

**CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

FROM: Malcolm Matthews, Director, Parks and Recreation Department

SUBJECT: Self-Monitoring Standards and Agreements for the After School Challenge Program and the Kid Quest Summer Recreation Program

DATE: August 25, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance will consider the annual review and adoption of Self-Monitoring Standards for the After School Challenge Program and for the Kid Quest Summer Recreation Program, as permitted by State legislation for municipalities in-lieu-of child care licensing, and authorizes staff to negotiate and execute interlocal agreements with public school districts for their participation in these programs.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The City's After School Challenge Program (ASCP) has been providing extended school day homework assistance, social and recreational services to community youth since 1991. In school year 2004-2005, the program served over 16,180 students in 131 area elementary and middle schools, representing eight school districts.

The Kid Quest Summer Recreation Program is an enhanced summer recreation program offered since 2003. It is a program that is open to pre-registered children ages 6 through 14, with a limited number of participants per site and 25:1 participant to staff ratio. Youth are divided into same-age groups that rotate through activities, including theme week programming and art and science enrichment activities. The program operates at school sites or other public agency sites.

The Texas Department of Family and Protective Services (TDFPS) provides for the adoption of Self-Monitoring Standards for municipally operated recreation programs that serve school-age youth. The municipality must present the operating standards to be adopted through a public hearing. As required by State guidelines, these standards include staffing ratios, minimum staff qualifications, minimum facility health and safety standards, and mechanisms for monitoring and enforcing the adopted local standards. Copies of the policy must be provided to the parents of all program participants and the program must not represent that it is a licensed child care facility. The standards must be reviewed and adopted annually.

To assure the guidelines are met at each ASCP program site, Parks and Recreation staff conduct annual and quarterly reviews using a comprehensive compliance checklist. Also, the Health Department conducts an annual sanitation inspection. San Antonio's After School Challenge Program has operated through Self-Monitoring Standards since 2001 and the City has never received notification of any complaints to the State about the City's administration of the After School Challenge Program.

The Kid Quest Summer Recreation Program has operated under Self-Monitoring Standards since it was implemented in 2003. A monitoring checklist is utilized for these site visits also. There has not been a notification of any complaint to the State in reference to operation of this program.

These standards were presented in a public hearing in conjunction with the City's Parks and Recreation Advisory Board meeting on July 18, 2005 and the Board members were in support of the proposed standards.

Each year the City and local school districts execute agreements for the ASCP that specify general program dates, staffing requirements, and program administration duties. Costs are shared between the City and the school districts according to approved funding. Participating school districts in 2005-2006 will include San Antonio ISD, East Central ISD, Edgewood ISD, North East ISD, South San ISD, Harlandale ISD and Southwest ISD. The ordinance will authorize staff to move forward as needed to finalize agreements with school districts for both the ASCP and Kid Quest. The school districts have their own administrative policies and procedures, and this authority will enable staff to expedite agreements as each district is ready. The agreements state that if funding from a district or the City is unavailable, the agreement will be terminated.

POLICY ANALYSIS

State law permits municipal recreation programs to obtain exempt license status through a self-monitoring standards process. Standards were originally approved for ASCP through Ordinance No. 93106 on December 14, 2000. The Kid Quest Summer Recreation Program standards were originally approved through Ordinance No. 97662 on May 22, 2003. This annual review and adoption process is in conformance with State regulations.

This action follows the City policy of cooperative agreements with school districts to provide health, recreation, cultural and social services in our community.

FISCAL IMPACT

The ASCP and the Kid Quest program each receive annual funding in the Parks and Recreation Department General Fund Budget. The allocations are utilized to provide the City's portion of staff and services at the school sites. The agreements state that if funding from a district or the City is unavailable, the agreement will be terminated. Adoption of the Self-Monitoring Standards will not impact the General Fund.

COORDINATION


The Self-Monitoring Standards were developed with input from the Texas Department of Family and Protective Services. The cooperative agreement has been coordinated with the City Attorney's Office.

SUPPLEMENTARY COMMENTS

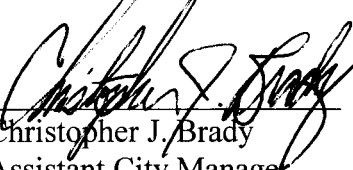
An Ethics Disclosure Statement is not required.

