

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

YOUTH PROGRAMS STANDARDS OF CARE

(Adopted June 25, 2020)

I. GENERAL INFORMATION/ADMINISTRATION

- a. Background and Purpose: The following Standards of Care are the minimum standards for youth programs and recreation activities operated by Brushy Creek Municipal Utility District (the "*District*"). The programs operated by the District are not licensed by the State of Texas and are not child-care facilities.
- b. Day Camp Objectives:
 - i. To offer a program that offers youth a wide range of recreational activities including sports, games, arts and crafts, education, special events, swimming and field trips.
 - ii. To provide a safe environment; always promoting health and welfare for all participants.
 - iii. To provide a memorable, enriching experience in a fun atmosphere.
- c. Annual Hearing and Adoption: In accordance with Section 42.041(b)(14) of the Texas Human Resources Code, the Board of Directors of the District shall annually adopt Standards of Care by Order after a public hearing for all elementary-age (ages 5-13) recreation programs operated by the District.
- d. Minimum Requirements: The District's Standards of care shall include the following minimum requirements:
 - i. Staffing ratios;
 - ii. Minimum staff qualifications;
 - iii. Minimum facility health and safety standards; and
 - iv. Mechanisms for monitoring and enforcing the adopted standards.
- e. Applicability: These Youth Programs Standards of Care shall apply to the Camp Foxtail programs, Combo Camp, and all youth recreation activities.
- f. Mandatory Disclosure:
 - i. All parents must be informed that the District's Youth Programs are not licensed by the State of Texas.
 - ii. The Standards of Care must be available on site at all times for public and staff review.
 - iii. Authorized persons responsible for participants will be provided a current copy of the Standards of Care prior to the start of the summer day camp.¹

¹ For purposes of these Standards of Care, Authorized Persons are parents, guardians, or an adult who has been given authority to pick up or drop off a child for the program.

- g. Advertising Restrictions: The District's youth programs and facilities may not be advertised as a child-care facility.
- h. Organization:
 - i. The Brushy Creek Municipal Utility District Recreation Department reports to the General Manager, who is accountable to the District's Board of Directors.
 - ii. Implementation and enforcement of these Standards of Care will be the responsibility of the Brushy Creek Municipal Utility District Recreation Department, with the Youth Standards of Care Team (Programs Supervisor, Community Center Supervisor, Parks & Recreation Manager, and General Manager) overseeing the overall program and the Programs Specialist administering the program on-site.

II. STAFFING

- a. The District's General Manager shall prepare and keep on site records that include minimum qualifications of all recreation personnel. The District's Board of Directors shall approve job descriptions per District policy.
- b. Drug and Alcohol Testing:
 - i. As part of the District's commitment to safeguard the health of its employees, provide a safe workplace, and supply customers with the highest quality of service possible, the District shall undertake drug and alcohol testing of employees and job applicants under the following circumstances:
 - 1. Pre-Employment Testing:
 - a. Job applicants will be required to undergo drug testing after a conditional offer of employment has been made and before actually performing work for the first time.
 - 2. Reasonable Suspicion Testing:
 - a. Reasonable suspicion that an employee may be using drugs or alcohol may be cause for drug and/or alcohol testing. Reasonable suspicion exists when a specific contemporaneous event or observation indicates recent potential alcohol or drug use. Specific objective facts must be present and reasonable inferences made, through objective measurable behavior and documentation of delinquent performance that suggest the employee is impaired by drugs or alcohol. All documentation will be made by a trained observer.
- c. Criminal Background Checks:
 - i. All applicants, employees, non-employee instructors, vendors, and volunteers for the Brushy Creek Municipal Utility District ages 16 and over will be subject to criminal background checks prior to performing services for the District.
 - ii. The District will also conduct annual background checks on all employees.

d. Minimum Staff Ratios:

- i. The minimum staff ratio will be one staff member per fifteen children, ages 5-13.
- ii. Each participant will be assigned to a program staff member who is then responsible for them and who will be aware of any participant's special needs as noted on the camper information form.
- iii. Reasonable accommodation will be made for those with special needs. Participants requiring additional personal assistance, i.e. feeding, changing clothes, using restrooms, must provide an attendant for the duration of the program. Staff will not provide personal assistance. The attendant will be admitted to the program free of charge but must pass a criminal background check.

e. Training:

- i. The Recreation Department is responsible for providing training and orientation to all camp staff.
- ii. Training and orientation on working with children and other job specific responsibilities will be included.
- iii. All staff will be trained in appropriate procedures to handle emergencies, including first aid and CPR.
- iv. Camp Staff will be familiar with Camp Foxtail's policies pertaining to discipline, guidance and release of participants, and will submit a signed acknowledgment of training.

