

ORDINANCE NO. 0434-22-ORD

AN ORDINANCE OF THE LEWISVILLE CITY COUNCIL, AMENDING CHAPTER 10, PARKS AND RECREATION, OF THE LEWISVILLE CITY CODE, BY REPEALING AND REPLACING THE CHAPTER IN ITS ENTIRETY; AMENDING DEFINITIONS AND ENFORCEMENT PROVISIONS; AMENDING HOURS OF OPERATION FOR CERTAIN PARK USES; AMENDING CERTAIN RULES FOR CITY PARKS; AMENDING CERTAIN ENUMERATED OFFENSES; CLARIFYING THE AUTHORITY OF THE PARKS DIRECTOR TO CLOSE CERTAIN RECREATIONAL FACILITIES; ADOPTING STANDARDS OF CARE FOR YOUTH RECREATIONAL PROGRAMS; AND MAKING OTHER MINOR AMENDMENTS NECESSARY FOR CLARITY; PROVIDING FOR A REPEALER, SEVERABILITY, A PENALTY, AND AN EFFECTIVE DATE; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Lewisville is a home rule municipal corporation organized and existing by virtue of the Constitution and laws of the State of Texas and by its Home Rule Charter; and,

WHEREAS, the City of Lewisville possesses all the rights, powers, and authorities possessed by all home rule municipalities to regulate the fees for services provided; and,

WHEREAS, the City of Lewisville operates a recreation program for elementary age children as a service to residents of the City of Lewisville and surrounding communities; and,

WHEREAS, the State of Texas has adopted licensing requirement and regulations under Chapter 42 of the Texas Human Resources Code for facilities providing care to children, which all facilities must comply with unless an exemption under Section 42.041(b) applies; and,

WHEREAS, Section 42.041(b)(14) of the Texas Human Resources Code provides an exemption from the requirements of Chapter 42 to a municipality operating a recreation program for elementary age children (5-13 years); and,

WHEREAS, in order to qualify for the exemption, the City of Lewisville must establish standards of care through the annual adoption of an ordinance setting forth the standards of care for the City of Lewisville youth recreational programs; and,

WHEREAS, the City of Lewisville must hold a public hearing on the standards of care ordinance prior to its adoption; and,

WHEREAS, the Lewisville City Council held a public hearing on the standards of care portion of this ordinance at its regularly-scheduled meeting on Monday, January 24, 2022, prior to the consideration and adoption of this ordinance; and

WHEREAS, the City of Lewisville standards of care for the youth recreation programs must be adopted annually by the City of Lewisville City Council in order to maintain the exemption; and

WHEREAS, the current City of Lewisville standards of care for the youth recreation programs were adopted by the City of Lewisville City Council on January 25, 2021; and

WHEREAS, once an exempt status is established, the Texas Department of Human Services (“TDHS”), or the designated division, will not monitor the youth recreation programs. The TDHS will not be responsible for investigating complaints regarding the City of Lewisville’s youth recreational programs and any complaints shall be made to the Parks and Recreation Department; and

WHEREAS, the City Council of the City of Lewisville has determined that for the health, welfare, and safety of its citizens certain amendments to the Lewisville City Code of Ordinance, Chapter 10, Parks and Recreation, are necessary.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEWISVILLE, TEXAS, THAT:

SECTION 1. All the above premises are found to be true and correct legislative findings and are incorporated herein for all purposes.

SECTION 2. The Standards of Care, as set forth in Exhibit “B” which is attached hereto and incorporated by reference herein for all purposes as if written word for word herein, are hereby adopted by the City of Lewisville City Council as the Standards of Care for the Parks and Recreation Department of the City of Lewisville. The following provisions shall apply to the local standards of care (“Standards of Care”) as set forth in Exhibit “B”:

- (A) **AUTHORITY.** The City of Lewisville City Council adopts local standards of care for the Parks and Recreation Department (“Department”) youth recreational programs in compliance with the requirements of Texas Human Resources Code Section 42.041(b)(14) and pursuant to its home rule authority.
- (B) **PROGRAM ADMINISTRATION.**
 - (1) The Department shall operate all youth recreational programs (“Youth Programs”) in compliance with the Standards of Care.

- (2) The Department director, or her designee (collectively or singly referred to herein as the “Director”), shall administer the Youth Programs and ensure compliance with the Standards of Care.

(C) PROGRAM RULES; MONITORING.

- (1) The Director may adopt rules relating to the operation of the Youth Programs. A rule adopted by the Director may be more restrictive than the minimum standards adopted under the Standards of Care, after notice is provided to Youth Programs participants.

- (2) The Director shall monitor the Youth Programs to ensure compliance with the Standards of Care.

- (3) The Texas Department of Human Services will not regulate the Youth Programs nor be involved in any complaint investigation related to the Youth Programs.

(D) DISTRIBUTION OF STANDARDS.

- (1) The Department shall post and make available copies of the Standards of Care in this ordinance or by rules adopted under this ordinance.

- (2) The Department shall inform parents or guardians of each participant that the Youth Programs are not licensed by the state. The Youth Programs may not be advertised as child-care facilities.

(E) **REQUEST FOR EXEMPTION.** The Mayor is authorized to take all necessary actions to request and receive an exemption from the Texas Department of Human Services for the Youth Programs.

SECTION 3. Chapter 10, Parks and Recreation, is hereby repealed in its entirety and in its place the attached new Chapter 10, Parks and Recreation, is inserted as set forth in Exhibit “A.”

SECTION 4. Every ordinance or parts of ordinances found to be in conflict herewith are hereby repealed.

SECTION 5. If any section, sentence, clause, or phrase of this ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining sections, sentences, clauses, or phrases of this ordinance, but they shall remain in effect.

SECTION 6. Any person, firm or corporation who violates any provisions of this ordinance shall be subject to a fine of not more than \$500.00 for each offense, unless the violation relates to fire safety, zoning or public health and sanitation in which case the fine shall not exceed \$2,000.00. Each continuing day’s violation shall constitute a separate offense.

SECTION 7. This Ordinance shall take effect and be in full force and effect from and after the date of its passage and publication as required by law.

SECTION 8. It being for the public welfare that this ordinance be passed creates an emergency and public necessity, and the rule requiring this ordinance be read on three separate occasions be, and the same is hereby waived, and this ordinance shall be in full force and effect from and after its passage and approval and publication, as the law in such cases provides.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LEWISVILLE, TEXAS, BY A VOTE OF 5 TO 0, ON THIS THE 24th DAY OF JANUARY, 2022.