ATTACHMENTS

- 1) Self Monitoring Standards – After School Challenge Program
- 2) Self Monitoring Standards Compliance Checklist
- 3) Self Monitoring Standards – Kid Quest Summer Program
- 4) After School Challenge Program Interlocal Agreement



Malcolm Matthews
Director of Parks and Recreation



Christopher J. Brady
Assistant City Manager

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J. Rolando Bono
City Manager

CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT

AFTER SCHOOL CHALLENGE PROGRAM

SELF-MONITORING STANDARDS

This is not a licensed childcare program. The City of San Antonio sponsors this program in partnership with 8 local school districts.

Governing Body Responsibilities

- A. The City of San Antonio is responsible for the operation of the After School Challenge Program in compliance with self-monitoring standards implemented by the City of San Antonio Parks and Recreation Department and approved by City Council Ordinance.
- B. The City of San Antonio, through San Antonio Parks and Recreation and the school districts, must ensure that the After School Challenge 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 and 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 After School Challenge Program's main office as soon as possible, but no later than the end of the working day, 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 Department 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 Family and Protective 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 After School Challenge Program office (207-3151)
 - 4. Emergency evacuation and relocation plan with at least two (2) exits
 - 5. Self-Monitoring Standards Checklist from the most recent monitor's visit

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. After School Challenge Program office
(1635 NE Loop 410, Suite 700, 78209; Phone: 207-3151, Fax: 207-3101)
7. Nearest evacuation facility (including name, address, and phone number of the facility)
8. City of San Antonio Information Line: 311 (Non-Emergency)

Enrollment Information and other Records

- A. All required records will be maintained and made available for inspection by authorized monitors for the duration of the three hours that each program operates.
- B. 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. name of school and phone number
 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 (age 18 and older) child may be released to
 7. name, address, and phone number of child's physician
 8. statement of special needs, hospitalization, long-term medication
 9. emergency medical authorization

- C. Parents will be required to sign their child(ren) out of the program on a daily basis. Sign-out records must be kept for the length of the program. Only parents or adults (18 years old and older) authorized by the parent will be permitted to sign participants out of the program.
- D. The City of San Antonio Parks and Recreation Department will offer the program to children who are 5 years old and older as of September 1st. Each school campus will customize the grade level offering of program services.

Parental Communication

- A. Parents will be provided a copy of "After School Challenge Program Self-Monitoring Standards."
- B. Parents are encouraged to visit the facility at any time during program hours.
- C. Parents or an 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. of any communicable disease as required by the Health Department

Staff Qualifications

- A. Required minimum qualifications with the After School Challenge Program:
 - 1. Staff must be at least 18 years of age
 - 2. Staff must have a High School diploma or GED
 - 3. Staff must have current certifications in CPR (every 2 years) and First Aid (every 3 years).
 - 4. Pre-employment background check and drug testing are conducted on all city employees in the After School Challenge Program.
 - 5. Everyone employed with the City of San Antonio must have a signed document showing they have read the Administrative Directive regarding use of alcohol and concealed weapons in the workplace.

Responsibilities of Program Staff

- A. Assistant Superintendent
 - 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, establish goals and objectives, set deadlines, evaluates staff performance, selects discipline and recommends termination, and develops employee training programs
- B. Recreation Services Supervisor
 - 1. serves as an liaison for the ASCP and the district
 - 2. supervises, monitors, and evaluates the work of program employees
 - 3. establishes policies, rules, and regulations in the administration and operation of program
- C. Program Coordinator
 - 1. reports to the After School Challenge Program Assistant Superintendent
 - 2. assists in supervising, monitoring and evaluating program employees 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
- D. After School Challenge Program Enrichment Supervisor
 - 1. serves as the "area field supervisor" for 5 to 8 sites in the After School Challenge Program and reports directly to the After School Challenge Program Director and After School Challenge Program Coordinator
 - 2. monitors the daily operation of the program (including daily reports, supervision and evaluation of site staff)
- E. After School Challenge Program Facilitator (Enrichment Specialist - Site Supervisor)
 - 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 when the facilitator is absent
 - 4. communicate all concerns, complaints, and injury involving participants to the area supervisor within two operating days

- F. Enrichment Specialists - the program staff will consist of Enrichment Specialists which may include: Educational Professionals, Teachers certified by the Texas Education Agency, Para-Professional district employees, or non-district employees (college students, parents, or other community members). Program staff members will report to the facilitator and are responsible for:
1. planning and implementing age appropriate activities for school-aged children
 2. actively 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 to the new staff member including significant information about the children and a list of children present in group
 9. communicate with the facilitator

Staff Training

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- A. A minimum of 8 hours of documented training will be required annually for After School Challenge Program staff in the areas of: management, staff supervision, age appropriate programming, and safety.