III. FACILITY STANDARDS

a. Safety Measures:

- i. Emergency evacuation and relocation plans will be posted at each facility.
- ii. Camp staff will have access to a fully stocked first aid kit.
- iii. In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.
- iv. Staff will contact the Fire Marshal each February to schedule an inspection of program sites. Program sites must comply with the Fire Marshal's directives. The recommended number of fire extinguishers will be available and "primed" for use.
- v. Fire drills will be conducted at the program site at least once during each program session. Drills will be led by Programs Supervisor and Community Center Supervisor.

b. Inspections:

- i. Regular inspections shall be given for safety and sanitation concerns. Any and all concerns should be passed on to the Youth Standards of Care Team.
- ii. Program site equipment and supplies will be safe for participant use and will only be allowed for use when supervised by program staff.

c. Health and Sanitation:

- i. The program site shall have adequate indoor toilets and lavatories located and equipped so that participants can use them independently and program staff can supervise as needed.
- ii. The site shall have no less than one toilet for every 30 participants.

- iii. The site shall have an adequate supply of water that will be provided to participants in a safe and sanitary manner.

IV. SERVICE STANDARDS

a. Appearance and Behavior:

- i. Staff will wear a staff shirt and appropriate footwear and follow the dress guidelines as presented during training. Name badges are always to be worn and visible.
- ii. Participants and Authorized Persons will always be treated with respect.

b. Communication with Authorized Persons:

- i. Staff will keep Authorized Persons continuously informed of activities and schedules. A weekly schedule will be distributed, and copies will be kept with the daily sign-in sheets.
- ii. Camp staff will note details of camper behavior (accomplishments, discipline issues and general activities) and update Authorized Persons as much as practicable.
- iii. Discipline issues will be communicated to the Youth Standards of Care Team daily.

c. Additional Staff Responsibilities:

- i. Staff will always monitor sign in and out procedures.
- ii. Staff will dedicate their on-duty time to campers and/or Authorized Persons to ensure a meaningful and pleasant experience.
- iii. Staff will attempt to answer any questions or complaints at the site and resolve all problems to the best of their ability and within their training. Situations that are not able to be resolved by staff will be elevated to the Programs Specialist and situations unable to be resolved by the Programs Specialist will be passed to the Recreation Programs Supervisor. Any and all situations will be communicated to the Youth Standards of Care Team.
- iv. Prior to beginning each day, staff will check into the appropriate location for any instructions or information relevant to the proposed activities to be conducted that day.

V. OPERATIONAL ISSUES

a. Practices/Procedures:

- i. Emergency numbers for fire, police and emergency medical services shall be posted at the program site, as well as with staff on any field trips. Those numbers include Camp Specialist, Recreation Programs Supervisor and Authorized Persons contact information.
- ii. A program manual is given to every staff member. The manual will include the following:
 - 1. Behavior Management and Discipline Procedures
 - 2. Rules and Regulations
 - 3. Policies and Procedures
 - 4. Youth Programs Standards of Care
 - 5. Guidelines for communication with children and Authorized Persons

6. Dress code guidelines
 - iii. KidCheck must be used every day to ensure children are released to Authorized Persons only. Only Authorized Persons listed on the release form will be allowed to pick up a participant. An Authorized Person must enter the building and present appropriate identification to staff for child to be released.
 - iv. Upon receipt of a consent form from Authorized Persons, children 5th grade and older may come and go upon at the completion of the camp day.
 1. In the absence of a consent form, children signed up for programming, regardless of their age, must be signed in and out of camp daily by an Authorized Person.
 - v. Enrollment information on each child will be securely kept and properly maintained by the Programs Supervisor, in a secure area, and shall include:
 1. Child's name, birth date, home address, home telephone number, physician phone number and address, and phone number where Authorized Persons may be reached during the day.
 2. Name, driver's license number and telephone number of persons to whom the child can be released.
 3. Creation of a KidCheck account listing all appropriate Authorized Persons eligible for pick up.
 4. Field trip transportation release form.
 5. Liability and medical release waiver.
 6. Emergency contact information.
 7. Statement of child's special needs or concerns.
- b. Discipline:
- i. Discipline and guidance of participants must be consistent and based on an understanding of individual needs and development.
 - ii. There shall be no harsh, cruel or unusual treatment.
 1. Corporal punishment in any form is prohibited.
 2. Children shall not be shaken, hit, bit or have anything put in or on their mouth as punishment.
 3. Children shall not be humiliated, yelled at or rejected.
 4. Children shall not be subjected to abusive or profane language.
 5. Punishment shall not be associated with food.
 6. Staff may use brief, supervised separation from group if necessary, but staff shall not place children in a locked room or in dark room with the door closed.
 - iii. All camp rules shall be communicated to participants prior to the start of any activity. Their understanding of the rules is an integral part of behavior management. Participants must know that there will be consequence for negative behavior.
 - iv. Incident reports must be filled out for all disciplinary issues, and information is to be shared with Authorized Persons as well as the Youth Standards of Care Team. Continued disciplinary occurrences may result in the participant being asked to leave the program.