APPROVED:



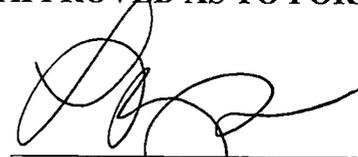
TJ Gilmore, MAYOR

ATTEST:



Julie Worster, CITY SECRETARY

APPROVED AS TO FORM:



Lizbeth Plaster, CITY ATTORNEY

Exhibit A
Chapter 10
Parks and Recreation

Chapter 10 - PARKS AND RECREATION^[1]

Footnotes:

Cross reference— Open-space requirements for parks, etc., in the land development regulations, § 6-444.

ARTICLE I. - IN GENERAL

Sec. 10-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City-approved league play or athletic event shall mean an athletic event held that has an executed facility use agreement with the city and which is authorized, organized or scheduled with the assistance of the parks and recreation department.

Director shall mean the director of the parks and recreation department or authorized representative or designee.

Game field shall mean any portion of a park that is either owned or leased by the city that has been designated as an area used for city-sponsored or co-sponsored league play or tournament play. This includes fields, courts, or courses for football, soccer, softball, baseball or any other sport activity sponsored or authorized by the city.

League play shall mean scheduled sports games or matches between a group of teams that regularly play one another.

LLELA shall mean Lewisville Lake Environmental Learning Area.

Park shall mean a park, reservation area, playground, recreation center, or any other area in the city, owned or managed by the city, which is devoted to active or passive recreation, including all planted expressways, parkways, triangles and traffic circles maintained by the city, except the parkway strips between curb and sidewalks along the streets and highways of the city.

Personal mobility device shall mean a device motorized or powered by human power to assist a person with a disability as defined by the V.T.C.A., Transportation Code § 681.001(2).

Recreation facilities shall mean a public facility for recreation managed by the City of Lewisville Parks and Recreation Department. The term shall include both indoor and outdoor facilities.

Tournament play shall mean a series of scheduled sports games or matches between a group of teams that play one another in a compressed amount of time.

Vehicle shall mean a car, truck, golf cart or trailer of any size, kind or description.

Secs. 10-2—10-25. - Reserved.

ARTICLE II. - ADMINISTRATION

DIVISION 1. - GENERALLY

Sec. 10-26. - Administration.

The administration and supervision of the parks and recreation department shall be the responsibility of the director or such other person as may be delegated or assigned such duties by the city manager.

Sec. 10-27. - Enforcement; penalty.

(a) It shall be unlawful for any person to remain in any park after he or she has been advised by the director or a park enforcement officer designated by the director that he or she is acting in violation of this chapter or any other provision of law and has been asked to leave.

(b) Any person, firm, corporation partnership, association or other entity recognized in law violating any provision of this chapter shall be deemed guilty of a misdemeanor and shall upon conviction thereof, be fined a sum not to exceed the maximum allowed by law and a separate offense shall be deemed committed each during or on which violation occurs or continues.

(c) The director and park enforcement officers designated by the director shall have the authority to enforce the provisions of this chapter through the issuance of citations. Certified peace officers of the city may also enforce the provisions of this chapter.

Secs. 10-28—10-35. - Reserved.

DIVISION 2. - PARK BOARD^[2]

Footnotes:

--- (2) ---

Charter reference— Park board, § 11.10.

Cross reference— Boards, committees, commissions, § 2-46 et seq.

Sec. 10-36. - Composition.

The park board shall consist of not less than five nor more than nine members. The members shall be citizens and qualified voters of the city. The members shall be appointed by the city council for two-year terms. Members shall be appointed to numbered places on the park board. Even-numbered places are appointed on even-numbered years, and odd-numbered places are appointed on odd-numbered years. Members shall serve without compensation.

Sec. 10-37. - Vacancies.

(a) If a replacement member of the park board has not been designated by the end of a member's term, that member shall continue serving until a successor is appointed.

(b) In the event of a vacancy, the city council shall appoint a member to serve for the unexpired term. The vacancy shall not impact the park board's capacity to establish a quorum.

(c) Any member may be removed at will by the city council.

Sec. 10-38. - Officers.

The park board shall elect annually the following officers:

(1) Chairperson.

(2) Vice-chairperson.

Sec. 10-39. - Duties of officers.

(a) *Chairperson.* The chairperson of the park board shall preside at all meetings, shall appoint standing committee members, and shall perform such other duties as usually pertain to the office or as may be instructed by the park board.

(b) *Vice-chairperson.* It shall be the duty of the vice-chairperson to perform the duties of the chairperson in the chairperson's absence.

Sec. 10-40. - Powers and duties.

The city council maintains the right to act independently on all matters pertaining to parks and recreation without park board consideration or recommendation. The park board may, however, act in an advisory capacity to the city council and the parks and recreation department staff.

Sec. 10-41. - Subcommittees.

(a) *Appointment.* The park board, by a majority vote of the quorum present at any regular or special meeting, may appoint such park board members and other individuals, as they see fit, to subcommittees to serve the purposes of the park board.

(b) *Termination.* The subcommittees may be terminated in the same manner as they are appointed.

Sec. 10-42. - Meetings.

- (a) The park board shall meet on a monthly basis, as needed.
- (b) The park board shall meet for a special meeting if called by the chairperson or the director.
- (c) A simple majority of the members of the park board shall constitute a quorum.
- (d) Any member absent from any meeting shall be identified in the minutes of such meeting. In the absence of a quorum for a meeting, the director will submit, or cause to have submitted, a report to the city council stating all members absent.
- (e) The director shall attend park board meetings.
- (f) The director shall participate in meetings to provide staff assistance, reports and recommendations.

Secs. 10-43—10-65. - Reserved.

ARTICLE III. - PARKS^[3]

Footnotes:

--- (3) ---

Cross reference— Streets, sidewalks and certain other public ways and property, ch. 13.

Sec. 10-66. - Hours of operation—Generally; closed parks.

- (a) Except as otherwise provided for in this chapter, parks shall be closed between 11:00 p.m. each day and 6:00 a.m. of the following day. The director is authorized to erect such physical barriers as shall be necessary to prevent entry.
- (b) LLELA shall be closed between 7:00 p.m. and 7:00 a.m. from March through October and 5:00 p.m. and 7:00 a.m. from November through February.
- (c) Lake Park day use area shall be closed between 9:00 p.m. and 7:00 a.m. March through October and 5:00 p.m. and 7:00 a.m. from November through February.
- (d) Notwithstanding anything to the contrary, the director is authorized to designate hours of operation and uses for all parks and to close any park, including LLELA and the Lake Park day use area, as needed.

Sec. 10-67. - Same—Violations.

It shall be a violation of this article for any person to remain, stay or loiter in any closed park, except by special written permission issued by the director. All city personnel shall have the

authority to require an individual remaining on park property after closing in violation of this section to leave the property.

Sec. 10-68. - Same—Special permission.