Safety

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All staff must meet the Parks and Recreation Department's minimum training standards on safety issues. For example: CPR, first aid, 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 should have no openings or angles to entrap a child's head
 2. Daily equipment inspections must be made prior to use by program participants
- C. First aid supplies should be readily available to staff (and continuously replenished) 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, cotton tip applicators, hydrogen peroxide, magnifying glass, and a First Aid guide

Health

- A. An annual sanitation inspection must be conducted by Metropolitan Health District. A copy of the inspection report must be kept with program records.
- B. Building, playgrounds, and play equipment must be cleaned, repaired, and maintained to protect children (notify school of needed repairs).
- 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 restroom and before eating.
- E. Staff must wash their hands with soap and running water:
 - 1. before and after handling or serving food
 - 2. before and after treating injuries
- F. Staff must wear waterproof gloves when handling blood or other body fluids and contact the site custodian for assistance.
- G. Food and drink will be prepared, stored, distributed, and served in a safe and sanitized manner.
- H. Food service equipment must be sanitized by school district prior to daily use.

Fire, Fire Safety, and Emergency Precautions

- A. Fire extinguishers must be inspected and dated annually 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 the building.
 - 3. Exit doors shall not be blocked or locked during business hours.
 - 4. In case of electrical failure, a flashlight or other battery-powered lighting must be available at each site and in working condition.

- D. An emergency evacuation and relocation plan must be posted in each room used.
 - 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 three times a year for each site. All drills conducted must be documented on an emergency drill form.
- E. The staff must call the Fire Department in case of fire or danger of fire, explosion, toxic fumes, or chemical spills.

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. On a quarterly basis, the area supervisors will evaluate and monitor sites using the self-monitoring standards compliance checklist.
- B. Once a year, City of San Antonio administrative staff members will evaluate and monitor each After School Challenge site.
- C. Violation of any After School Challenge Program self-monitoring standards will result in appropriate steps to correct the situation. Corrections must be completed in a timely manner.

**City of San Antonio Parks and Recreation Department
After School Challenge Program**

Attachment 2

**Self-Monitoring Standards Compliance Checklist
2005-2006**

Compliance	Non-comp.	N/A
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Governing Body Responsibilities

The City of San Antonio is responsible for the operation of the After School Challenge Program in compliance with self-monitoring standards implemented by the City of San Antonio Parks and Recreation Department and approved by City Council Ordinance.

The governing body, the City of San Antonio through San Antonio Parks and Recreation and the school districts, must ensure that the After School Challenge Program does not discriminate against any child based on the child's race, color, national origin, sex, religion or handicap.

Notifications

Program Staff must notify the After School Challenge Program main office as soon as possible, but no later than at the end of the working day, if any of the following conditions apply: (check Incident/Accident Report file)

- 1 unsafe facility occurrence
- 2 any other situation which places or is likely to place children at risk
- 3 injury to a child while in program
- 4 when EMS, Police or Fire Departments are called

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Posting Requirements

A. The following items must be displayed in a program binder where staff, parents, and other may view them:

- 1 City ordinance pertaining to the Self-Monitoring Standards
- 2 Letter from Texas Department of Protective and Regulatory Services certifying that state guidelines have been met for child care licensing exemption.
- 3 Emergency evaluation and relocation plan with at least two (2) exits
- 4 Evaluation Report from most recent monitor visit located at the office and each site

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Last Monitoring Date: _____

A. Telephone number posted by each phone:

- 1 Emergency medical services: 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 After School Challenge Program Office (950 East Hildebrand Ave, San Antonio, TX 78212; (210) 207-3151)
- 7 Nearest evacuation facility (including name, address and phone number of the facility)

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Name of Facility: _____

Enrollment information records

A. All required records will be maintained and made available for inspection by authorized monitors during the program's hours of operation. (Records should be readily available and organized.)