- v. Participants who show patterns of endangerment to themselves, other participants or staff may be asked by the Programs Supervisor to leave the program immediately.
 - vi. A log of all disciplinary issues must be maintained by the Programs Specialist and monitored daily by the Youth Standards of Care Team.
 - vii. A log of concerns from Authorized Persons must be maintained by the Programs Specialist and monitored daily by the Youth Standards of Care Team.
- c. Injury/Illness:
- i. Participants who are considered to be a health or safety concern to other participants or staff will not be permitted to participate in a program.
 - ii. Staff must notify an Authorized Person immediately when a child is injured or has been involved in any situation in which the child has been placed at risk.
 - iii. Staff shall not allow an ill child to participate if the child is suspected of having a temperature and/or accompanied by behavior changes or other symptoms until medical evaluation indicates that the child can participate in the activities. In the event that an injury occurs that exceeds the role of basic first aid, staff must call 911.
 - iv. Staff shall fill out an incident report immediately when an injury occurs. The form shall be filled out completely and turned in to the Chief Financial Officer (CFO). Youth Standards of Care Team must be notified immediately.
 - v. Staff shall notify Authorized Persons if there is an outbreak of a communicable disease in the facility, required to be reported to the County Department of Health.
 - vi. Staff must notify Authorized Persons of children in a group where there is an outbreak of lice or other infestation.
 - vii. In the event of suspected abuse, program staff must report suspected abuse or neglect to the Texas Department of Family and Protective Services or a law enforcement agency. Failure to report suspected abuse is punishable with fines and/or confinement. Confidential reports may be made by calling 1-800-252-5400 in accordance with the Texas Family Code.
 - viii. In the case where a staff member is involved in an incident with a child that could be construed as abuse, the incident must be immediately reported to the Youth Standards of Care Team. The General Manager will notify the Board, Chief Financial Officer, legal counsel, and all appropriate agencies.
 - ix. An Authorized Person must complete and sign a medication form that details the name of medication assigned to the participant, the dosage amount and the time it needs to be taken. This form must be completed for non-prescriptions and prescription medications. Participants must be able to administer their own medication; staff will not assist with the administration process. Medication will be signed into the Programs Supervisor and will be kept in a secure area with limited access. All medication taken must be properly documented; participants will not be allowed to administer medication that has not been properly signed-in. The medication form will include a hold harmless agreement to protect the District.

- x. Staff will not dispense medication that requires specialized knowledge or skill with the exception of Epi-Pens used for the control of anaphylactic shock.

d. Transportation:

- i. Brushy Creek Municipal Utility District contracts for transportation services from Round Rock ISD, and all rules and regulations concerning transportation are defined by Round Rock ISD.
- ii. Staff is not to transport participants in any personal vehicle at any time.
- iii. Staff will carry participant information forms when away from program site.
- iv. First aid supplies will be taken when transporting participants.
- v. Before participants are transported to and from any activity, event or field trip, a release form must be completed by an Authorized Person.

VI. ACTIVITIES AND PROGRAMMING

- a. Activities for each group will be planned according to participants' age, interest and abilities. The activities should be flexible and promote social, emotional and educational growth of each participant.
- b. A weekly schedule of activities will be posted each Monday morning for Authorized Persons.
- c. Programs will include indoor and outdoor activities, with a range of low, medium and high impact activities.
- d. When taking field trips, staff will:
 - i. Have emergency contact and medical information for each participant.
 - ii. Have a written attendance sheet of participants that is checked frequently, including before departure, and at destination arrival. Checking the attendance sheet includes calling the participant's name and making eye contact with each participant.
 - iii. Carry a first aid kit.
 - iv. Carry a cellular phone for emergency use.
 - v. Ensure participants are wearing a Camp Foxtail shirt so that they are easily identified.

VII. GENERAL GUIDELINES FOR PARTICIPANTS

- a. Participants are not allowed to make telephone calls unless there is an emergency. Staff should make the phone call for the child.
- b. Children must respect staff and each other.
- c. Participants and staff must always wear athletic shoes, unless they are at an aquatic facility.
- d. Staff must know where participants are at all times. Participants are not allowed to filter in with the general public, and staff must be aware of their surroundings.
- e. Participants should keep hands, feet and objects to themselves.
- f. Participants and staff must behave in a responsible manner, being helpful and cooperative.

VIII. MONITORING AND ENFORCEMENT

- a. Staff and program issues will be monitored by the Youth Standards of Care Team. The Programs Specialist, Programs Supervisor, and Community Center Supervisor are

responsible for checking the camp activities on a daily basis. When this staff is not available, the Parks & Recreation Manager will be assigned for daily checks.

- b. An annual report will be given by the Programs Department to the Board of Directors of the District regarding the overall implementation of, and adherence to, the Standards of Care no later than September 30th of each fiscal year.