



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Meeting Agenda

### Parks, Recreation and Beautification Board

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Monday, March 2, 2026

6:00 PM

Civic Center Redbud Room

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After determining that a quorum is present, the Parks, Recreation and Beautification Board of the City of Denton, Texas will convene in a Regular Meeting on Monday, March 2, 2026, at 6:00 p.m. in the Civic Center Redbud Room at 321 E. McKinney Street, Denton, Texas, at which the following items will be considered:

#### 1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

This section of the agenda permits a person to make comments regarding public business on items not listed on the agenda. This is limited to two speakers per meeting with each speaker allowed a maximum of four (4) minutes. Such person(s) shall have filed a "Blue Card" requesting to speak during this period prior to the calling of this agenda item.

#### 2. ITEMS FOR CONSIDERATION

- A. [PRB26-003](#) Consider approval of the minutes of February 2, 2026.

Attachments: [Exhibit 1- February 2, 2026 Minutes](#)

- B. [PRB26-004](#) Receive a report and hold a discussion regarding recreation center and fitness programming.

Attachments: [Exhibit 1- Agenda Information Sheet](#)  
[Exhibit 2- Presentation](#)

- C. [PRB26-006](#) Consider recommending adoption of an ordinance of the City of Denton adopting Standards of Care for recreational care programs administered by Denton's Parks and Recreation department pursuant to Texas Human Resources Code Section 42.041(b)(14); and providing an effective date.

Attachments: [Exhibit 1- Agenda Information Sheet](#)  
[Exhibit 2- Ordinance](#)  
[Exhibit 3- City of Denton Parks and Recreation Standards of Care 2026-2027 \(r\)](#)  
[Exhibit 4- City of Denton Parks and Recreation Standards of Care 2025-2026 \(c\)](#)

- D. [PRB26-005](#) Receive a report, hold a discussion, and give staff direction, on the installation of an identification sign for the area in Evers Park currently occupied by the Scouting America Troop 65.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)  
[Exhibit 2- Sign layout and design](#)  
[Exhibit 3 - Proposed location](#)

#### 3. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Parks, Recreation and Beautification Board or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND Under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Parks, Recreation and Beautification Board reserves the right to adjourn into a Closed Meeting on any item on its Open Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

C E R T I F I C A T E

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on February 24, 2026, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

\_\_\_\_\_  
OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.

**City of Denton Parks, Recreation, and Beautification Board**  
**Minutes**  
**February 2, 2026**

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After determining that a quorum of the City of Denton, Texas, Parks, Recreation, and Beautification Board was present, the Board convened in a Regular Meeting on Monday, February 2, 2026, at 6:00 p.m. in the Civic Center Community Room at 321 E. McKinney Street, Denton, Texas.

**Present:** Chair Joshua Taylor, Vice-Chair Elinor Lichtenberg, Members Bob Tickner, and Keri Caruthers,

**Absent:** Members Richard Villarreal, Amy Pelzel, and Kady Finley

**1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC**

- None

**2. ITEMS FOR CONSIDERATION**

A. PRB26-044: Consider approval of the minutes of January 5, 2026.

The item was presented, and discussion followed.

Following discussion, Member Caruthers moved to adopt the item as presented; Member Tickner seconded. Motion carried.

AYES (4): Chair Taylor, Vice-Chair Lichtenberg, Members Tickner, and Caruthers.

ABSENT (3): Members Finley, Pelzel, and Villarreal,

NAYS (0):

B. PRB26-043: Receive a report, hold a discussion regarding Rec Care programming, summer camps, and Park & Play mobile recreation.

The item was presented, and discussion followed.

Following discussion, staff was provided the following direction:

- Look for opportunities to share waitlist expectations and equivalent camps prior to sign up.

C. PRB25-035: Receive a report, hold a discussion, and give staff direction, on the selection of winning proposals for bond-related public art at Fire Station 5 and Fire Station 6.

The item was presented, and discussion followed.

Following discussion, Chair Taylor moved to adopt the item as presented; Member Tickner seconded. Motion carried.

AYES (4): Chair Taylor, Vice-Chair Lichtenberg, Members Tickner, and Caruthers.

ABSENT (3): Members Finley, Pelzel, and Villarreal,

NAYS (0):

**3. CONCLUDING ITEMS**

- Staff will provide information on development fees when the ordinance comes up for renewal.
- Board would like to be provided a new Org Chart.

With no further business, the meeting was adjourned at 7:24 pm.

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JOSHUA TAYLOR  
CHAIR  
CITY OF DENTON, TEXAS

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ROBIN HILL  
ADMINISTRATIVE ASSISTANT  
CITY OF DENTON, TEXAS

MINUTES APPROVED ON: \_\_\_\_\_



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation

**ACM:** Christine Taylor, Assistant City Manager

**DATE:** March 2, 2026

### **SUBJECT**

Receive a report and hold a discussion regarding recreation center and fitness programming.

### **BACKGROUND**

The purpose of this agenda item is for the Parks and Recreation Department (PARD) staff to provide an update for the Parks, Recreation and Beautification Board regarding recreation center programs.

Updates will be given to the Parks, Recreation and Beautification Board regarding:

- Recreation Center staff introductions
- Current program offerings
- Metrics from the last 3 years
- Opportunities for Growth
- Challenges
- Upcoming Events

### **EXHIBITS**

Exhibit 1- Agenda Information Sheet

Exhibit 2- Presentation

Respectfully submitted:  
Allison Wing,  
Interim Director of Parks and Recreation

Prepared by:  
Megan Thomas, Parks and Recreation

# Recreation & Fitness Programs Update

March 2025



## Cheylon Brown Recreation Supervisor MLK Jr. Rec Center

- ▶ Employed with the City for 8 years of service
- ▶ UNT Graduate
- ▶ Fun Fact: Cheylon is a motivational speaker
- ▶ I believe in the Native American Proverb: “Someone made a circle to keep me out, so I made a larger circle to include us all.”



