



CITY OF SAN ANTONIO
PARKS & RECREATION

2019 Summer Youth Program Parent Manual

The San Antonio Parks & Recreation Department welcomes you and your family to a summer of fun. We are looking forward to providing your children with many great memories from their experiences. This manual will provide you with information about our program's policies and procedures. Please take time to review this information prior to the start of the program. If you have any questions or concerns at any time, please feel free to contact our program staff at the San Antonio Parks & Recreation Department.

SUMMER YOUTH PROGRAM ADMINISTRATION

Email: RecreationInformation@sanantonio.gov

Summer Office Phone # 210-207-3047

OUR GOAL

Our goal is to provide a safe and fun program for school age youth. We encourage positive social habits and attitudes through active participation in this recreation program. To make these goals a reality, the San Antonio Parks & Recreation Department will employ qualified staff members who care about children and will be a positive influence in their lives

REGISTRATION AND ENROLLMENT

ENROLLMENT

The Summer Youth Program sites are located throughout San Antonio and provide recreational activities to the entire community. The program's activities require a certain level of social interaction skills, cognitive skills, and physical skills; participants are expected to actively and cooperatively participate in group activities. Staff is not available for one-on-one assistance. Please discuss any special needs accommodations with the program staff at 210-207-3047 prior to participation in the Summer Youth Program, as prior approval is necessary.

ACCOMODATION REQUESTS

The Summer Youth Program's activities require a certain level of social interaction skills, cognitive skills, and physical skills; participants are expected to actively and cooperatively participate in group activities. Participants must be able to follow at least one-step commands in order to participate with the planned group activities. Participants need to be able to function in a one (1) staff to twenty five (25) participant ratio.

Parents must request any accommodations with the Summer Youth Program Office or Center/Site Supervisor with **at least two weeks advanced notice** prior to participation in the Summer Youth Program. Staff will review accommodation requests for approval.

Reasonable Accommodations **do not** include changing diapers or clothing, administering medication (prescribed or over-the-counter), or providing one-on-one care. For any participants that have care givers accompanying them during the program, the care giver is required to complete a background check and be cleared prior to participation in the program.

***Failure to disclose pertinent information at the time of registration or failure to request accommodations with at least two weeks advanced notice may result in dismissal from the program.**

REGISTRATION

Registration is completed on-line on a first come, first served basis, depending on space availability. It is the responsibility of the parent/guardian to keep their child's file updated with current information. Additional information will need to be provided in order to qualify for reduced fees. Parents must certify that all information provided to the Parks and Recreation Department is true and complete to the best of their knowledge. If it is necessary, parents agree to submit additional information and documentation to support any information provided. Parents understand if they falsify any information, their child will be removed from the program. Parents further understand that the information provided will expire on September 30th each year.

PROGRAM HOURS

The program will be offered on different schedules according to local school district calendars. The program operates from Monday through Friday from 7:30 am – 5:30 pm. Please check the website www.saparksandrec.com for specific dates at each site.

PROGRAM CLOSURES

There will be no Summer Youth Program on the following dates: Thursday, July 4, 2019. (SAISD, South San ISD, Southwest ISD and Edgewood ISD sites will be closed July 1, 2019 - July 5, 2019).

PROGRAM FEE

The Summer Youth Program Fee is based on a sliding scale according to the family's annual income and size. To qualify for the reduced fee, parents/guardians must provide the required documents in order to be approved. Visit our website www.saparksandrec.com for more information on the fee scale and how to qualify for the reduced fee.

Payments may pay on-line using credit cards by visiting our website www.saparksandrec.com or in person with cash or checks at designated facilities during designated times. Checks returned to the City of San Antonio will be assessed a \$30.00 service charge.

NO-REFUND POLICY

The registration fee is non-refundable and non-transferable.

Only special circumstances, such as serious illness or injury will be considered when processing refund requests. Requests for refunds must be made in writing and should give the name of your child, the site, date(s) and reason for refund request. This request must be submitted to the Summer Youth Program Summer Office.