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B. There will be files at each facility for all participants enrolled in the program. Each file will be maintained for as long as the child is 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 in the program
- 4 Names, addresses, phone numbers where parents can be reached
- 5 Names and phone number of others designated persons for emergencies
- 6 Names and phone numbers of persons child may be released to
- 7 Child's physician name, address and phone number
- 8 Statement of special needs, hospitalization, long-term medication
- 9 Emergency medical authorization

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**City of San Antonio Parks and Recreation Department
After School Challenge Program**

**Self-Monitoring Standards Compliance Checklist
2005-2006**

Compliance	Non-comp.	N/A
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Parental Communication

- A. Parents will be provided by a copy of "After School Challenge Self-Monitoring Standards"
- B. Parents are encouraged to visit the facility at any time during program hours

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Responsibilities of the After School Challenge Program Staff

The Program Staff may include: Enrichment Professionals or Teachers certified by the Texas Education Agency; Enrichment Coordinators or Para-Professional district employees; Enrichment Specialists or non-district employees (college students, volunteers, and parents). Program Staff are responsible for:

- 1 overall planning and implementation of age appropriate activities for school-aged children (activity schedule)
- 2 overall supervision of program for youth
- 3 maintain sufficient equipment and supplies (Check Supply Storage Areas) Storage Cabinet # _____
- 4 maintain child/staff ratio at a maximum of 25 students to 1 staff
- 5 be knowledgeable of the objectives and purpose of the self-monitoring adopted by city ordinance
- 6 supervise children at all times by sign in and out to keep track of children. Children should never be left alone. (check sign-in and sign-out sheets)
- 7 be free from other duties except those directly involving the supervision of children
- 8 when staff change occurs, information must be transferred such as significant information about the child(ren) and a list of children present in the group

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Safety

- A. All areas accessible to children must be free from hazards
- B. Indoor and outdoor play equipment and supplies safe for children
- 1 Play equipment has no openings or angles to entrap child's head
 - 2 Daily equipment inspection prior to use by children
- C. First Aid supplies readily available to staff at all times
- 1 Multi-size adhesive bandages
 - 2 Adhesive tape
 - 3 Gauze tape
 - 4 Waterproof, disposable gloves
 - 5 Tweezers
 - 6 Cold pack
 - 7 Scissors
 - 8 Antiseptic wipes
 - 9 Thermometer
 - 10 Cotton balls
 - 11 Eye Wash
 - 12 Cotton tip applicators
 - 13 Hydrogen peroxide
 - 14 Magnifying Glass
 - 15 First Aid Guide
 - 16 Gloves
 - 17 Insect Bite Sting Wipes
 - 18 Eye Wash

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**City of San Antonio Parks and Recreation Department
After School Challenge Program**

**Self-Monitoring Standards Compliance Checklist
2005-2006**

Compliance

Non-comp.

N/A

D. Record of Facility Staff Monthly Safety Meeting Date: _____ Topic: _____

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Health

- A. Annual sanitation inspection with a written report by Metro Health office
- B. Adequate supply of drinking water readily available
- C. Children must wash their hands with waterless antiseptic hand gel.
(Hand washing should be conducted after using the toilet and before eating).
- D. Staff must wash their hands with waterless antiseptic hand gel:
- 1 before and after serving and handling food
 - 2 before and after treating injuries
- F. Staff must wear waterproof gloves and contact custodian when handling blood or bodily fluid
- G. Food and drink safe quality, stored, prepared, distributed, and served in safe and sanitized manner
- H. Food service equipment must be sanitized by school district prior to daily use

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Fire, Fire Safety and Emergency Precautions

The program staff must call the Fire Department in case of fire or danger of fire, explosion, toxic fumes, or other chemical release.

- A. Annual fire extinguisher inspection, correction(s) made, conditions met by school district
- Last Inspection Date: _____
- 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 Marshall.
 - 2 If any doors open into a fenced yard, the children must be able to open the doors easily from inside
 - 3 No exit doors shall be blocked or locked during program hours
 - 4 A flashlight or other battery-powered lighting must be available to use in case of electrical failure
- D. An emergency evacuation and relocation plan must be posted in each room to use
- 1 The plans must show two exit paths from each room unless the room opens directly outdoors at ground level
 - 2 Staff must conduct an emergency evacuation drill three times a year for each site
- Last Drill Date: _____

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Comments:

CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT

Kid Quest Summer Program

SELF-MONITORING STANDARDS

This is not a licensed childcare program. The City of San Antonio sponsors this program in partnership with 8 local school districts.