## Robbie Johnson Recreation Supervisor Denia Recreation Center

- ▶ Employed with City of Denton for 27 years of service
- ▶ Worked at all 3 Rec Centers
- ▶ Completed the MLM Program
- ▶ Robbie served 7.5 years in the military
- ▶ Fun Fact: Robbie is a poet, photographer and loves working for the City

A portrait of Alicia McDaniel, a woman with long black dreadlocks, smiling. She is wearing a dark blue polo shirt with a logo that reads "UNITE, GROW, PLAY Denton Parks and Rec".

## Alicia McDaniel Recreation Supervisor North Lakes Rec Center

- ▶ Employed with City of Denton for 17 years of service
- ▶ B.S. in Kinesiology and several fitness certifications
- ▶ Loves promoting health and wellness all things fitness
- ▶ Alicia prioritizes exceptional customer service with her team. She serves on the department's Customer Service Task Force.

# Recreation Coordinators



Jane Riddle  
MLK Jr. Rec Center



Yosselin Muller  
MLK Jr. Rec. Center



Jodi McClaren  
Denia Rec Center



William Fowler  
North Lakes Rec Center

## Recreation Specialists

Ruby McKoy, North Lakes  
Ann E. Roberts, North Lakes  
Ari Muller, Denia





# Denia Recreation Center Programs

- ▶ Archery
- ▶ Fitness Classes
- ▶ Pickleball
- ▶ Teen Council
- ▶ Teen Twilight Egg Hunt
- ▶ Wize Academy Tech Camp
- ▶ Flex Tumbling and Gymnastics
- ▶ Camps and Rec Care Programs
- ▶ Adapted Recreation Classes
- ▶ Athletics & Youth Sports Classes

# MLK Jr. Recreation Center Programs

- ▶ College & Career Fair
  - ▶ Health Fair
  - ▶ Karate & Self Defense
  - ▶ Safe at Home & Safe Sitter
  - ▶ Youth Tech, Inc. Camp
  - ▶ Game Nights
  - ▶ Haunted House
  - ▶ Adapted Recreation Classes
  - ▶ Athletics & Youth Sports Classes
  - ▶ Camps and Rec Care Programs
- ▶ Cultural Series
    - ▶ Hispanic Heritage Celebration
    - ▶ Black History Celebration
    - ▶ Women's History Celebration
    - ▶ Asian Heritage Celebration



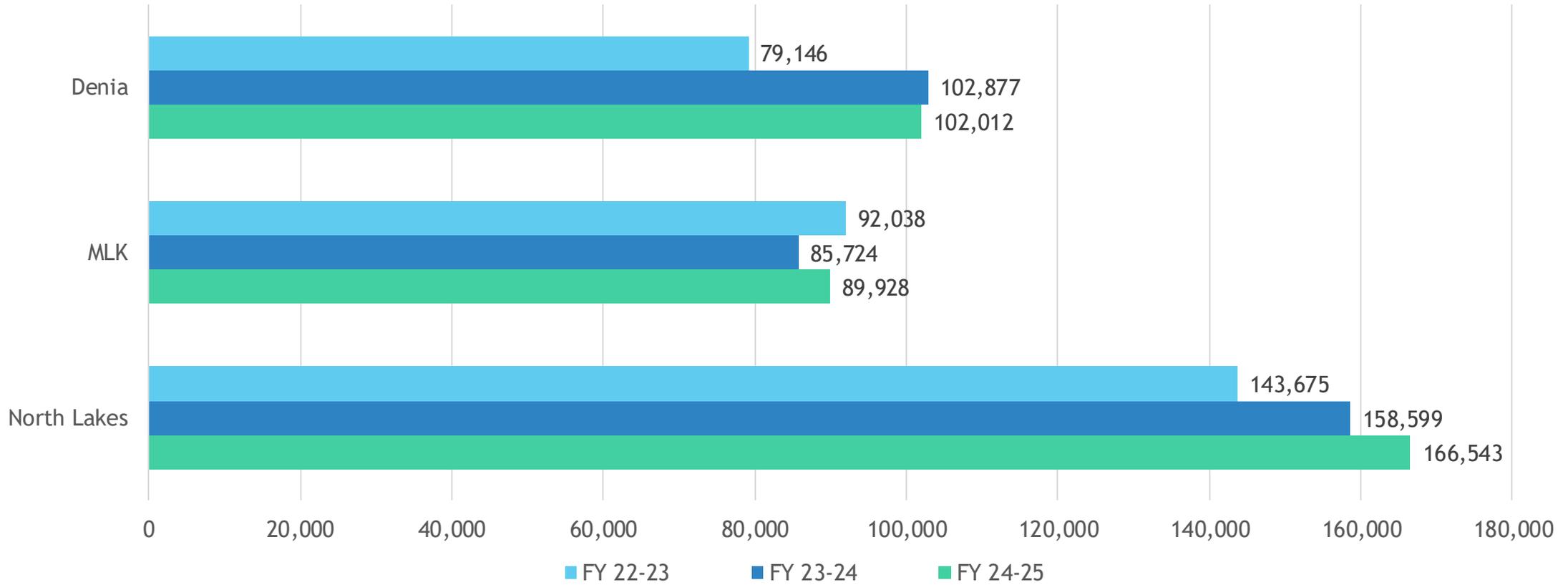
# North Lakes Recreation Center Programs