DAILY PROGRAM INFORMATION

SIGN-IN/SIGN-OUT PROCEDURES

Only registered participants will be authorized to take part in program activities. All other youth will be asked to leave the premises. All Summer Youth Program participants must be signed in/out daily. This requires the parent/guardian to enter the building each day to sign in/out for each participating child. The San Antonio Parks and Recreation Department allows children ages eleven (11) and up to sign themselves in/out of the program with parent/guardian permission. This child may not sign in/out repetitively throughout the day, **and cannot sign in/out anyone other than themselves into or out of the program.**

To ensure the safety of the participants in the program, parental authorization is required for anyone other than a parent or guardian to pick up a child. A child under eleven (11) years of age must be signed in/out by the designated adult parent or guardian (18 & over) each day, and cannot sign themselves in or out. Children will only be released to those individuals designated by the parent at enrollment or by providing written notification to site staff.

Photo identification will be required at time of pick-up. Please notify Summer Youth Program Administration if staff does not request to see your Photo ID when picking up your child.

A person with a legal right to the child may pick them up at anytime.

LATE PICK UP POLICY

If a participant has not been picked up by a parent/guardian at the end of the regular program time, the following will occur:

- Step #1 – Call to the parent/guardian and any emergency contacts designated.
- Step #2 – If there is no response and attempts have been made to reach all telephone numbers provided and 30 minutes has passed since the daily program ending time, a call will be placed to the City of San Antonio Police Department (Non-emergency Number: 210-207-7273) or School District Police (if applicable). At the discretion of the officer, if the child is not picked up in a reasonable time, Child Protective Services may be notified.

- Parents and staff must sign a Late Pick Up Form when the child is picked up.
 - 1st Late Pick Up – Warning
 - 2nd Late Pick Up – One day suspension from the Summer Youth Program
 - 3rd Late Pick Up – Two day suspension from the Summer Youth Program
 - 4th Late Pick Up – Removal from the Summer Youth Program

MEALS PROVIDED

All sites will receive two free meals on a daily basis. Depending on the site your child will attend, food will be provided by the Parks and Recreation Department’s Summer Food Service Program or the school district. Meals will vary by site based on the meal provider. Some sites will receive a hot lunch and afternoon snack; while other sites may receive breakfast and lunch. (At sites providing breakfast and lunch, participants are encouraged to bring an afternoon snack.)

Meal service time will vary by site. Children that leave the program before serving time will not receive a meal. Children may also bring a meal/snack from home to eat during serving time only. The meal/snack must be brought to the site in a bag with the child’s name clearly marked on the bag. Staff is not responsible for meals/snacks brought from home.

ATTENDANCE POLICY

The Summer Youth Program allows no more than **8 total absences** during the program. If participants exceed 8 total absences during the summer, they will be removed from the program if the site has a registration waiting list. For a participant to be counted as present, they must participate in a **minimum of four hours** of the program day.

CONTACTING YOUR CHILD WHILE ATTENDING ONE OF THE YOUTH PROGRAMS

The Summer Youth Program site supervisors and staff cannot be reached directly. If you are trying to reach your child in an **emergency situation**, please contact the Summer Youth Program Office at 210-207-3047. Our staff will then contact the site staff to return your emergency call.

INCLEMENT WEATHER POLICY

The Summer Youth Program follows the City of San Antonio Weather Advisory. If the City of San Antonio is closed the entire day, then the Summer Youth Program will cancel all youth programs. If the City of San Antonio posts a weather-delay, then Summer Youth Program will follow and open accordingly. If your child is in the program, and the weather becomes dangerous, please be prepared to pick up your child IMMEDIATELY.

For Hot Weather (84 Degrees or above) Staff will implement the following:

- Provide water to drink every 30 minutes
- “Cool Down” periods frequently
- Sit in cool places (for example shade)
- Restricted Activities (low to moderate intensity)
- Check playground equipment for excessive heat

In case of lightning, participants will be brought to an indoor facility immediately.

