



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** February 26, 2018
SUBJECT: Ordinance No. 3506, Public Hearing and consideration of ordinance adopting Youth Programs Standards of Care.
PRESENTER: Ron Newman, Member Services Supervisor

SUMMARY:

The purpose of this report is to request City Council approval of an ordinance adopting the North Richland Hills Youth Programs Standards of Care. Adopted standards are a Texas Department of Family and Protective Services requirement for an exempt status for day care licensing. A public hearing is required for adoption of the ordinance. The public hearing and adoption of the ordinance may occur on the same day.

GENERAL DESCRIPTION:

The City of North Richland Hills Parks and Recreation Department offers day camp programs for children ages five to thirteen. The Texas Legislature requires municipal day camp youth programs for elementary age children to meet day care licensing requirements or file for an exemption (Section 42.041(b)(14) of the Child Care Standards and Regulations of the Texas Human Resources Code). To receive exempt status, a municipality must submit a copy of program standards, a notice of a public hearing for the program and a copy of the ordinance adopting the standards.

The Youth Programs Standards of Care will provide basic child care regulations for day camp activities operated by the City of North Richland Hills Parks and Recreation Department, allowing the department to qualify for an exemption from the requirements of the Texas Child Care Standards and Regulations within the Texas Human Resources Code.

The City of North Richland Hills day camp program meets, and in some areas exceeds, many of the standards listed in the State's Child Care Standards and Regulations. All of the Standards of Care included in the City of North Richland Hills Parks and Recreation day camp policies and procedures have been in place for several years and have been used in the staff training process prior to camp each year.

The Standards of Care are provided to the parents of each program participant and includes, at a minimum the following areas:

- Minimum requirements for staffing ratios.
- Staff qualifications and essential job functions.
- Facility, health and safety standards.



- Training and procedures for reporting child abuse/neglect allegations.
- Written procedures stating that parents and each staff member will be provided a set of standards.
- Contact information of department supervisors for the purpose of complaint notification and resolution regarding the recreational program.
- Written procedures for staff who will be monitoring the programs and enforcing the standards.
- Requirement of criminal background checks on prospective day camp employees.
- Service standards for communicating with parents and performance expectations of day camp employees.
- Behavior management and discipline procedures.
- General rules and regulations.

The application for exemption determination and the formal adoption of the Youth Programs Standards of Care and ordinance is an annual requirement so that the Standards of Care can be revised as needed to reflect current regulations. This is the fourteenth year for the formal adoption process.

The Park and Recreation Board, at their February 5, 2018 meeting, approved a recommendation to forward the North Richland Hills Youth Programs Standards of Care to City Council for formal adoption.

RECOMMENDATION:

Approve Ordinance No. 3506.