- ▶ Fitness & Wellness Hub
- ▶ Specialized Fitness Classes
- ▶ Personal Training
- ▶ Indoor Cycling
- ▶ Ballet, Tap & Jazz Classes
- ▶ Karate Classes and Camps
- ▶ Couch to 5k Running Program
- ▶ Sports Skills Classes
- ▶ Adapted Rec Classes

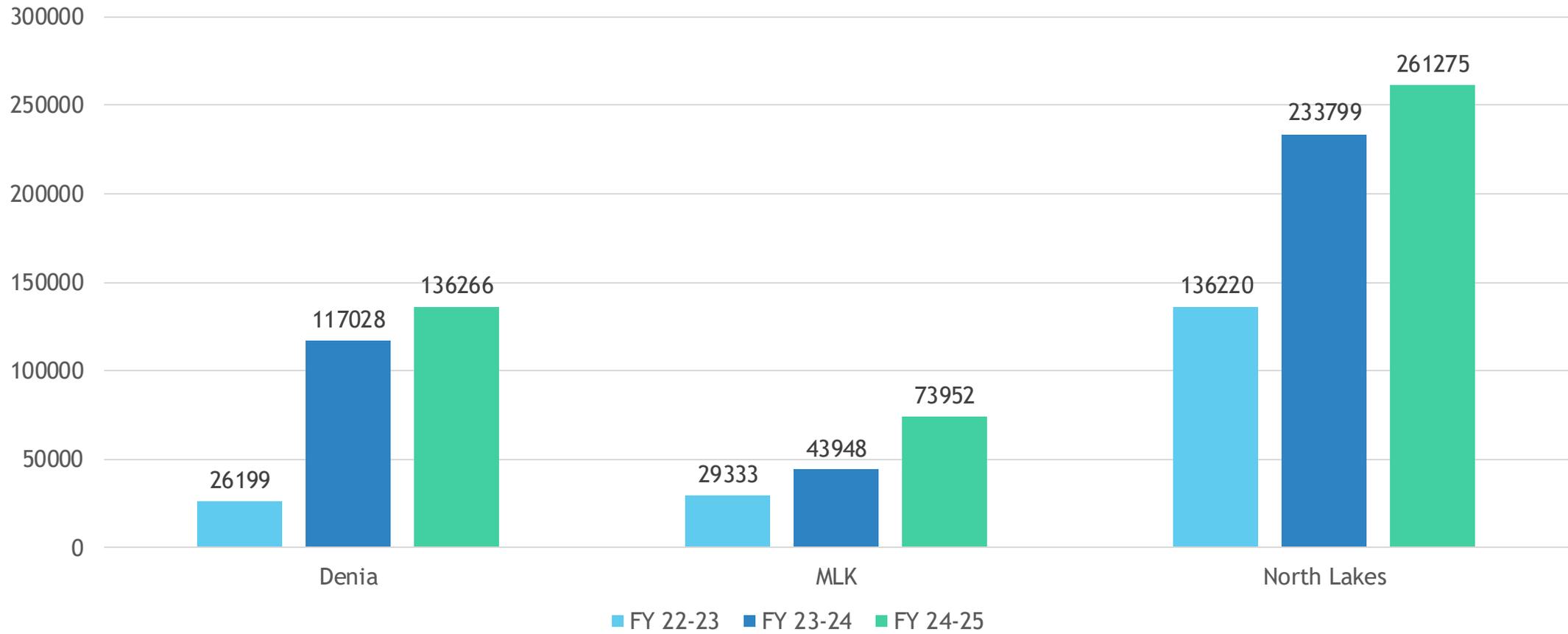
03/02/2026



REC-26-004



# Participation - Door Counters



# Revenue Comparison



# Memberships

Valid at all Recreation Centers

Membership Totals	FY 24-25	FY 25-26 (as of 2/11/26)
Rec Pass	584	386
Gym Memberships	3145	2039
Group Exercise	3619	2250
American Specialty Health	122	82
Optum	1254	1008
Tivity Health (SilverSneakers)	830	657

\*Unique individuals with a membership for one month or longer

# Fitness Programs

- ▶ Senior Fitness
- ▶ Personal Training
- ▶ Specialized Fitness
- ▶ Outdoor Fitness



# Opportunities for Growth

## Denia

- Increase overall participation
- Enhance group exercise offerings
- Increase youth and teen programs

## MLK

- Increase contracted program offerings
- Increase specialty camps
- Increase partnerships/maximize volunteer base

## North Lakes

- Ongoing program assessment
- Continuous innovation and adaptation to trends
- Continue to expand outdoor programming



# Challenges

## Denia Rec. Center

- Location
- Limited Storage
- Community Involvement
- Staff Retention

## MLK Jr. Rec. Center

- Participation in programs and events
- Community Programs
- Limited Storage

## North Lakes Rec. Center

- Programming Space
- Limited Storage

# Upcoming Events

- ▶ Women's History Month Celebration, March 21
- ▶ Spring Break Camps, March 9-16
- ▶ Teen Twilight Egg Hunt, April 4
- ▶ Asian Heritage Month Celebration, May 2
- ▶ Summer Camps, May 26 - Aug. 7





# Questions?

## **Denia Rec Center**

Robbie Johnson, Supervisor  
(940) 349-8574

## **Martin Luther King, Jr. Rec Center**

Cheylon Brown, Supervisor  
(940) 349-8576

## **North Lakes Rec Center**

Alicia McDaniel, Supervisor  
(940) 349-7764



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation  
**ACM:** Christine Taylor, Assistant City Manager  
**DATE:** March 2, 2026

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction, on the installation of an identification sign for the area in Evers Park currently occupied by the Scouting America Troop 65.