Special written permission may be granted by the director for organized sports or special events which last past the designated hours of operation for the parks; and in such event, any park containing the permitted activity shall remain open until the activity shall cease, at which time the park shall be closed.

Sec. 10-69. - Prohibited acts.

Within the limits of any park or recreation facility, it shall be unlawful for any person to do any of the following acts, except as may be otherwise provided:

- (1) To hitch, fasten, lead, drive or let loose any animal of any kind; provided that this shall not apply to dogs when led by a leash, not more than six feet long or when in a designated dog park.
- (2) To ride any horse or other animal upon any trail or street in any park of the city not designated as an equestrian trail.
- (3) To carry or discharge any firecrackers, rockets, torpedoes, or any other fireworks, air guns or slingshots; discharge any firearm; or carry any firearm, except those persons duly authorized and licensed by the state to do otherwise in accordance with state law.
- (4) To damage, deface or disturb any tree, shrub, plant, rock, building, cage, pen, monument, fence, bench or other structure, apparatus or property or to mark or write upon, paint or deface in any manner, any building, monument, fence, bench or other structure without written consent of the director.
- (5) To pluck, pull up, cut or remove any wood, turf, grass, plant or flower, soil, rock, sand, gravel or fertilizer without written consent of the director.
- (6) To leave garbage, cans, bottles, papers, animal refuse or other refuse elsewhere than in receptacles provided therefor.
- (7) To participate in any activity on any park area when such activity will create a danger to the public or may be considered a public nuisance. The city council or director may designate particular locations within park areas for specific activities.
- (8) Overnight camping is prohibited in any park, with exception of specific areas of any park where signs have been posted allowing overnight camping

(9) To drive any vehicle across the curbs, sidewalks, grass, lawn or anywhere else within such park or trail, other than upon the roads, streets, parking lots, parking areas and camping areas designated for that purpose.

(10) To drive any vehicle carelessly, disregarding the rights or safety of others or without due caution and at a speed, or in a manner so as to endanger, or be likely to endanger, any person or property.

(11) To park vehicles or trailers upon the grass, lawn or anywhere else within such park, other than in those areas designated for that purpose or with special permit issued by director.

(12) To park any vehicle or trailer in any parking lot or parking area so as to obstruct, block or hinder ingress or egress of a park, recreation facility, parking lot or parking area.

(13) To use or speak any threatening, abusive, insulting or other language constituting "fighting words" in any of the parks, and no person shall commit, in any such parks, any obscene, lewd or indecent act or create any nuisance.

(14) To disturb in any manner any event, activity, picnic, meeting, service, concert, exercise or exhibition.

(15) To distribute, post, place or erect any advertising, handbill, circular, bill, notice, paper, sign or other advertising device without written consent of the director.

(16) To sell or offer for sale any food, drinks, confections, merchandise, or services unless such person has a written agreement with the city or a city permit.

(17) To practice, carry on, conduct or solicit for any trade, occupation, business or profession without written approval of the director or a written agreement with the city or city permit, as provided for herein. This prohibition shall include, but not be limited to, the rental of equipment, tools, vehicles or watercraft or meet customers to complete such rental transactions unless such person has a written agreement with the city or, where applicable, a city permit, except that the city shall not enter into a written agreement to rent watercraft vessels in, or meet customers to complete watercraft rental transactions in, the parking lot of East Copperas Park, known as Tower Bay.

(18) To light, make or sustain a fire in an enclosed picnic pavilion, fireplace, grill or other receptacle within a park in violation of a fire ban declared by the city or county fire marshal. Fires are permitted only in the grills and fire rings provided by the city or in grills expressly approved by the director.

(19) To fail or refuse to remove and properly dispose of solid animal waste of pets or other animals brought into any park by said person. It is a defense to prosecution if the solid animal waste is from a guide or law enforcement dog.

(20) To operate any public address system or other amplified sound system in a park without first obtaining a permit from the park director or designee.

(21) To play golf or use or play with golf balls within any part of any park not designated as a golf facility.

(22) To light, smoke or carry a lighted or smoldering cigar, cigarette or pipe of any kind including using electronic nicotine or vapor delivery devices or to use, chew or snuff smokeless tobacco inside parks and recreation facilities.

(23) To permanently remove or attempt to permanently remove fish or other aquatic life from any body of water within a park which has a sign indicating that the body of water is catch and release fishing only. All fishing activities must comply with federal and state fishing rules and regulations.

Sec. 10-70. - Defenses to Prosecution.

(a) Subsections (9), (11), and (12) of section 10-69 shall not apply to vehicles operated by the city, county, state or federal agencies, when such vehicles are operated for the purpose of maintenance or improvements to such parks.

(b) All police, fire and ambulance units shall be exempt from this article, when such vehicles are being operated under emergency conditions or for city business.

(c) Riding a personal mobility device, self-propelled cycle, scooter or skateboard on designated trails, pathways or areas shall be exempt from this article.

Sec. 10-71. - Possession of alcoholic beverages.

(a) A person commits an offense if he consumes an alcoholic beverage or possesses an open container that contains an alcoholic beverage while in a park or within 15 feet of the following types of park premises:

(1) Athletic facilities, including, but not limited to, tennis courts, baseball diamonds, athletic fields and game courts.

(2) Swimming pools.

(3) Playgrounds furnished with play equipment for children.

(4) Vehicle parking areas.

(5) Interior roadways.

(6) Inside recreational centers and restroom facilities.

(b) It is a defense to prosecution under subsection (a) of this section that the person was on a site for which the consumption of an alcoholic beverage or the possession of an open container that contains an alcoholic beverage was designated by action of the city council to allow such consumption or possession.

(c) For the purpose of this section, the term "alcoholic beverage" is as defined in the Texas Alcoholic Beverage Code.

Sec. 10-72. - Possession of glass containers.

(a) Except as provided in subsection (b), a person commits an offense if he brings, carries, transports or possesses a glass container customarily used to transport liquids while in any park area.

(b) For events allowed by city permit at the Wayne Ferguson Plaza, glass containers may be used to the extent allowed by the permit.

Sec. 10-73. - Parking regulations at pay parking areas of Lewisville Lake Park.

(a) A person commits an offense if he parks a motor vehicle at the paid parking lots at the Lake Park day use area or East Copperas Park, also known as Tower Bay, without paying in advance the posted parking fee. The parking fee shall be determined as set forth in section 2-201 of this Code.

(b) Subsection (a) shall not apply to vehicles operated by city, county, state or federal agencies, when such vehicles are operated for emergency, maintenance or improvements within the park.

(c) Upon paying prescribed parking fees, a person shall take the receipt evidencing the same and display the receipt on the dashboard or other prominent place visible to persons from outside the motor vehicle. It shall be presumed that parking fees were not paid if a motor vehicle parked in the area described in subsection (a) does not prominently display the parking receipt.