ACTIVITY SCHEDULE

The staff to child ratio is one (1) staff to twenty-five (25) participants. Participants will be grouped according to age level. An activity schedule will be posted and followed with age-appropriate activities for each group. Activities include: sports, active games, craft projects, art exploration, fitness, nutrition, reading and a weekly Enrichment Program in math and science. *Activities are subject to change due to inclement weather, facility construction issues, or other unforeseen circumstances.*

PARTICIPANT DRESS CODE

Summer Youth Program participants should dress in casual comfortable clothing, unless special activities or events require other appropriate attire. Participants should:

- Wear tops and bottoms that fit appropriately and allow the child freedom of movement without restriction.
- Wear closed toe athletic shoes – no sandals or flip flops.
- Not wear suggestive, indecent or revealing attire including short shorts.
- Wear clothing that is free of logos representing tobacco, alcohol, or illegal substance products, gang affiliations, and inappropriate language.

PROHIBITED PARTICIPANT ITEMS

For the safety and protection of all participants there are items that participants **should not** bring with them to the Summer Youth Program. These items include but are not limited to:

- Any electronic devices such as: games, music devices (including ear buds/headphones), and handheld computers
- Cell phones
- Balls (i.e.: basketballs, footballs etc.), toys or games
- Jewelry of any kind.
- Weapons of any kind or ammunition.
- Backpacks or other bags; If a participant must bring a backpack, only clear backpacks will be allowed.
- Snacks or drinks that are not for their own personal consumption. Exceptions will be made for special events. Snacks must be bagged and clearly marked with the participant's name.
- Do not send money with your child.

Note: Summer Youth Program Staff will not be held responsible for items that become lost, broken, or stolen. Please do not allow your child to bring any prohibited items.

ILLNESS AND MEDICATION INFORMATION

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) must not attend. This includes, but is not limited to children with the following symptoms of illness:

Fever

Sore Throat

Active Rash

Diarrhea

Discharging eyes

Nausea

Stomach Pain

Early Cold

If a child becomes ill and/or has an accident during the program, a parent/guardian will be notified and asked to pick up their child. Parents should establish an alternate plan for their child if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday. Failure to pick up a sick and/or soiled child on more than one occasion may result in removal from the program.

CONTAGIOUS DISEASE

Parents are to inform a site supervisor IMMEDIATELY, when their child contracts a contagious disease (including, but not limited to, **chicken pox, conjunctivitis [pink eye], mumps, measles, viral infections, and lice**) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

ADMINISTRATION OF MEDICINE

Prescription and non-prescription medications **will not** be administered by Summer Youth Program staff. If necessary for a child to administer their own medication then it must be brought to the site in its original container, CLEARLY labeled with the child's name, description of medication, physician's name, dosage, and placed in a non-clear bag. Parents/Guardians are asked to notify staff if their child will be bringing medication to the site. Participants are responsible for securing all medications on their own person.

Note: Summer Youth Program staff will not be held responsible for medications that become lost, broken, or stolen.

INJURIES

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the child should receive medical treatment, a parent/guardian will be notified immediately.

Emergency Procedures

In case of serious illness or injury the following procedures will be used:

1. Contact 911
2. Contact parent or emergency contact
3. Transport to nearest hospital (if necessary)
4. Complete a Parent Notification Form

DISCIPLINE POLICY

The San Antonio Parks and Recreation Department Summer Youth Program recognizes that positive discipline teaches and encourages the healthy development of a young person's self-esteem. Staff will employ positive discipline techniques, which include praising, calling attention to appropriate behavior, and acting as positive role models to influence and reinforce positive behavior. The staff set limits that are developmentally appropriate and consistently enforced. The Summer Youth Program does not allow the use of corporal punishment.