### **BACKGROUND**

In 1967, Boy Scout Troop 65, sponsored by the First United Methodist Church of Denton, Inc. (FUMC), established its "Boy Scout Hut" on the south side of Evers Park where it has conducted boy scout activities since that time. In August 2003, the Scout troop entered into a license agreement (Ordinance #2003-257) with the City of Denton, outlining terms to exercise certain rights and privileges upon the property at Evers Park. Within this agreement, modifications to the surrounding grounds must be approved by the City prior to being completed.

City staff was recently approached by the troop leader to request the installation of a new sign at the entry along Windsor Dr. to help with visibility and prominence of their facility. Staff and the scouts propose using a sign that resembles other city park signs and installing it in a location that allows for future sidewalks and/or trails to be constructed without potentially disturbing the sign in the future.

### **OPTIONS**

Recommend approval of the sign layout, design, and placement.  
Recommend denial of the sign layout, design, and placement.

### **RECOMMENDATION**

Staff recommend approval of the sign layout, design, and placement.

### **PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

No prior action or review.

### **FISCAL INFORMATION**

The costs for fabrication and installation are nominal and will be absorbed into the general operating funds of the Parks and Recreation Department.

### **EXHIBITS**

1. Exhibit 1- Agenda Information Sheet
2. Exhibit 2- Sign layout and design
3. Exhibit 3- Proposed location

Respectfully submitted:  
Allison Wing

Interim Director of Parks and Recreation

Prepared by:  
Ziad Kharrat  
Assistant Director of Parks and Recreation

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF DENTON ADOPTING STANDARDS OF CARE FOR RECREATIONAL CARE PROGRAMS ADMINISTERED BY DENTON’S PARKS AND RECREATION DEPARTMENT PURSUANT TO TEXAS HUMAN RESOURCES CODE SECTION 42.041(b)(14); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Denton (the “City”) recognizes many children of school age need an organized program for recreational activities for school break and other non-school days; and

WHEREAS, the City, through its Parks and Recreation Department, proposes to operate recreational day camps, holiday camps, and summer camps for children to be operated at city recreational centers and schools of the Denton Independent School District; and

WHEREAS, the City must adopt Standards of Care for these recreational programs pursuant to Section 42.041 (b)(14) of the Texas Human Resources Code; and

WHEREAS, the City has formulated a Standards of Care, attached and incorporated to this ordinance that at a minimum includes staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the local standards; and further provides for notifying parents that the program is not licensed by the state and that the program may not be advertised as a day care facility; and

WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_, 2026 the City held a public hearing on the above standards of Care as required by Section 42.041(b)(14) of the Texas Human Resources Code; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The recitals in the preamble of this ordinance are incorporated into the body of this ordinance.

SECTION 2. The City adopts the Standards of Care for Recreational Care Programs pursuant to Section 42.041 (b)(14) of the Texas Human Resources Code which is attached as Exhibit 3 and incorporated herein.

SECTION 3. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this Ordinance was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. This Ordinance was passed and approved by the following vote [\_\_ - \_\_]:

	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Suzi Rumohr, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Jill Jester, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
GERARD HUDSPETH, MAYOR

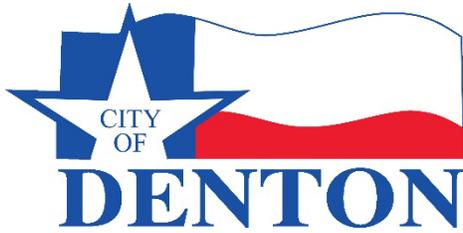
ATTEST:  
INGRID REX, CITY SECRETARY

BY: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:  
MACK REINWAND, CITY ATTORNEY



BY: \_\_\_\_\_



# **City of Denton Parks and Recreation**

## **Standards of Care**

**2026-2027**

Table of Contents

GENERAL ADMINISTRATION ..... 3

1. ORGANIZATION ..... 3

2. DEFINITIONS..... 3

3. INSPECTIONS, MONITORING, & ENFORCEMENT..... 4

4. ENROLLMENT ..... 5

5. SUSPECTED ABUSE ..... 5

STAFFING – QUALIFICATIONS, RESPONSIBILITIES AND TRAINING..... 5

6. RECREATION SUPERVISOR (“SUPERVISOR”) QUALIFICATIONS..... 5

7. SUPERVISOR’S RESPONSIBILITIES ..... 6

8. PROGRAM COORDINATOR (“COORDINATOR”) QUALIFICATIONS ..... 6

9. COORDINATOR RESPONSIBILITIES ..... 6

10. PROGRAM EMPLOYEE QUALIFICATIONS ..... 6

11. PROGRAM EMPLOYEE/STAFF RESPONSIBILITIES ..... 7

12. TRAINING/ORIENTATION ..... 7

OPERATIONS..... 8

13. STAFF-PARTICIPANT RATIO ..... 8

14. DISCIPLINE..... 8

15. PROGRAMMING ..... 8

16. COMMUNICATION..... 9

17. Transportation ..... 9

18. VOLUNTEERS ..... 9

FACILITY STANDARDS ..... 9

19. SAFETY ..... 9

20. FIRE..... 10

21. HEALTH..... 11

Any questions related to Standards of Care should be addressed to the Recreation Supervisor at (940) 349-8574.

# **CITY OF DENTON PARKS AND RECREATION STANDARDS OF CARE**

The following Standards of Care have been adopted by the City Council of the City of Denton, Texas to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Denton Parks and Recreation Department will operate the City's Recreational Care (Rec Care) Programs. The programs listed in this Standards of Care are recreational in nature and are not licensed daycare programs or childcare programs. The City of Denton's rec care/camp programs are exempt from licensing under Texas Administrative Code 745.115(3).