(d) Motor vehicles and trailers parked without paying the parking fee may be towed and removed from the parking area. Towing costs shall be ascribed to the operator of the illegally parked motor vehicle.

(e) Motor vehicles and trailers may not be parked in pay parking areas overnight without a special permit.

(f) Failure to pay for parking is a strict liability offense and no culpable mental state is required in any prosecution under this section.

(g) The registered owner of a motor vehicle is presumed to be the operator of the motor vehicle for the purposes of this section.

Sec. 10-74. - Reserved.

Sec. 10-75. - United States Army Corps of Engineers parks and preserves.

The city shall adopt Title 36, Chapter III, Part 327 of the Code of Federal Regulations (CFR), Rules and Regulations Governing Public Use of Water Resource Development Projects Administered by the Chief of Engineers, and apply them solely to parks and other recreation areas within the city which are owned, administered and leased from the United States Army Corps of Engineers.

Secs. 10-76—10-95. - Reserved.

ARTICLE IV. - FIELDS AND RECREATION FACILITIES^[4]

Footnotes:

--- (4) ---

Cross reference— Streets, sidewalks and certain other public ways and property, ch. 13.

Sec. 10-96. - Hours of operation and uses; game fields and recreation facilities.

The director is authorized to designate hours of operation and uses for game fields and recreation facilities.

Sec. 10-97. - Game fields; designation, admittance.

(a) The director is authorized to designate game fields and shall post thereon a sign stating:

Game Field—Restricted to City-approved League Play or Athletic Events Only—\$1.00 to \$500.00 Penalty for Violation.

(b) It shall be unlawful to play upon a field which has been designated a game field and posted except for the purpose of participating in league play or tournament play in a city-approved league play or athletic event or with the prior written consent of the director.

Sec. 10-98. - Closed game fields or recreation facilities; designation.

(a) The director is authorized to designate any game field or recreation facility owned or leased by the city as a closed field or recreational facility for maintenance, to protect the area from damage, due to adverse weather conditions or for any other reason deemed necessary by the director.

(b) It shall be unlawful to play upon as a closed game field that has posted thereon a sign stating either "Closed—Do Not Trespass Upon This Field—\$1.00 to \$500.00 Fine" or "Closed—Do Not Trespass Upon This Facility—\$1.00 to \$500.00 Fine".

Secs. 10-99—10-121. - Reserved.

ARTICLE V. - OVERNIGHT CAMPING REGULATIONS

Sec. 10-122. - Regulations of conduct.

- (a) No person shall camp overnight in any park unless such area is designated for overnight camping, such as tent camping areas or recreational vehicle camping areas.
- (b) No person in any area designated for overnight camping shall:
 - (1) Allow litter, trash or refuse to accumulate in a camping area. Such items shall be placed in receptacles.
 - (2) Create any loud noise between the hours of 10:00 p.m. and 6:00 a.m.
 - (3) Dispose of human waste or sewage except at places so designated.
 - (4) Leave any item of personal property in a camping space not rented.
 - (5) Sleep outside of a designated camping site.
 - (6) Permit any domestic pet outside of the camper unit unless such pet is on a chain or leash; and unattended pets shall not be left outside of the camper unit.
 - (7) Fail to pick up any pet's feces and dispose of appropriately.
 - (8) Bring in outside firewood.

Sec. 10-123. - Space reservation; fees.

Any person desiring to reserve a camp site in a designated area shall pay a fee which is set out in section 2-201.

Sec. 10-124. - Occupancy restricted.

Unless written permission is given by the director, campers are limited to one camping vehicle or tent per space or stall at Lake Park, or up to two tents and ten people per camp site at LLELA.

Sec. 10-125. - Utility hookups.

- (a) Vehicle or camping units having utility hookups shall be in good repair. Hookups shall not be permitted if there is exposed wiring or faulty or dangerous connections for utilities. The director may disconnect the hookup if such hookups are unsafe.

(b) Each camper unit may use only one electrical cord. Any person using more than one electrical cord shall pay a fee which is set out in section 2-201 per day for each additional electrical cord used.

Sec. 10-126. - Fees.

Fees for areas where utilities are furnished are set out in section 2-201. All fees shall be paid in advance.

Sec. 10-127. - Occupancy restricted.

(a) No person may rent or remain in a designated camping stall for more than 14 days in any 30-day period. Any person who has rented or remained in a designated camping stall for more than 14 days in a 30-day period may not rent another camping stall site in the city for 14 days following the 14th day of rental or occupancy.

(b) No person may camp in a primitive tent camp site for more than five days in any 30-day period. Any person who has camped in a primitive tent camp site for five days in a 30-day period may not rent another primitive tent camp site for 21 days following the fifth day of occupancy.

Sec. 10-128. - LLELA.

(a) It shall be unlawful to use a fishing bow or fishing net at LLELA, other than nets specifically designed for landing a hooked fish.

(b) Domestic animals are not allowed entry into LLELA unless the animal is an official service animal.

(c) LLELA trails are for hikers only. No bicycles, scooters, horses or motorized vehicles are permitted on the trails, except for a personal mobility device which is operated on designated trails, pathways or areas.

(d) All visitors must check in at the entry booth before visiting LLELA.

Secs. 10-129—10-150. - Reserved.

ARTICLE VI. - STANDARDS OF CARE FOR YOUTH RECREATIONAL PROGRAMS^[5]

Footnotes:

--- (5) ---

Sec. 10-151. - Intent.

The standards of care are intended to be minimum standards by which the City of Lewisville Parks and Recreation Department will operate the city's youth camp and afterschool programs. The programs operated by the City of Lewisville are recreational in nature and are not licensed by the State of Texas nor operated as day care programs.

Sec. 10-152. - Definitions.

After school program (school program). City of Lewisville youth program consisting of Little Thrivers and any future after school programs that may be added which include participants ages six to 13.

City. City of Lewisville, Texas.

City council. City Council of the City of Lewisville.

Day camp attendant(s) or attendant(s). Person or people who have been hired to work for the City of Lewisville on a temporary (seasonal) or part-time basis and have been assigned responsibility for administering or implementing some portion of the youth day camp or after school program.

Department. Parks and recreation department.

Director. City of Lewisville Parks and Recreation Department full-time director or his or her designee.

Director, designee, or manager. City of Lewisville Parks and Recreation Department full-time division manager who has been assigned administrative responsibility for programming.

Parent(s) or guardian. One or both parents or adults who have legal custody and authority to enroll their child(ren) in City of Lewisville youth day camps or after school program.

Participant. A youth whose parent(s) have completed all required registration procedures and determined eligible for a City of Lewisville youth camp or school program.

Program manual. Notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Lewisville youth camp or after school programs.

Program site. Area or facilities where City of Lewisville youth camp or school programs are based.