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

First incident of continued disruptive behavior:

- A warning will be issued and the child will be encouraged to continue playing.
- If the situation continues a time-out will be issued. The child will be asked to sit out from the group for a designated amount of time not to exceed 15 minutes.
- A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.
- This child will resume play when the behavior is corrected.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the situation/problem continues following the first time-out:

- A second time-out will be issued.
- The steps outlined above will again be followed.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the situation/problem continues following the second time-out:

- A third time-out will be issued.
- The child will not return to the group.
- An Area Supervisor will be consulted to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be issued a suspension for the balance of the day's activities and be issued a one day suspension.
- Parents will be notified that further situations/incidents may result in a two day suspension and/or dismissal from the program.

If the situation/problem continues following the one day suspension:

- The steps outlined above will again be followed.
- The child will be suspended from the program for two days.
- Parents/guardians will be notified that further situations/incidents will result in a three day suspension and/or dismissal from the program.

If the situation/problem continues following the two day suspension:

- The steps outlined above will again be followed.
- The child will be suspended from the program for three days.
- Parents/guardians will be notified that further situations/incidents will result in permanent dismissal from the program.

If the situation/problem continues following the three day suspension:

- The steps outlined above will again be followed.
- The child will be permanently removed from the program.

The Parks and Recreation Department reserves the right to escalate disciplinary action up to and including immediate dismissal of a child if extreme discipline problems are exhibited. Such problems may include, but are not limited to, bringing weapons or ammunition of any kind, fighting, bullying, cursing, physical violence toward participants or staff, sexual harassment, physically or verbally threatening others, and putting themselves, other participants, and staff members in an unsafe situation.

Bullying, cyber-bullying and harassment will not be tolerated in Parks and Recreation programs and facilities. Retaliation or threats of retaliation meant to intimidate the victim of bullying, harassment, or cyber-bullying, or toward those investigating incidents thereof, are also prohibited.

“Bullying”, as described by the American Psychological Association, is a type of aggressive behavior where someone causes injury or discomfort intentionally and repeatedly to another person. We further define bullying as written, verbal or physical conduct that adversely affects the ability of one or more youth, adult, or spectator to participate in or benefit from the Parks and Recreation Department's programs or activities by placing the youth, adult or spectator in reasonable fear of physical or emotional harm. This includes conduct that is based on a youth, adult, or spectator actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the

City of San Antonio. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

“Cyber-bullying” means any use of digital communication technology, including use of social media to bully or harass, as defined above, one or more youth, adult, or spectator regardless of location or the type of electronic communication device used.

“Harassment” means verbal or physical conduct designed to threaten, intimidate or coerce; verbal taunting or bullying which, in the individual’s opinion, impairs his/her ability to participate in or benefit from the Parks and Recreation Department’s programs or activities.

ZERO TOLERANCE

The San Antonio Parks and Recreation Department has a zero tolerance policy for the following actions:

- Giving drugs/medications to other participants
- Bringing a weapon or ammunition to the program site
- Running away from the program site
- Hitting, biting, spitting, or throwing objects at a staff member
- Intentionally injuring another participant
- Gesturing or touching another participant in a sexual manner. Note: Any observation or report of sexual contact will require IMMEDIATE law enforcement intervention.
- Theft
- Damaging program equipment and facility

Children that engage in any of the above actions will IMMEDIATELY be removed from the program and will not be allowed to return. Law enforcement may also be contacted.

DISCIPLINARY INTERVENTION

At no time shall a parent or guardian approach, touch, make comments and/or engage in discussion with participants regarding any alleged or observed problems involving the parent’s/legal guardian’s child(ren). DO NOT attempt to take matters into your own hands. Parent concerns must be addressed directly through program staff or the area supervisor. Violation of this policy will result in banning the parent or legal guardian from the program site and may result in removal of the parent or legal guardian’s child(ren) from the Summer Youth Program.

CUSTODY AGREEMENTS

A person with a legal right to a child may pick them up at anytime. Summer Youth Program staff is required to abide by court-approved child custody agreements. In the event a parent or legal guardian registers their child(ren) for the Summer Youth Program but does not authorize a co-parent or other legal guardian(s) to pick up the child(ren), the unauthorized co-parent or legal guardian(s) will become authorized to pick up the child(ren) immediately upon producing a court-approved custody agreement that identifies and appoints the co-parent or legal guardian(s) as having legal custody rights over the child(ren) at the requested date and time of pick up. Summer Youth Program staff cannot prevent or delay release of a child or children to a co-parent or legal guardian(s) during periods when their court-approved custody is in effect.