## ***GENERAL ADMINISTRATION***

### **1. ORGANIZATION**

- A. The governing body of the City of Denton Parks and Recreation Programs is the City of Denton City Council.
- B. Implementation of the Rec Care Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and Departmental employees.
- C. Rec Care Programs ("Program") to which these Standards of Care will apply include
  - i. Holiday Break Camps (Youth and Teen)
  - ii. Spring Break Camps (Youth and Teen)
  - iii. Kids Day Off and Teens' Day Off
    - 1. MLK Jr. Rec Center
    - 2. Denia Rec Center
  - iv. All-Day Summer Camps:
    - 1. Camp Discovery (MLK Jr. Rec Center)
    - 2. Camp Conquest (Strickland Middle School)
    - 3. Camp Journey (Newton Rayzor Elementary School)
    - 4. Camp Voyage (WS Ryan Elementary School)
    - 5. Camp Exploration (Calhoun Middle School)
    - 6. Camp Pioneer (McMath Middle School)
    - 7. Teen Summer Camp (Denia Rec Center)
- D. Each Rec Care Program site will have available for public and staff review, a current copy of the Standards of Care.
- E. Parents of participants will be provided the website address of where a current copy of the Standards of Care is located.
- F. Criminal background checks will be conducted on prospective employees. No person with conviction, or who is under indictment, or is the subject of an official criminal complaint alleging violation of any of the crimes as listed in 26 Texas Administrative Code §745.661 may be present while children are in care. An example of this chart, is attached as Exhibit A.

### **2. DEFINITIONS**

- A. City: City of Denton.

- B. City Council: City Council of the City of Denton.
- C. Department: Parks and Recreation Department of the City of Denton.
- D. Rec Care Programs or Program: City of Denton Rec Care Programs as outlined in section 1C above.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to City of Denton Programs.
- F. Director: City of Denton Parks and Recreation Department Director or the designee.
- G. Program Area Manager: City of Denton Parks and Recreation Department full-time manager who has been assigned administrative responsibility for City of Denton Rec Care Programs.
- H. Recreation Supervisor: City of Denton Parks and Recreation Department full-time employee who has been assigned responsibility to oversee and direct daily operations of the City's Rec Care Programs.
- I. Recreation Coordinator: City of Denton Parks and Recreation Department full-time employee who has been assigned responsibility to implement the City's Rec Care Programs.
- J. Program Employee(s), Employee(s) or Staff: Term used to describe people who have been hired to work for the City of Denton and have assigned responsibility for managing, administering, or implementing some portion of the City of Denton Rec Care Programs.
- K. Program Site: Area and facilities where City of Denton Rec Care Programs are held
- K. consisting of Denia Recreation Center, Martin Luther King Jr. Recreation Center,
- K. Newton Rayzor Elementary School, WS Ryan Elementary School, Calhoun Middle
- K. School, and McMath Middle School. Participant: A youth/teen whose parent(s) have completed all required registration procedures and determined to be eligible for a City of Denton Rec Care Program.
- L. Parent(s): This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren)/teen(s) in City of Denton Rec Care Programs.

### 3. INSPECTIONS, MONITORING, & ENFORCEMENT

- A. A Standards of Care inspection will be initiated for each Program by the Recreation Supervisor to confirm the Standards of Care are being adhered to.
  - i. Inspection reports will be kept on record for at least three years.
  - ii. The Recreation Supervisor will finalize the report for review by the Program Area Manager.
  - iii. As needed, the Program Area Manager in coordination with the Recreation Supervisor will develop an action plan and establish deadlines for compliance with the Standards of Care.
- B. The Recreation Coordinators will document visual inspections of the Program and report findings to the Recreation Supervisor based on the following schedule:
  - i. The Holiday & Spring Break Camp Program will be inspected once during its holiday schedule.
  - ii. All-Day Summer Camp sites, including Teen Camp, will be inspected twice during the summer break in June and July.
  - iii. Teen Camp Program will be inspected once during the summer break.

- iv. The Kids' Day Off and Teens' Day Off will be inspected two times a year; in October and February.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Supervisor. The Recreation Supervisor will be responsible for taking necessary action to review and resolve identified problems.
- D. Recreation Coordinators are responsible for reporting any concerns regarding the enforcement of the Standards of Care to the Recreation Supervisor and recording any recommendations or preliminary actions taken to resolve the problem,
- E. Serious complaints regarding enforcement of the Standards of Care will be reported to the Program Area Manager for review and the resolution will be noted.

#### 4. ENROLLMENT

- A. Before a child is enrolled, a parent must sign registration forms containing the child's:
  - i. name, address, home telephone number, email address,
  - ii. name and address of parents and telephone number during Program hours,
  - iii. the names and current phone numbers of emergency contacts and those to whom the child can be released (other than parent/legal guardian),
  - iv. a statement of any special concerns, needs, or behavioral considerations the child may have,
  - v. emergency medical authorization,
  - vi. proof of residency when appropriate, and
  - vii. a liability waiver.

#### 5. SUSPECTED ABUSE

- A. Recreation Staff are mandated by law to report suspected child abuse or neglect in accordance with the Texas Family Code and to cooperate with authorities in investigating any suspected abuse or neglect.
- B. Any incidents requiring a report to CPS will also be reported to the Denton Police Department.