Program staff. Refers to any member associated with the youth day camp or after school youth program. This includes recreation supervisor, recreation specialist, attendant and day camp leader positions.

Youth camp program (camp program). City of Lewisville youth program consisting of Holiday Camps, Camp PLAY, Teen Camp, One Day Camps, Spring Break Camp, Xtreme Response Camp, LLELA Spring Break Camp, LLELA Summer Camp, and any future camps that may be added which include participants ages six to 13.

Recreation specialist or specialist. City of Lewisville Parks and Recreation Department full-time employee who has been assigned responsibility to implement the youth camp program or after school program.

Recreation supervisor or supervisor. City of Lewisville Parks and Recreation Department full-time supervisor who has been assigned administrative responsibility for recreational program site.

Sec. 10-153. - General administration.

- (a) Implementation of the youth recreational programs standards of care is the responsibility of the parks and recreation department director and departmental employees.
- (b) Each youth camp program and school program site will have available a current copy of the standards of care for public and staff.
- (c) Parents of participants will be provided a current copy of the standards of care during the registration process.
- (d) Criminal background checks will be conducted on prospective program staff. If results of a criminal background 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) Any offense involving moral turpitude.
 - (4) Any offense that would potentially put the City of Lewisville at risk.

Sec. 10-154. - Inspections/monitoring.

- (a) A final inspection report will be initiated by the specialist at the conclusion of each program to confirm adherence to the standards of care.

- (1) Final inspection reports will be sent to the supervisor and manager for review and kept on record for at least two years.
- (2) The supervisor and manager will review the report and establish guidelines and criteria for compliance.
 - (b) The supervisor will make visual inspections of the programs based on the following schedule and will complete a weekly inspection form:
 - (1) Thanksgiving, Holiday Camp and Spring Break Camps will be inspected once during their weeklong schedule.
 - (2) Camp PLAY and the LLELA Summer Camp will be inspected once per week during the summer season.
 - (3) Teen Camp will be inspected once per week during the summer session.
 - (4) Xtreme Response Camp will be inspected once during its week-long schedule.
 - (5) One day camps will be inspected once per occurrence.
 - (6) After School programs will be inspected once per week during the school session.
 - (7) All other camps will be inspected weekly.
 - (C) Participant/parent complaints concerning camp or school program will be addressed by the recreation specialist.
 - (1) Recreation specialist will record the complaint on the daily camp inspection form.
 - (d) If a parent is not satisfied with the response of the recreation specialist or if a complaint is related to the enforcement of the standards of care, the supervisor will address the concern and take necessary steps to resolve any problems.
 - (1) The supervisor will record the complaint and resolution on the weekly camp inspection form.
 - (2) Serious or multiple complaints regarding enforcement of the standards of care will be addressed by the manager and the complaint and resolution will be noted and reported to the director.
 - (e) Annually the program manager will review the inspections and complaints and provide an annual report to the director along with plan of action for improvements.

Sec. 10-155. - Enrollment.

Before a child can be enrolled, a parent or guardian must sign registration forms that contain:

- (1) Child's name, home address and home telephone number while enrolled in camp or school program.
- (2) Name and address of parent(s) or guardian(s) and telephone number during program hours.
- (3) Names and telephone numbers of people to whom the child can be released.
- (4) A list of the child's allergies and medications, if any.
- (5) A statement of the child's special needs or accommodations, if any.
- (6) Emergency medical authorization.
- (7) Proof of residency, when appropriate.
- (8) Liability waiver and photo release.
- (9) Any related field trip waivers.

Sec. 10-156. - Suspected abuse.

Program employees will report suspected child abuse or neglect in accordance with the V.T.C.A., Family Code Title 5, Subtitle E, Chapter 261.

Sec. 10-157. - Staffing—Responsibilities and training.

- (a) *Recreation specialist.*
 - (1) *Recreation specialist qualifications.*
 - A. Specialist will be full-time employee of the City of Lewisville Parks and Recreation Department and will be required to have all attendant qualifications as outlined in subsection [10-157\(b\)\(1\)](#) and responsibilities as outlined in subsection [10-157\(b\)\(2\)](#) of the document.
 - B. Specialist must be at least 21 years of age.
 - C. Specialist must have a Bachelor's degree from an accredited college or university. Preferred degrees include:
 1. Recreation administration or leisure studies;
 2. Physical education or kinesiology;
 3. Comparable degree plan that would lend itself to working in a public environment.

- D. Specialist must have two years of experience planning and implementing recreational activities.
- E. Specialist must pass a background investigation including testing for illegal substances.
- F. Specialist must have successfully completed a course in first aid, child/adult cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) based on either American Heart Association or American Red Cross standards. All certifications must be current during the program operation.

(2) *Recreation specialist's responsibilities.*

- A. Specialist is responsible to administer the program's daily operations in compliance with the adopted standards of care.
- B. Specialist is responsible to recommend, hire, supervise and evaluate attendants.
- C. Specialist is responsible to plan, implement and evaluate programs.

(b) *Attendants.*

(1) *Attendant qualifications.*

- A. Attendants will be part-time or temporary employees of the parks and recreation department.
- B. Attendants shall be age 16 or older; however, each site will have at least one employee 18 years or older present at all times.
- C. Attendants shall be able to consistently exhibit competency, good judgment and self-control when working with children.
- D. Attendants shall have successfully completed a course in first aid, CPR and AED based on either American Heart Association or American Red Cross standards.
- E. Leaders and attendants shall pass a background investigation including testing for illegal substances.

(2) *Attendant responsibilities.*

- A. Attendants will be responsible to provide participants with an environment in which they can feel safe, can participate in appropriate social opportunities with their peers and can enjoy wholesome recreation activities.
- B. Attendants will be responsible to know and follow standards, policies and procedures that apply to City of Lewisville programs.
- C. Attendants must ensure that participants are released only to a parent or adult designated by the parent. All program sites will have a copy of the department approved plan to verify the

identity of a person authorized to pick up a participant if that person is not known to the specialist or attendants.

(C) *Training and orientation.*

- (1) The department is responsible for providing training and orientation to program employees working with children and for specific job responsibilities.
- (2) Specialists will provide each attendant with a program manual specific to each program.
- (3) Program employees must be familiar with the standards of care for camp and school programs as adopted by the city council.
- (4) Program employees must be familiar with the program policies including discipline, guidance and release of participants as outlined in the program manual.
- (5) Program employees will be trained in appropriate procedures to handle emergencies.
- (6) Program employees will be trained in areas including city, departmental and program policies, procedures, provision of activities, safety issues and organization.
- (7) Program employees will be required to sign an acknowledgment that they have received the required training and manuals.

Sec. 10-158. - Operations.