Governing Body Responsibilities

- A. The City of San Antonio is responsible for the operation of the Kid Quest Summer Program in compliance with self-monitoring standards implemented by the City of San Antonio Parks and Recreation Department and approved by City Council Ordinance.
- B. The City of San Antonio, through San Antonio Parks and Recreation and the school districts, must ensure that the Kid Quest Summer 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 and 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 Kid Quest Summer Program's main office as soon as possible, but no later than the end of the working day, 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 Department 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 Family and Protective 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 Kid Quest Summer Program office (207-3038)
 - 4. Emergency evacuation and relocation plan with at least two (2) exits
 - 5. Self-Monitoring Standards Checklist from the most recent monitor's visit

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. Kid Quest Summer Program office
(950 E. Hildebrand, 78212; Phone: 207-3038, Fax: 207-3045)
7. Nearest evacuation facility (including name, address, and phone number of the facility)
8. City of San Antonio Information Line: 311 (Non-Emergency)

Enrollment Information and other Records

- A. All required records will be maintained and made available for inspection by authorized monitors for the duration of the three hours that each program operates.
- B. 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. name of school and phone number
 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 (age 18 and older) child may be released to
 7. name, address, and phone number of child's physician
 8. statement of special needs, hospitalization, long-term medication
 9. emergency medical authorization

- C. Parents will be required to sign their child(ren) out of the program on a daily basis. Sign-out records must be kept for the length of the program. Only parents or adults (18 years old and older) authorized by the parent will be permitted to sign participants out of the program.
- D. The City of San Antonio Parks and Recreation Department will offer the program to children who are 6 years old and older as of June 1st.

Parental Communication

- A. Parents will be provided a copy of "Kid Quest Summer Program Self-Monitoring Standards."
- B. Parents are encouraged to visit the facility at any time during program hours.
- C. Parents or an 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. of any communicable disease as required by the Health Department

Staff Qualifications

- A. Required minimum qualifications with the Kid Quest Summer Program:
 - 1. Staff must be at least 18 years of age
 - 2. Staff must have a High School diploma or GED
 - 3. Pre-employment background check and drug testing are conducted on all city employees in the Kid Quest Summer Program.
 - 4. Everyone employed with the City of San Antonio must have a signed document showing they have read the Administrative Directive regarding use of alcohol and concealed weapons in the workplace.

Responsibilities of Program Staff

- A. Recreation Superintendent / Assistant Superintendent
 - 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, establish goals and objectives, set deadlines, evaluates staff performance, selects discipline and recommends termination, and develops employee training programs

B. Summer Program Coordinator

1. reports to the Assistant Superintendent
2. assists in supervising, monitoring and evaluating program employees
3. assists in coordinating and implementing the program at each site
4. acts as liaison between the Parks and Recreation Department, school districts, and community organizations involved in the program

C. Kid Quest Area Supervisor

1. serves as the "area field supervisor" for 5 to 8 sites in the Kid Quest Summer Program and reports directly to the Kid Quest Summer Program Coordinator
2. monitors the daily operation of the program (including daily reports, supervision and evaluation of site staff)

D. Kid Quest Recreation Specialist

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 when the facilitator is absent
4. communicate all concerns, complaints, and injury involving participants to the area supervisor within two operating days

E. Enrichment Specialist

1. planning and implementing age appropriate activities for school-aged children
2. actively 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 to the new staff member including significant information about the children and a list of children present in group
9. communicate with the facilitator

Staff Training

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- A. A minimum of 8 hours of documented training will be required annually for Kid Quest Summer Program staff in the areas of: management, staff supervision, age appropriate programming, and safety
- B. First Aid (every 3 years) and CPR training (every year) will be required for all staff

Safety

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All staff must meet the Parks and Recreation Department's minimum training standards on safety issues. For example: CPR, first aid, 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 should have no openings or angles to entrap a child's head
 - 2. Daily equipment inspections must be made prior to use by program participants
- C. First aid supplies should be readily available to staff (and continuously replenished) 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, cotton tip applicators, hydrogen peroxide, magnifying glass, and a First Aid guide