### ***STAFFING – QUALIFICATIONS, RESPONSIBILITIES AND TRAINING***

#### 6. RECREATION SUPERVISOR (“SUPERVISOR”) QUALIFICATIONS

- A. Supervisor will be full-time, professional employees of the City of Denton Parks and Recreation Department and will be required to have all Program Employee or Coordinator qualifications as outlined in Section 10 of the document except for section 10A.
- B. Supervisor must be at least 21 years old.
- C. Supervisor must have a bachelor's degree from an accredited college or University in Recreation, Physical Education, or related field or at least five (5) years of direct supervision of recreational activities related to children ages 4-15 years of age.
- D. Supervisor must have five years of experience planning and implementing recreational activities.

- E. Supervisor must pass a background investigation including testing for illegal substances.
- F. Supervisor must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross standards. The supervisor must also complete a course in Defensive Driving.
- G. Supervisor must complete 10 hours of childcare training per calendar year.

## 7. SUPERVISOR'S RESPONSIBILITIES

- A. Supervisors are responsible for administering the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Supervisors are responsible to recommend for hire, supervise, and evaluate Specialists, Coordinators and Leaders.
- C. Supervisors are responsible to plan, implement, and evaluate programs.

## 8. PROGRAM COORDINATOR ("COORDINATOR") QUALIFICATIONS

- A. Coordinator(s) will be full-time, professional employees of the City of Denton Parks and Recreation Department and will be required to have all Program Leader or Specialist qualifications as outlined in Section 10 of the document except for section 10A.
- B. Coordinator must have two years of experience planning and implementing recreational activities.
- C. Coordinators must complete 8 hours of childcare training per calendar year. Training must be completed prior to their start date of childcare programs and completed on an annual basis.

## 9. COORDINATOR RESPONSIBILITIES

- A. Coordinators are responsible to assist in the administration of the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible to assist in the recommendation for hiring, supervising, and evaluating Specialists and Leaders.
- C. Coordinators are responsible to assist in planning, implementing, and evaluating programs.
- D. Coordinator's will be required to provide all Program Leader or Specialist responsibilities as outlined in Section 11 of the document.

## 10. PROGRAM EMPLOYEE QUALIFICATIONS

- A. Program employees will be part-time or temporary employees of the Parks and Recreation Department.
- B. Program employees working with children must be age 18 or older.
  - i. Except for Junior Counselors, ages 15-17, who must be working under a trained counselor or site supervisor.
- C. Program employees should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Program employees must relate to children with courtesy, respect, tolerance, and patience.

- E. Program employees must pass a background investigation including testing for illegal substances.
- F. Program employees must have successfully completed a classroom course in first aid, CPR, and AED training based on either American Heart Association or American Red Cross standards prior to beginning work (on-line training will not be accepted).
- G. If required to drive City vehicle or personal vehicle for City business.
  - i. Must have and maintain a valid Class “C” Driver’s License and valid state required minimum automobile liability insurance prior to employment.
  - ii. Must pass a driver’s license check.
  - iii. Must attend and successfully complete an approved Defensive Driving Course (DDC) and City of Denton Van training prior to driving for City business, including the transportation of program participants.
- H. Program employees must complete 8 hours of childcare training per calendar year. Training must be completed prior to the program employees’ start date of childcare programs and completed on an annual basis.

## 11. PROGRAM EMPLOYEE/STAFF RESPONSIBILITIES

- A. Program employees will be responsible to provide participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and participate in appropriate social opportunities with their peers.
- B. Program employees will be responsible to know and follow all City, Departmental, and Program standards, policies, and procedures that apply to City of Denton Rec Care Programs.
- C. Program employees must ensure that participants are released only to a parent, or an 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 and Leader.

## 12. TRAINING/ORIENTATION

- A. The Department is responsible for providing training and orientation to employees in working with children and for specific job responsibilities. Supervisors and Coordinators will provide each program employee with a program manual specific to each Rec Care Program. Online childcare training may be completed in lieu of departmental training for 3 hours of the required 8 hours per year.
- B. Program employees must be familiar with the Standards of Care for Rec Care Program operation as adopted by the City Council.
- C. Program employees must be familiar with the Program’s policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies.
- E. Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child development, and organization.
- F. Program employees will be required to sign an acknowledgment that they received the required training.

## ***OPERATIONS***

### **13. STAFF-PARTICIPANT RATIO**

- A. In a City of Denton Rec Care Program, the standard ratio of participants to Program employees will be 17 to 1. In the event a Program employee is unable to report to the Program site, a replacement will be assigned.
- B. Each participant shall have a Program employee who is responsible for him or her and who is aware of the participant's habits, interests, and any special considerations as identified by the participant's parent(s) during the registration process.

### **14. DISCIPLINE**

- A. Program employees will implement guidance and discipline 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 parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A significant number and/or severe nature of discipline reports as detailed in the Program Manual may result in the participant being suspended from the Program.
- F. In instances where there is a danger to participants or Program employees, offending participants will be removed from the Program site as soon as possible.

### **15. PROGRAMMING**

- A. Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities.
  - i. Activities must be appropriate to participants' health, safety, and well-being.
  - ii. Activities also must be flexible and promote the participants' emotional, social, and mental growth.
- B. Program employees will attempt to provide a variety of activities to include:
  - i. alternating active and passive activities,
  - ii. opportunity for individual and group activities, and
  - iii. outdoor time each day weather permits.
  - iv. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
- C. During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
  - i. Program employees must have a written list of the participants in the group and must check the roll frequently.
  - ii. Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

## 16. COMMUNICATION

- A. Each Program employee will have the option to use their own cell phone device or use a city two-way radio to allow the Program employees to be contacted by Parks and Recreation personnel, and for use in contacting the Supervisor, Coordinator, or making emergency calls.
- B. The Supervisor or Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
  - i. Denton ambulance or emergency medical services,
  - ii. City of Denton Police Department,
  - iii. City of Denton Fire Department,
  - iv. Quakertown Civic Center, Recreation Centers, Clear Creek Natural Heritage Center, Civic Center Pool, Denton Natatorium and Water Works Park Newton Rayzor Elementary School, WS Ryan Elementary School, Calhoun Middle School, and McMath Middle School.
  - v.
  - vi. Numbers at which parents may be reached, and
  - vii. The telephone number for the site itself.