(a) *Staff participant ratio.*

- (1) The standard ratio of participants to attendants for camp and school programs will be 10 to 1. In the event an attendant is unable to report, a replacement may be assigned.
- (2) The standard ratio of participants to attendants for teen camps will be 15 to 1. In the event an attendant is unable to report, a replacement may be assigned.
- (3) Each participant shall have a program staff member who is responsible for him or her and who is aware of the participant's habits, interests and special accommodations as identified by the participant's parent(s) during the registration process.

(b) *Discipline.*

- (1) Program employees will implement discipline and guidance in a consistent manner based on the best interests of program participants.
- (2) There must be no cruel or harsh punishment or treatment.
- (3) Program employees may use brief, supervised separation from the group, if necessary.

- (4) As necessary, program employees will initiate discipline reports to the participant's parent(s).
- (5) Parents will be asked to sign discipline reports to indicate they have been advised regarding specific problems or incidents.
- (6) Repeated discipline reports that are severe nature will result in participant being suspended from the program.
- (7) In instances where there is danger to other participants or staff, offending participants will be removed from the program site as soon as possible.

(C) *Programming.*

- (1) Program staff will attempt to provide activities for each group according to participant's age, interests and abilities. The activities must be appropriate to participant's health, safety and well-being. The activities must be flexible and promote the participant's emotional, social and mental growth.
- (2) Program employees will attempt to provide indoor and outdoor times including:
 - A. Alternation of passive and active activities;
 - B. Opportunity for individual and group activities; and
 - C. Outdoor time each day, weather permitting.
- (3) Program employees will be attentive and considerate of the participant's safety on field trips and during any transportation provided by the program.
 - A. During trips, employees must have access to emergency medical forms and emergency contact information for each participant.
 - B. Program employees must have a written list of the participants in the group and check roll frequently.
 - C. Program employees must have first aid supplies and a guide to first aid and emergency care available.
 - D. Activities that take place in the water, such as swimming and kayaking, must be supervised by a certified lifeguard. If one is not provided by the facility, then the program staff will ensure one is available during the water related activities.

(d) *Communication.*

- (1) Program employees will have access to a telephone for use in contacting the program site or making emergency calls at all times.

(2) The specialist will make available the following telephone numbers to all employees at each site:

- A. Emergency services;
- B. City of Lewisville Fire and Police Department Dispatch Center;
- C. Department of parks and recreation administrative office;
- D. Participant parent or guardian;
- E. Field trip destinations.

(e) *Transportation.*

(1) Before a participant may be transported to and from city sponsored activities, a transportation permission form, completed by the parent, must be filed with the specialist.

(2) First aid supplies and a first aid care guide will be available in all vehicles transporting participants.

(3) All vehicles used for transportation of participants must have available a 6-BC portable fire extinguisher which will be accessible to all adult occupants.

(4) Specialist will verify that all individuals responsible for operating transportation vehicles hold a current driver's license for the appropriate vehicle being utilized.

Sec. 10-159. - Facility standards.

(a) *Safety.*

(1) Program employees will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of participants. Daily inspection reports will be completed by the program employees and kept on file with the specialist.

(2) Buildings, grounds and equipment on the program site will be inspected, cleaned, repaired and maintained to protect the health of participants.

(3) Program equipment and supplies must be safe for participant's use.

(4) Program employees must have first aid supplies readily available to staff in a designated area. First aid supplies must be readily available at each site, during transportation to an off-site location and for the duration of any off-site activity.

(5) Air conditioners, electric fans and heaters must be mounted out of participant's reach or have safeguards that keep participants from being injured.

(6) During weeklong camps, the specialist will conduct a fire and safety drill on the first day of camp.

(b) *Health.*

(1) *Illness or injury.*

A. A participant who is considered to be a health or safety concern to participants or employees will not be admitted to the camp program.

B. Illnesses and injuries will be handled in a manner to protect health of all participants and employees.

C. Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.

D. Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant with a communicable disease.

(2) *Employees will administer medication only if:*

A. Parent(s) or guardian(s) complete and sign a form that provides authorization for staff to dispense medication with details as to time and dosage. The form will include a hold harmless clause to protect the city.

B. Prescription medications are in the original containers labeled with the participant's name, date, directions and physician's name.

C. Employee will administer medication as stated on the label and will not administer medication after the expired date.

D. Nonprescription medications are labeled with the participant's name and the date the medication was brought to the program. Nonprescription medication must be in the original container. Employees will administer medication only according to label direction.

E. Program employees must ensure medications are inaccessible to participants. If it is necessary to keep medication in the refrigerator, medications will be kept separate from food.

(3) *Toilet facilities.*

A. Camp and school programs based at the recreation centers or other indoor facilities will have inside toilets located and equipped so participants can use them independently and staff can supervise, if needed.

B. At indoor facilities, there must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants but must not exceed 50 percent of the total number of toilets.

C. At outdoor camps, portable toilets may be available to participants in lieu of flush toilets. Portable toilets will be supplied at a ratio of at least one per ten participants. Toilets will be serviced twice weekly, and camp staff will monitor them daily for sanitary issues.

D. An appropriate and adequate number of lavatories will be provided. At outdoor sites, hand sanitizer will be provided when running water is not available.

(4) *Sanitation.*

A. Program facilities must have adequate light, ventilation and heat.

B. The program must have an adequate supply of water meeting the standards of Texas Department of Health for drinking water and ensure that it will be supplied in a safe and sanitary manner.

C. Employees must see that garbage is removed from buildings daily.

([0296-21-ORD](#), § 3(Exh. A), 1-25-21)

Secs. 10-160—10-185. - Reserved.

Exhibit B
Standards of Care for Youth Recreational Programs

Effective Date: _____
Dept. Approval: _____
CM Approval: _____

**CITY OF LEWISVILLE
DEPARTMENTAL REGULATIONS**

DEPARTMENT: PARKS AND RECREATION
TOPIC: YOUTH RECREATIONAL PROGRAMS – STANDARDS OF
CARE
REFERENCE: PR 4

I. GENERAL ISSUES

A. The Standards of Care are intended to be minimum standards by which the City of Lewisville Parks and Recreation Department will operate the City’s youth camp and afterschool programs. The programs operated by the City of Lewisville are recreational in nature and are not licensed by the State of Texas nor operated as day care programs.

B. Definitions

1. After School Program (School Program) – City of Lewisville youth program consisting of Little Thrivers and any future after school programs that may be added which include participants ages 6 to 13.
2. City – City of Lewisville, Texas
3. City Council – City Council of the City of Lewisville
4. Day Camp Attendant(s) or Attendant(s) – Person or people who have been hired to work for the City of Lewisville on a temporary (seasonal) or part-time basis and have been assigned responsibility for administering or implementing some portion of the youth day camp or after school program.
5. Department – Parks and Recreation Department
6. Director – City of Lewisville Parks and Recreation Department full-time Director or his or her designee.
7. Director Designee or Manager – City of Lewisville Parks and Recreation Department full-time Division Manager who has been assigned administrative responsibility for programming.