Health

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- A. An annual sanitation inspection must be conducted by Metropolitan Health District. A copy of the inspection report must be kept with program records.
- B. Building, playgrounds, and play equipment must be cleaned, repaired, and maintained to protect children (notify school of needed repairs).
- 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 restroom and before eating.
- E. Staff must wash their hands with soap and running water:
 - 1. before and after handling or serving food
 - 2. before and after treating injuries

- F. Staff must wear waterproof gloves when handling blood or other body fluids and contact the site custodian for assistance.
- G. Food and drink will be prepared, stored, distributed, and served in a safe and sanitized manner.
- H. Food service equipment must be sanitized by school district prior to daily use.

Fire, Fire Safety, and Emergency Precautions

- A. Fire extinguishers must be inspected and dated annually 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 the building.
 - 3. Exit doors shall not be blocked or locked during business hours.
 - 4. In case of electrical failure, a flashlight or other battery-powered lighting must be available at each site and in working condition.
- D. An emergency evacuation and relocation plan must be posted in each room used.
 - 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 three times a year for each site. All drills conducted must be documented on an emergency drill form.
- E. The staff must call the Fire Department in case of fire or danger of fire, explosion, toxic fumes, or chemical spills.

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. On a quarterly basis, the area supervisors will evaluate and monitor sites using the self-monitoring standards compliance checklist.
- B. Every summer, City of San Antonio administrative staff members will evaluate and monitor each Kid Quest Summer Program site.
- C. Violation of any Kid Quest Summer Program self-monitoring standards will result in appropriate steps to correct the situation. Corrections must be completed in a timely manner.
- D. There will be continuous follow-up to replenish the safety and first aid supplies required by these standards as need at the sites.

STATE OF TEXAS	§	AFTER SCHOOL CHALLENGE
	§	PROGRAM
COUNTY OF BEXAR	§	INTERLOCAL AGREEMENT

This agreement ("Agreement") is entered into by and between the CITY OF SAN ANTONIO, a Texas Municipal Corporation, (hereinafter called "City"), acting by and through its City Manager pursuant to Ordinance No. _____ dated _____, 2005 and the _____ INDEPENDENT SCHOOL DISTRICT, a political subdivision of the State of Texas, acting by and through its Board of Trustees, hereto duly authorized, (hereinafter called "District").

WHEREAS, both parties to this Agreement are political subdivisions of the State of Texas, and desire to enter into this Agreement in accordance with the provisions of the Interlocal Cooperation Act, being Chapter 791 of the Texas Government Code; and

WHEREAS, the District owns various educational facilities which are available for use for approved activities during after school hours ("After School Challenge Program"); and

WHEREAS, the City wishes to provide recreational and educational opportunities for children of the community; and

WHEREAS, the parties to this Agreement have historically enjoined a mutually satisfactory and cooperative relationship that has benefited the citizens of the City of San Antonio and the students and employees of the District; and

WHEREAS, the City and the District have to come an agreement regarding mutually advantageous terms for making use of District's facilities for the After School Challenge Program, and both desire that such agreement be memorialized herein; and

NOW, THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Section 1: Term

- A. This agreement will commence at the time of its execution and continue through the end or remainder of the 2005-2006 school year (maximum of 153 days).
- B. Program operations shall not begin prior to the finalization of this agreement.

Section 2: Components of the Program

- A. City and District acting as partners will join together to operate a program for after school recreation and enrichment for students enrolled in District's schools.
- B. The After School Challenge program will provide the following:
 - 1.) homework assistance;
 - 2.) a safe and conducive place for children to socialize and interact; and
 - 3.) teach the skills of lifetime recreational activities for leisure time enjoyment.
- C. Participants will be charged an annual, non-refundable \$5.00 per child supply fee (as set by City Council) payable to the City of San Antonio when registered in the program.
- D. The site must attain an average daily attendance greater than 25 participants within the first month of operation and maintain an average daily attendance greater than 25 participants throughout the remainder of the school year. If the program does not exceed the minimum attendance requirement, the district will have discretion to continue operations without any funding from the City.