In cases where no court approved child custody agreement exists, any individual who can show proof as a parent or legal guardian may pick up the child(ren) regardless of who registered the child for the program.

RESPONSIBILITY FOR DAMAGES

It is important to maintain the cleanliness and safety of the building so that we can preserve it for years to come. If your child damages any part of the building, such as, puts holes in wall, uproots trees, breaks windows, etc., the City of San Antonio reserves the right to bill parents/guardians for the repair costs.

SAN ANTONIO PARKS & RECREATION DEPARTMENT RECREATION PROGRAMS SELF-MONITORING STANDARDS

This is not a licensed childcare program. The City of San Antonio sponsors this program in partnership with local school districts.

Governing Body Responsibilities

- A. The City of San Antonio is responsible for the operation of the Recreation Programs in compliance with self-monitoring standards implemented by the City of San Antonio Parks & Recreation Department and approved by City Council Ordinance.
- B. The governing body, the City of San Antonio, through the Parks & Recreation Department, must ensure that the Recreation Programs do not discriminate against any child based on the child's race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be identified by the City of San Antonio.

Notifications

- A. The San Antonio Parks & Recreation Department will notify the City of San Antonio City Council when changes are needed regarding the standards of self-monitoring. Standards will be revised annually for City Council Ordinance approval.
- B. The School District must notify the Parks and Recreation Department and City Council before changes are made that affect the program's operation:
 - 1. Changes in the address and phone number of each site
 - 2. Recommendations and complaints reported to the program or legal department
 - 3. Any circumstances that arise requiring a change in the program operation
- C. Program staff must notify the Recreation Program main office immediately if any of the following conditions occur:
 - 1. Unsafe facility occurrence
 - 2. Any situation which places or is likely to place children at risk
 - 3. Injury to a child while in program
 - 4. Conditions requiring EMS, Police, or Fire Departments to be called

Posting Requirements

- A. The following items must be displayed in a program binder where staff, parents, and others may view them:
 - 1. A copy of the City Ordinance pertaining to the Self-Monitoring Standards.

2. Texas Department of Protective and Regulatory Services letter certifying that state guidelines have been met for child care licensing exemption.
3. Incident Form to report suspected child abuse and other complaints of operation to the field supervisor or Recreation Program office (210-207-3047)
4. Emergency evacuation and relocation plan with at least two (2) exits identified.
5. Self-Monitoring Standards Checklist from the most recent monitor's visit.
6. List of employees currently working on-site.

B. The following telephone numbers must be available at each site:

1. Emergency Medical Services, Fire, and Police: 911
2. Law Enforcement: 210-207-7273 (Non-Emergency)
3. Fire Department: 210-207-7744 (Non-Emergency)
4. Poison Control: 1-800-222-1222
5. Child Abuse Hotline: 1-800-252-5400
6. Parks & Recreation Department Program Office (5800 Enrique M. Barrera Parkway, San Antonio TX, 78227)
Phone: 210-207-3047 (Front desk, request specific program)
7. Nearest evacuation facility (including name, address, and phone number of the facility)
8. City of San Antonio Information Line: 311 (Non-Emergency)
9. United Way – community services: 211 (Non-Emergency)

Enrollment Information and other Records

All required records will be maintained and made available for inspection by authorized monitors for the duration that each program operates.

