergency. Fire drills shall be held monthly at different times during the center's operation using these plans.
- (2) The building shall permit children fast and safe exit within three minutes in an emergency."
  - A. A facility shall have at least two exits to the outside located on different sides of the building
  - B. Doors opening into a fenced yard shall be easily opened from the inside by children. Doors between rooms shall not be locked while children are present.
  - C. Doors and pathways shall not be blocked.
- (3) Heating devices and their nearby areas shall not be allowed to present any fire hazards.

- A. Gas appliances shall have metal tubing and connections, unless otherwise approved by the fire marshal.
  - B. Open flame space heaters are prohibited. Space heaters shall be enclosed and have the seal of approval of a testing laboratory approved by the fire marshal.
  - C. Space heaters designed to be vented shall be vented to the outside as approved by the fire marshal.
- (4) Combustible materials shall be kept away from light bulbs and other heat sources.
  - (5) Gas pipes shall be tested once every two years after a permit is issued by a Texas-licensed and city-required plumber. A copy of the test report shall be available at the facility. Recreation sites that are located in a public school shall be exempt from the gas test requirement.
  - (6) Fire ordinances relevant to commercial recreation centers shall be the applicable standards for day care centers not operating for profit.
  - (7) Rooms must contain a smoke detector as recommended by the fire marshal.
  - (8) Recreation centers that have gas pipes must have carbon monoxide detectors as recommended by the fire marshal.

## 19. Health

### A. Illness or Injury

- (1) A participant who is considered to be a health or safety concern to other participants or staff will not be admitted to the program.
- (2) Illnesses and injuries will be handled in a manner to protect health of all participants and employees.
- (3) Program Employees will follow plans to provide emergency care for injured participants or for 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) or guardian(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 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 staff 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) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program Employees. No injections will be administered by the Program Employees.
- (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 17 children. Urinals may be counted in the ratio of toilets to children, but must not exceed 50% of the total number of toilets.
- (3) An appropriate and adequate number of lavatories will be provided.

#### D. Sanitation

- (1) The program site must have adequate light, ventilation, and heat.
- (2) 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.
- (3) Program Employees must see that garbage is removed from sites daily.

- E. The program site will have an annual health inspection by the Tarrant County Health Department, and the resulting report will detail any safety concerns observed, the report will be forwarded to the Manager who will review and establish deadlines and criteria for compliances.