Section 3: Program Site, Supplies, and Maintenance

- A. District will provide a program site facility, adequate in size for all of the program participants and activities for each of the program locations. The school district must also provide space for the storage of the program equipment, that is appropriate for the number of participants. The facility provided may vary depending on availability at each site and may include the cafeteria, a portable building, gymnasium, classrooms, computer labs, the library or any other suitable location.
- B. The City as deemed necessary will provide supplies for the program.
- C. The District will provide reasonable utilities and custodial services at all sites.

Section 4: Program Participation

- A. Participation in the After School Challenge Program will be open to all of District's students attending the campus where the program is offered. At a minimum, students must be in kindergarten and be 5 years old, as of September 1st of the school year.
- B. Participation will only be limited in the case that appropriate staffing cannot be provided.
- C. Sites cannot restrict registration based on need or wants. i.e. parent work status.

Section 5: Days and Hours of Service

- A. The After School Challenge Program will start operation on the day after Labor Day and will operate for a maximum of 153 days for three hours each day immediately following each regular school day.

- B. The After School Challenge Program will provide program activities on early release days (not to exceed 6 hours). Operation on early release days will count toward the 153 days of operation.

Section 6: Program Operation

- A. The program will be operated in accordance with the Self-Monitoring Standards adopted by City Council Ordinance.
- B. The Self-Monitoring Standards comply with State of Texas Department of Family and Protective Services requirements for operation of municipal programs.
- C. The District hereby agrees to comply with all such standards as they are administered and interpreted by Parks and Recreation Department staff regardless of whether District has accepted grant funding or any other sources of funds to partially support this program. In the event of a conflict between standards imposed by such a funding source, or any other possible standard, and the Self-Monitoring Standards, the Self-Monitoring Standards shall control.

Section 7: Program Staff – Funding and Control

- A. Each Program site will have one staff person for every 25 participants in attendance (measured by average daily attendance) in order to ensure the safety and well being of all program participants. A minimum of two staff persons will be on duty at all times, with at least one professional educator as part of the staff. The District will be responsible for funding one staff member for each program site.
- B. City, through its Site Facilitator for each program site, will monitor daily attendance and recommend changes to staffing in accordance with the required ratio on a daily basis. In the event the average daily attendance increases, there will be additional staff persons added so that the ratio of program participants to staff persons does not exceed 25 to 1. Likewise, should average daily attendance decrease, staff will be reduced according to participation numbers and maintaining a 25:1 ratio.
- C. The District is responsible for providing staff to assist participants with special needs. Staff members provided to assist special needs participants shall be in addition to the staff required to maintain the 25:1 ratio.
- D. The City will recruit program staff from the District staff and will require a recommendation from the school Principal for staff members at each site. In the event that staffing requirements exceed the number of District employees willing to participate in the Program, District parents or District community members, college students and/or non-District enrichment specialists will be selected. The City shall not employ any person to whom the District makes an objection.

- E. Prior to employment with the After School Challenge Program, the City will verify that a criminal history record check on the applicant has been completed and shall not employ any person who has been convicted of a felony or a misdemeanor involving moral turpitude. In addition, the City will require a pre-employment drug screening on applicants and the City shall not employ any applicants who fail the drug screening. Random drug screening and background checks may also be utilized. The City will have final approval for all applicants to be hired as City employees.
- F. The District, through each school principal, will identify District funded employees to the City and will provide a work schedule for each District funded staff member. The City, through each Area Supervisor, will identify City funded employees to the District and will provide a work schedule for each City funded staff member. Each party is also responsible for notifying the other party of any significant changes that need to be made to these schedules.
- G. It is required that all employees, whether employed by the City or District, complete First Aid and CPR training prior to starting work in the After School Challenge Program. In addition, all employees will receive training in sexual harassment awareness and reporting child abuse.
- H. All employees, whether employed by the City or District, will be part of the 1:25 ratio of staff to participants, remain with the participants at all times, and must be free of non-After School Challenge program related duties (i.e. custodial duties) during After School Challenge Program hours of operation. All employees, whether employed by the City or District, will be under the direct supervision of the City's Parks and Recreation After School Challenge Program Staff (Enrichment Supervisors) during the After School Challenge Program hours of operation.
- I. City staff positions, classified as Enrichment Specialists, will be paid as follows:
 - 1.) Professionals \$11.50 per hour
 - 2.) Para-Professionals \$10.00 per hour
 - 3.) Non-district staff, parents, college students \$9.00 per hour
- J. All funds for this program will come from appropriated funds of City and District. In the event such funds are not appropriated in part or in whole by either District or City this agreement will terminate and be of no further force or effect.