A file will be maintained for each participant enrolled in the program and will contain the following information:

1. Name, date of birth, address, phone number of child
2. Phone number and name of school
3. Date of child's admission to the program
4. Names, addresses, and phone numbers where parents can be reached

5. Names and phone numbers of other designated persons for emergencies
6. Names and phone numbers of persons child may be released to
7. Child's physician's name, address, and phone number
8. Statement of special needs, hospitalization, long-term medication

**The City of San Antonio Parks and Recreation Department will offer
the Recreation Program to children 6 years old and older.**

Parental Communication

- A. Parents are provided an opportunity to view or download an electronic version of the Self-Monitoring Standards during the automated registration process. A printed copy of Self-Monitoring Standards will be provided upon request.
- B. Parents are encouraged to visit the facility at any time during program hours.
- C. Parents or authorized person will be notified in writing or by phone, as appropriate, when:
 1. The child is injured
 2. The child has a sign or symptom of illness
 3. A situation exists which places or is likely to place the child at risk
 4. Parents will be notified of any communicable disease as required by the Health Department
- D. Parent/guardian will be notified of less serious injuries when the parent picks the child up from the site. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites requiring first aid treatment by the site staff.

Staff Qualifications

Required minimum qualifications with the Recreation Program:

- A. Staff must be at least 18 years of age
- B. Staff must have a High School diploma or GED
- C. Pre-employment background check and drug testing are conducted on all City employees in the Recreation Program.
- D. Everyone employed with the City of San Antonio must have a signed document showing they have read the Administrative Directive regarding use of alcohol or concealed weapons in the workplace.

Responsibilities of Program Staff

A. Assistant Manager / Community Services Supervisor – Full Time

1. Provides overall direction and supervision for program development
2. Provides accountability for administration, management, maintenance, Personnel and program development
3. Supervises, monitors, and evaluates the work of program employees to include: work assignments, work schedules, set goals and objectives, set deadlines, evaluates staff performance, selects discipline and recommends termination, and develops employee training programs

B. Community Services Specialist – Full Time

1. Assists in supervising, monitoring and evaluating program employees, reports to the Program Manager / Community Services Supervisor

2. Assists in coordinating and implementing the program at each site
3. Acts as liaison between the Parks and Recreation Department, school districts, and community organizations involved in the program

C. Community Services Specialist (Summer) - Temporary

1. Serves as the “area field supervisor” for 5 to 8 sites in the Recreation Program and reports directly to the Community Services Specialist
2. Monitors the daily operation of the program (including daily reports, supervision and evaluation of site staff)

D. Recreation Supervisor (Community Center) – Full Time / Recreation Specialist (School) Temporary

1. Administers daily operations to ensure that children are:
 - a. Provided with a healthy and safe environment
 - b. Given opportunities to develop relationships
 - c. Provided with an environment that fosters cognitive, social, and emotional growth
2. Provides staff assignments and supervision
3. Ensures that the staff comply with the standards of the program, and communicates concerns with the area field supervisor

E. The Program Staff, Recreation Assistant position, may include: educators, paraprofessionals, college students, and parents. Program staff members report to the site supervisor and are responsible for:

1. Planning and implementing age appropriate activities for school-aged children
2. Supervising youth program participants
3. Maintaining sufficient equipment and supplies
4. Maintaining child/staff ratio at a maximum of 25 students to 1 staff
5. Being knowledgeable of the objectives and purpose of the self-monitoring standards adopted by City Ordinance
6. Monitoring children at all times with sign-in and sign-out records to keep track of children (children are not to be left alone at anytime)
7. Being free from other duties except those directly involving the supervision of children
8. When a staff change occurs, information must be transferred such as; significant information about the children, a list of children present in group, and the change must be communicated with the site facilitator

Staff Training

A minimum of 20 hours of documented training will be required annually for Recreation Program staff in the areas of: management, staff supervision, age appropriate programming, guidance and safety.

Safety

All staff must meet the Parks and Recreation Department’s minimum training standards on safety issues. For example: playground equipment, work place violence, emergency drills, food safety, and facility inspection.