## 17. TRANSPORTATION

- A. Before a participant may be transported to and from city-sponsored activities, a City waiver form, completed by the parent of the participant, must be filed.
- B. First aid supplies will be available in all Program vehicles that transport children.
- C. All children must be securely seated in the appropriate safety seat/booster based on state child safety laws.
  - i. All vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

## 18. VOLUNTEERS

- A. The City of Denton accepts volunteers from AmeriCorps, Foster Grandparents and other similar organizations
- B. Volunteers are not included in ratio counts
- C. Volunteers Requirements
  - i. Pass City background check; or Federal or State approved Background check issued by volunteer organization
  - ii. Wear volunteer identification
  - iii. Receive site-specific training
  - iv. Volunteer under the supervision of City staff

## ***FACILITY STANDARDS***

## 19. SAFETY

- A. Program employees will visually inspect Program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
- B. Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- C. Program equipment and supplies must be safe for the participants' use.
- D. Program employees must have first aid supplies readily available in a designated area at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- E. Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- G. Program porches and platforms more than 30 inches above the ground must be equipped with railings participants can reach.
- H. All swing seats at Program sites must be constructed of durable, lightweight, relatively pliable material.
- I. Water Safety
  - i. Per the Cati's Act - A child younger than 12 years of age to engage in an organized water activity in which participants will enter or travel on a body of water, other than a wading pool with a maximum water depth of not more than 18 inches, to require the child's parent or legal guardian to affirm in writing whether the child is able to swim or is at risk of injury or death when swimming or otherwise accessing a body of water; and provide each child who is unable to swim or is at risk of injury or death when swimming or otherwise entering a body of water with a properly fitted and fastened Type I, II, or III U.S. Coast Guard approved personal flotation device or an equivalent device and ensure the child is wearing the device and that it is properly fitted and fastened for the child.
  - ii. Parents will be asked to complete swim information during registration identifying if their child requires a lifejacket and needs to stay in the shallow end Campers will also be administered a swim test on the first scheduled swim day of each camp week. If passed and indicated approved by parents, they will be allowed to swim in all pool areas and all areas on water field trips.

## 20. FIRE

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- B. The Program site will have an annual fire inspection by the local Fire Marshal, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Program Area Manager who will review and establish deadlines and criteria for compliance.
- C. Each site must have at least one fire extinguisher approved by the Fire Marshal readily available to all employees. The fire extinguisher is to be inspected monthly by the camp supervisors or counselors; All Program employees will be trained in the proper use of fire extinguishers.
- D. Fire drills will be initiated at Program sites based on the following schedule:

- i. Spring Break Camp and Holiday Camp; once during the session.
- ii. All-Day Summer Camps, including Teen Camp; twice during the summer season.

## 21. HEALTH

### A. Illness or Injury

- i. Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
- ii. A participant whose illness poses a potential health or safety concern to other participants or employees will not be admitted to the Program.
- iii. Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.
- iv. Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.

### B. Medication

- i. Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees.
- ii. Program employees will administer medication only if:
  - 1. Parent(s) complete and sign a medication form that provides authorization for employee to dispense medication with details as to time and dosages.
  - 2. Prescription medications are in the original containers labeled with the child's name, a current date, directions, and the physician's name.
  - 3. Nonprescription medications accompanied by a doctor's note, in original containers labeled with the child's name and the date the medication was brought to the Program.
  - 4. Program employees will administer the medication only as stated on the label.
  - 5. Program employees will not administer medication after the expired date.
- iii. Children who may require epi-pen injections due to severe allergic reactions must complete an Anaphylaxis Emergency Action Plan (AEAP) before their child starts the program. Program employees will administer the epi-pen in case of emergency based on the instructions stated on the AEAP.
- iv. Where a physician's plan is provided a camper may self-administer specialized medications with supervision of camp staff.
- v. Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

### C. Toilet Facilities

- i. The Program site will have inside toilets located and equipped so children can use them independently and Program employees can supervise as needed.
- ii. There must be one (1) flush toilet for every 30 children. Urinals may be counted

in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.

iii. An appropriate and adequate number of lavatories will be provided.

D. Sanitation

i. The Program facilities must have adequate light, ventilation, and heat.

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

iii. Program employees must see that garbage is removed from buildings daily.

## Appendix A

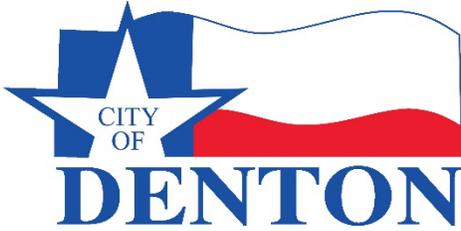
### 26 Texas Administrative Code §745.661 (What types of criminal convictions may affect a subject’s ability to be present at an operation?)

