

**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 San Antonio Parks & Recreation, must ensure that the Recreation Program does not discriminate against any child based on the child's race, color, national origin, sex, religion or handicap.

**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 (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: 207-7273 (Non-Emergency)
  3. Fire Department: 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: 207-3047 (Recreation Program Information Line)
  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 will be provided a copy of "Recreation Programs Self- Monitoring Standards."
- 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 site) – 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 communicate with the 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.
  - 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:
  - i. The groups of children who will be on the field trip;
  - ii. Where the groups will go; and
  - iii. When the groups will leave the facility and when the groups will return.
  - iv. Emergency medical consent forms and emergency contact information for each child in the group must be carried by staff supervising the field trip.
  - v. Staff must have a written list of the children in the group.
  - vi. 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.