- A. All areas accessible to children must be free from hazards
- B. Indoor and outdoor play equipment and supplies must be safe for children
 1. Play equipment and supplies must be safe for children
 2. Daily equipment inspections must be made prior to use by program participants
- C. First aid supplies should be readily available to staff at all times and must include the following: multi-size adhesive bandages, adhesive tape, gauze pads, waterproof disposable gloves, tweezers, scissors, antiseptic wipes, thermometer, cotton balls, and a First Aid Guide

Health

- A. An annual sanitation inspection is to be conducted by Metropolitan Health District. A copy of the inspection report must be kept with program records.
- B. Building, grounds, and equipment must be cleaned, repaired, and maintained to protect children (notify supervisor of repairs needing to be completed).
- C. An adequate supply of drinking water must be available.
- D. Children must wash their hands with soap and running water followed by drying with a clean material (such as paper towels). Hand washing should be conducted after using the toilet and before eating.
- E. Staff must wash their hands with soap and running water:
 - 1. Before and after serving and handling food
 - 2. Before and after treating injuries
- F. Staff must wear waterproof gloves or contact custodian when handling blood or other body fluids.
- G. Food and drink will be stored, prepared, distributed, and served in a safe and sanitized manner.

Fire, Fire Safety, and Emergency Precautions

- A. Fire extinguishers must be inspected annually with corrections made by school districts.
- B. In the event of an emergency, the staff's first responsibility is to move the children to a designated area that is safe and supervised.
- C. In an emergency, all staff and children must be able to safely exit the building within three minutes.
 - 1. The building must have at least two exits to the outside, located in distant parts of the building. An exit through a kitchen or other hazardous area cannot be one of the required exits unless specifically approved in writing by the Fire Marshal.
 - 2. If any doors open into a fenced yard, the children must be able to open the doors easily from inside. Fences should have an unlocked gate if applicable/allowable.
 - 3. Exit doors shall not be blocked or locked in the area utilized by the Recreation Program during business hours.
 - 4. A flashlight or other battery-powered lighting must be available at each site to use in case of electrical failure.
- D. An emergency evacuation and relocation plan must be posted in each room the children use.
 - 1. The plans must show two exit paths from each room unless the room opens directly to the outdoors at ground level.
 - 2. Staff must conduct an emergency evacuation drill once during the recreation program for each site. All drills conducted must be documented on attendance forms.
- E. The staff must call the Fire Department in case of fire or danger of fire, explosion, toxic fumes, or other chemical release.

Field Trips

- A. The child/staff ratio of 14 students to 1 adult must be met when children are on a field trip and are mixing with non-facility children and adults, such as trips to the circus, shopping centers, or amusement parks. The number of regular staff may be supplemented by parents or volunteers trained in the facility's policies and procedures for supervision on field trips.
- B. When children are on a field trip in an enclosed, controlled area, the staff ratio will be maintained at 25 to 1. An example would be an event planned for a group including, but not limited to, dancing or gymnastics classes, library story time, or tours to the fire department.
- C. Notice of field trips must:
 - 1. Be posted at least 48 hours before a field trip and remain posted until the groups have returned;
 - 2. Be posted in a prominent place where parents may view it; and
 - 3. Contain the following:
 - a. The groups of children who will be on the field trip
 - b. Where the groups will go
 - c. When the groups will leave the facility and when the groups will return
 - d. Emergency medical consent forms and emergency contact information for each child in the group must be carried by staff supervising the field trip
 - e. Staff must have a written list of the children in the group
 - f. Staff must have first aid supplies readily available, as defined in the **Safety** section above

Illness and Injury

- A. Parents shall be notified in cases of illness or injury.
- B. A child who is ill or injured will be supervised until the parent or authorized person arrives and removes the child from the program.
- C. Staff will not administer any medication.

Monitoring / Enforcement

- A. Twice during the year, the full time Community Services Supervisor(s) will evaluate and monitor sites using the Self-Monitoring Standards Compliance Checklist.
- B. Once during the summer, the seasonal Community Services Specialist(s) will evaluate and monitor sites using the Self-Monitoring Standards Compliance Checklist.
- C. Violation of any of the self-monitoring standards for the Recreation Program will result in appropriate steps to correct the situation in a timely manner.
- D. There will be continuous follow-up to replenish the safety and first aid supplies required by these standards as needed at the sites.