Section 8: Snack Component

- A. The District will be responsible for providing snack in cooperation with the United States Drug Administration (USDA) free snack program for all schools that qualify for the program. Expired foods and those lacking nutritional value are not permitted.
- B. The District will be responsible for providing the City with information concerning the number of children who qualify for free and reduced meals at each campus. The District must notify the City in writing of any Schools that do not qualify for the USDA program, and the City will fund comparable snacks for those sites in accordance with USDA nutritional guidelines.

- C. The After School Challenge Program Staff will be responsible for serving the snack in accordance with USDA guidelines.

Section 9: Program Evaluation and Record Keeping Requirements

- A. District and City are both committed to monitoring and continually evaluating and improving the Program to be offered to the participants. District agrees to assist in distributing and collecting surveys of parents, participants and staff as a means of identifying possible improvements in the program.
- B. District and City agree to maintain full and accurate records regarding: the number of participants attending each site; the activities planned and provided to the participants; the number of hours worked by the staff; the staff involved; and all other pertinent information regarding the program, which might benefit the City in its role in operating this program with the District. City will have access to such records at such time as is mutually convenient for both parties.
- C. District agrees to use City registration forms and other pertinent documents regarding the After School Challenge Program.

Section 10: Sub-contracting and Assignment

- A. Any other clause of this contract to the contrary notwithstanding, none of the work or services covered by this contract shall be assigned without the prior written approval of City and District.
- B. Any other clause of this contract to the contrary notwithstanding, none of the work or services covered by this contract shall be sub-contracted without the prior written approval of City and District. Any work or services approved for sub-contracting hereunder, however, shall be sub-contracted only by written contract or agreement and, unless specific waiver is granted in writing by City, shall be subject by its terms to each and every provision of this contract.

Section 11: Relationship of Parties

- A. Nothing contained herein shall be deemed or construed by the parties hereto, or by any third party, as creating the relationship of principal and agent, partners, joint venturers or any other similar such relationship between the parties hereto.
- B. This Agreement insures to the benefit of and obligates only the Parties executing it. No term or provision of this Agreement shall benefit or obligate any person or entity not party to it. The parties hereto shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release or other consideration under this Agreement.

Section 12: Indemnity

City and the District acknowledge they are political subdivisions of the State of Texas and are subject to, and comply with the applicable provisions of the Texas Tort Claims Act, as set out in the Texas Civil Practice and Remedies Code, Section 101.001 et. seq. and the remedies authorized therein regarding claims or causes of action that may be asserted by third parties for accident, injury or death.

Section 13: Amendment

No amendment, modification, or alteration of the terms of this Agreement shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed and agreed to by all the parties hereto.

Section 14: Notices

Any notice hereunder may be given by U.S. certified or registered mail to the City by addressing: City Clerk, City of San Antonio, P.O. Box 839966, San Antonio, Texas 78283-3966, and to District at: _____, Texas, 782____. Such addresses may be changed from time to time by written notice of such change given in accordance with this section.

APPROVAL OF THE CITY

Whenever this Agreement calls for approval by CITY, unless otherwise explained herein, such approval shall be evidenced by the written approval of the Director of Parks and Recreation of the CITY OF SAN ANTONIO or his designee unless City Council approval is required.

ENTIRE AGREEMENT

This Agreement, together with the authorizing ordinance or ordinances, in writing, constitute the entire agreement, with any other written or oral agreement with District being expressly waived by District. It is understood that the Charter of the CITY requires that all contracts with the CITY be in writing and adopted by ordinance.

EXECUTED this _____ day of _____, 2005, the **EFFECTIVE DATE**.

CITY OF SAN ANTONIO,
a Texas Municipal Corporation

**INDEPENDENT
SCHOOL DISTRICT**

By: _____
Malcolm Matthews
Director of Parks and Recreation

By: _____
School Superintendent

Date: _____

ATTEST:

By: _____
City Clerk

School Board Member Signature

Approved as to Form:

City Attorney