8. Recreation Supervisor or Supervisor – City of Lewisville Parks and Recreation Department full-time supervisor who has been assigned administrative responsibility for recreational program site.
9. Recreation Specialist or Specialist – City of Lewisville Parks and Recreation Department full-time employee who has been assigned responsibility to implement the youth camp program.
10. Parent(s) or Guardian – One or both parents or adults who have legal custody and authority to enroll their child(ren) in City of Lewisville youth day camps or after school program.
11. Participant – A youth whose parent(s) have completed all required registration procedures and determined eligible for a City of Lewisville youth camp or school program.
12. Program Site – Area or facilities where City of Lewisville youth camp or school programs are based.
13. Program Staff – Refers to any member associated with the youth day camp or after school youth program. This includes Recreation Supervisor, Recreation Specialist, Attendant and Day Camp Leader positions.
14. Program Manual – Notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Lewisville youth camp or after school programs.
15. Youth Camp Program (Camp Program) – City of Lewisville youth program consisting of Holiday Camps, Camp PLAY, Teen Camp, One Day Camps, Spring Break Camp, Xtreme Response Camp, LLELA Spring Break Camp, LLELA Summer Camp, and any future camps that may be added which include participants ages 6 to 13.

C. General Administration

1. Implementation of the Youth Recreational Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and departmental employees.
2. Each youth camp program and school program site will have available a current copy of the Standards of Care for public and staff.
3. Parents of participants will be provided a current copy of the Standards of Care during the registration process.

4. Criminal background checks will be conducted on prospective program staff. If results of a criminal background check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment:
 - a. A felony or a misdemeanor classified as an offense against a person or family.
 - b. A felony or misdemeanor classified as public indecency.
 - c. Any offense involving moral turpitude.
 - d. Any offense that would potentially put the City of Lewisville at risk.

D. Inspections/Monitoring/Inspection

1. A final inspection report will be initiated by the Specialist at the conclusion of each program to confirm adherence to the Standards of Care.
 - a. Final inspection reports will be sent to the Supervisor and Manager for review and kept on record for at least two years.
 - b. The Supervisor and Manager will review the report and establish guidelines and criteria for compliance.
2. The Supervisor will make visual inspections of the programs based on the following schedule and will complete a weekly inspection form:
 - a. Thanksgiving, Holiday Camp & Spring Break Camps will be inspected once during their weeklong schedule.
 - b. Camp PLAY and the LLELA Summer Camp will be inspected once per week during the summer season.
 - c. Teen Camp will be inspected once per week during the summer session.
 - d. Xtreme Response Camp will be inspected once during its week-long schedule.

- e. One day camps will be inspected once per occurrence.
 - f. School programs will be inspected once per week during the school session.
 - g. All other camps will be inspected weekly.
3. Participant/parent complaints concerning camp or school program will be addressed by the Recreation Specialist.
 - a. Recreation Specialist will record the complaint on the Daily Camp Inspection Form.
 4. If a parent is not satisfied with the response of the Recreation Specialist or if a complaint is related to the enforcement of the Standards of Care, the Supervisor will address the concern and take necessary steps to resolve any problems.
 - a. The Supervisor will record the complaint and resolution on the Weekly Camp Inspection Form.
 - b. Serious or multiple complaints regarding enforcement of the Standards of Care will be addressed by the Manager and the complaint and resolution will be noted and reported to the Director.
 5. Annually the program manager will review the inspections and complaints and provide an annual report to the Director along with plan of action for improvements.

E. Enrollment

Before a child can be enrolled, a parent or guardian must sign registration forms that contain:

1. Child's name, home address and home telephone number while enrolled in camp or school program.
2. Name and address of parent(s) or guardian(s) and telephone number during program hours.
3. Names and telephone numbers of people to whom the child can be released.
4. A list of the child's allergies and medications, if any.
5. A statement of the child's special needs or accommodations, if any.
6. Emergency medical authorization.
7. Proof of residency, when appropriate.

8. Liability waiver and photo release.
9. Any related field trip waivers.
10. Aquatic Safety Information (Child's Swimming Ability)

F. Suspected Abuse

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code Title 5, Subtitle E, Chapter 261.

G. Staffing – Responsibilities and Training

1. Recreation Specialist

a. Recreation Specialist Qualifications

- (1) Specialist will be full-time employee of the City of Lewisville Parks and Recreation Department and will be required to have all Attendant qualifications as outlined in Section I.G.2.a and responsibilities as outlined in Section I.G.2.b of the document.
- (2) Specialist must be at least 21 years of age.
- (3) Specialist must have a bachelor's degree from an accredited college or university. Acceptable degrees include:
 - (a) Recreation Administration or Leisure Studies
 - (b) Physical Education or Kinesiology
 - (c) Comparable degree plan that would lend itself to working in a public environment
- (4) Specialist must have two years of experience planning and implementing recreational activities.
- (5) Specialist must pass a background investigation including testing for illegal substances.
- (6) Specialist must have successfully completed a course in first aid, Child/Adult Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) based on either

American Heart Association or American Red Cross standards. All certifications must be current during the program operation.

b. Recreation Specialist's Responsibilities

- (1) Specialist is responsible to administer the Program's daily operations in compliance with the adopted Standards of Care.
- (2) Specialist is responsible to recommend, hire, supervise and evaluate Attendants.
- (3) Specialist is responsible to plan, implement and evaluate programs.

2. Attendants

a. Attendant Qualifications

- (1) Attendants will be part-time or temporary employees of the Parks and Recreation Department.
- (2) Attendants shall be age 16 or older; however, each site will have at least one employee 18 years or older present at all times.
- (3) Attendants shall be able to consistently exhibit competency, good judgment and self-control when working with children.
- (4) Attendants shall have successfully completed a course in first aid, CPR and AED based on either American Heart Association or American Red Cross standards.
- (5) Leaders and Attendants shall pass a background investigation including testing for illegal substances.

b. Attendant Responsibilities

- (1) Attendants will be responsible to provide participants with an environment in which they can feel safe, can participate in appropriate social opportunities with their peers and can enjoy wholesome recreation activities.

- (2) Attendants will be responsible to know and follow standards, policies and procedures that apply to City of Lewisville programs.
- (3) Attendants must ensure that participants are released only to a parent or adult designated by the parent. All program sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Specialist or Attendants.

3. Training and Orientation

- a. The Department is responsible for providing training and orientation to program employees working with children and for specific job responsibilities.
- b. Specialists will provide each Attendant with a Program Manual specific to each program.
- c. Program employees must be familiar with the Standards of Care for camp and school programs as adopted by the City Council.
- d. Program employees must be familiar with the program policies including discipline, guidance and release of participants as outlined in the Program Manual.
- e. Program employees will be trained in appropriate procedures to handle emergencies.
- f. Program employees will be trained in areas including City, Departmental and program policies, procedures, provision of activities, safety issues and organization.
- g. Program employees will be required to sign an acknowledgment that they have received the required training and manuals.

H. Operations

1. Staff – Participant Ratio

- a. The standard ratio of participants to Attendants for camp and school programs will be 10 to 1. In the event an attendant is unable to report, a replacement may be assigned.

- b. The standard ratio of participants to Attendants for teen camps will be 15 to 1. In the event an attendant is unable to report, a replacement may be assigned.
- c. Each participant shall have a Program Staff member who is responsible for him or her and who is aware of the participant's habits, interests and special accommodations as identified by the participant's parent(s) during the registration process.

2. Discipline

- a. Program employees will implement discipline and guidance in a consistent manner based on the best interests of program participants.
- b. There must be no cruel or harsh punishment or treatment.
- c. Program employees may use brief, supervised separation from the group, if necessary.
- d. As necessary, Program employees will initiate discipline reports to the participant's parent(s).
- e. Parents will be asked to sign discipline reports to indicate they have been advised regarding specific problems or incidents.
- f. Repeated discipline reports that are severe nature will result in participant being suspended from the program.
- g. In instances where there is danger to other participants or staff, offending participants will be removed from the Program site as soon as possible.

3. Programming

- a. Program staff will attempt to provide activities for each group according to participant's age, interests and abilities. The activities must be appropriate to participant's health, safety and well-being. The activities must be flexible and promote the participant's emotional, social and mental growth.
- b. Program employees will attempt to provide indoor and outdoor times including:
 - (1) Alternation of passive and active activities;

- (2) Opportunity for individual and group activities; and
 - (3) Outdoor time each day, weather permitting.
- c. Program employees will ensure child water safety requirements by:
- (1) Determining whether the camper can swim or is at risk when swimming through:
 - (a) Requiring Aquatic Safety Information on Registration Form
 - (b) Providing a swimming test for each individual participant the first day of swimming activities
 - Swimming test must be performed at the start of each camp
 - (c) Passing the swimming test will be at the jurisdiction of the operator's standards
 - (2) Providing owner or operator of the body of water a written or electronic disclosure that clearly identifies each camper who is unable to swim or at risk when swimming.
 - (3) Requiring any camper who is unable to swim or is at risk when swimming be provided an approved personal flotation device and ensure the personal flotation device is properly fitted for the camper.
- d. Program employees will be attentive and considerate of the participant's safety on field trips and during any transportation provided by the program.
- (1) During trips, employees must have access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees must have a written list of the participants in the group and check roll frequently.
 - (3) Program employees must have first aid supplies and a guide to first aid and emergency care available.
 - (4) Activities that take place in the water, such as swimming and kayaking, must be supervised by a certified lifeguard. If one is not provided by the facility, then the program staff will ensure one is available during the water related activities.

4. Communication

- a. Program employees will have access to a telephone for use in

contacting the program site or making emergency calls at all times.

- b. The Specialist will make available the following telephone numbers to all employees at each site:
 - (1) Emergency services
 - (2) City of Lewisville Fire and Police Department Dispatch Center
 - (3) Department of Parks & Recreation Administrative Office
 - (4) Participant Parent or Guardian
 - (5) Field trip destinations

5. Transportation

- a. Before a participant may be transported to and from City sponsored activities, a transportation permission form, completed by the parent, must be filed with the Specialist.
- b. First aid supplies and a first aid care guide will be available in all vehicles transporting participants.
- c. All vehicles used for transportation of participants must have available a 6-BC portable fire extinguisher which will be accessible to all adult occupants.
- d. Specialist will verify that all individuals responsible for operating transportation vehicles hold a current driver's license for the appropriate vehicle being utilized.

I. Facility Standards

1. Safety

- a. Program employees will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of participants. Daily inspection reports will be completed by the program employees and kept on file with the Specialist.
- b. Buildings, grounds and equipment on the program site will be inspected, cleaned, repaired and maintained to protect the health of

participants.

- c. Program equipment and supplies must be safe for participant's use.
- d. Program employees must have first aid supplies readily available to staff in a designated area. First aid supplies must be readily available at each site, during transportation to an off-site location and for the duration of any off-site activity.
- e. Air conditioners, electric fans and heaters must be mounted out of participant's reach or have safeguards that keep participants from being injured.
- f. During weeklong camps, the Specialist will conduct a fire and safety drill on the first day of camp.

2. Health

a. Illness or Injury

- (1) A participant who is considered to be a health or safety concern to participants or employees will not be admitted to the camp 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 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 with a communicable disease.

b. Employees will administer medication only if:

- (1) Parent(s) or guardian(s) complete and sign a form that provides authorization for staff to dispense medication with details as to time and dosage. The form will include a hold harmless clause to protect the City.
- (2) Prescription medications are in the original containers labeled with the participant's name, date, directions and physician's name.

- (3) Employee will administer medication as stated on the label and will not administer medication after the expired date.
- (4) Nonprescription medications are labeled with the participant's name and the date the medication was brought to the program. Nonprescription medication must be in the original container. Employees will administer medication only according to label direction.
- (5) Program employees must ensure medications are inaccessible to participants. If it is necessary to keep medication in the refrigerator, medications will be kept separate from food.

c. Toilet Facilities

- (1) Camp and school programs based at the recreation centers or other indoor facilities will have inside toilets located and equipped so participants can use them independently and staff can supervise, if needed.
- (2) At indoor facilities, there must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants but must not exceed 50% of the total number of toilets.
- (3) At outdoor camps, portable toilets may be available to participants in lieu of flush toilets. Portable toilets will be supplied at a ratio of at least one per 10 participants. Toilets will be serviced twice weekly, and camp staff will monitor them daily for sanitary issues.
- (4) An appropriate and adequate number of lavatories will be provided. At outdoor sites, hand sanitizer will be provided when running water is not available.

d. Sanitation

- (1) Program facilities must have adequate light, ventilation and heat.
- (2) The Program must have an adequate supply of water meeting the standards of Texas Department of Health for drinking water and ensure that it will be supplied in a safe and sanitary

manner.

- (3) Employees must see that garbage is removed from buildings daily.

II. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke or rescind all or part of this regulation in the future. This regulation may only be revised at the same time that a revision is made to the Lewisville Code of Ordinances, Chapter 10, Parks and Recreation Department, Article VII, Standards of Care. These standards shall be reviewed annually and revised in accordance with the aforementioned Ordinance.