(a) The following chart (revised 8/9/2024) lists the types of findings from the Central Registry and out-of-state child abuse and neglect registries that may affect a subject's ability to be present at an operation. The chart specifies whether a subject with a finding is barred from being present at an operation or is eligible for a risk evaluation, and whether a subject eligible for a risk evaluation may be present at an operation pending the outcome of the risk evaluation:

Types of Findings from the Central Registry (DFPS Findings) and Out-of-State Child Abuse or Neglect Registries	Is the Subject Eligible for a Risk Evaluation?	If the Subject Is Eligible for a Risk Evaluation, May the Subject be Present at an Operation Pending the Outcome of the Risk Evaluation?
(1) A Sustained DFPS Finding of Physical Abuse.	Unless the subject is described in subsection (b) of this section, this subject is permanently barred from being present at an operation. Subjects described in subsection (b) of this section are eligible for a risk evaluation.	Except for a subject described in subsection (b) of this section, this is not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(2) A Sustained DFPS Finding of Sexual Abuse.	No, the subject is permanently barred from being present at an operation.	Not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(3) A Sustained DFPS Finding of Labor Trafficking.	No, the subject is permanently barred from being present at an operation.	Not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(4) A Sustained DFPS Finding of Sex Trafficking	No, the subject is permanently barred from being present at an operation.	Not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(5) A Sustained DFPS Finding of Emotional Abuse.	Yes	Yes,  (i) If the subject continued to work at the operation pending the outcome of due process for the designated finding because the CBCU had determined the subject’s presence at the operation was not an immediate threat or danger

		<p>to the health or safety of children; or</p> <p>(ii) If the CBCU previously approved for the subject to be present at the operation without conditions for the same finding, the more recent check does not reveal new information about the finding, and the circumstances of the subject's contact with children at the operation are the same as when the CBCU approved the subject</p>
(6) A Sustained DFPS Finding of Neglect (including abandonment, neglectful supervision, physical neglect, medical neglect, and refusal to accept parental responsibility).	Yes	<p>Yes,</p> <p>(i) If the subject continued to work at the operation pending the outcome of due process for the designated finding because the CBCU had determined the subject's presence at the operation was not an immediate threat or danger to the health or safety of children; or</p> <p>(ii) If the CBCU previously approved for the subject to be present at the operation without conditions for the same finding, the more recent check does not reveal new information about the finding, and the circumstances of the subject's contact with children at the operation are the same as when the CBCU previously approved the subject to be present at the operation.</p>
(7) A DFPS Finding, Not Sustained, of Any Type of Child Abuse or Neglect Previously	Yes, if a sustained finding of child abuse or neglect would	i) If eligible for a risk evaluation, then the subject may be present

<p>Mentioned In This Chart, and the CBCU Has Determined the Presence of the Subject at an Operation Does Not Present an Immediate Threat or Danger to the Health or Safety of Children.</p>	<p>not bar the subject from being present at an operation. No, if a sustained finding of the child abuse or neglect would bar the subject from being present at an operation.</p>	<p>at an operation pending the outcome of the risk evaluation:</p> <p>(I) If the subject continued to work at the operation pending the outcome of due process for the designated finding because the CBCU had determined the subject’s presence at the operation was not an immediate threat or danger to the health or safety of children; or</p> <p>(II) If the CBCU previously approved for the subject to be present at the operation without conditions for the same finding, the more recent check does not reveal new information about the finding, and the circumstances of the subject’s contact with children at the operation are the same as when the CBCU previously approved the subject to be present at the operation.</p> <p>(ii) If not eligible for a risk evaluation, then not applicable.</p>
<p>(8) A DFPS Finding, Not Sustained, of Any Types of Child Abuse or Neglect Previously Mentioned In This Chart, and the CBCU Has Determined the Presence of the Subject at an Operation Is an Immediate Threat or Danger to the Health or Safety of Children.</p>	<p>No, the subject is temporarily barred from being present at an operation.</p>	<p>Not applicable, because the subject is not eligible for a risk evaluation. This subject must not be present at an operation. Note: The determination not to be present at an operation is not permanent until the finding is sustained.</p>
<p>(9) A Finding of Abuse or Neglect from another state or jurisdiction, regardless of whether the finding is sustained.</p>	<p>The subject’s eligibility for a risk evaluation is the same as the relevant sustained DFPS finding noted in sections (1)-(6) of this chart.</p>	<p>The subject’s ability to be present at an operation pending the outcome of a risk evaluation is the same as the relevant sustained DFPS finding noted in sections (1)-(6) of this chart.</p>



# **City of Denton Parks and Recreation**

## **Standards of Care**

**2026-2027**

Table of Contents

GENERAL ADMINISTRATION ..... 3

1. Organization..... 3

2. Definitions..... 3

3. Inspections, Monitoring, & Enforcement ..... 4

4. Enrollment..... 5

5. Suspected Abuse ..... 5

STAFFING – QUALIFICATIONS, RESPONSIBILITIES AND TRAINING ..... 5

6. Recreation Supervisor (“Supervisor”) Qualifications..... 5

7. Supervisor’s Responsibilities..... 6

8. Program Coordinator (“Coordinator”) Qualifications ..... 6

9. Coordinator Responsibilities..... 6

10. Program Employee Qualifications..... 6

11. Program Employee/Staff Responsibilities ..... 7

12. Training/Orientation ..... 7

OPERATIONS..... 8

13. Staff-Participant Ratio ..... 8

14. Discipline ..... 8

15. Programming..... 8

16. Communication..... 9

17. Transportation ..... 9

18. Volunteers ..... 9

FACILITY STANDARDS ..... 9

19. Safety ..... 9

20. Fire ..... 10

21. Health..... 11

Any questions related to Standards of Care should be addressed to the Recreation Supervisor at (940) 349-8574.

# **CITY OF DENTON PARKS AND RECREATION STANDARDS OF CARE**

The following Standards of Care have been adopted by the City Council of the City of Denton, Texas to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Denton Parks and Recreation Department will operate the City's Recreational Care (Rec Care) Programs. The programs listed in this Standards of Care are recreational in nature and are not licensed daycare programs or childcare programs. The City of Denton's rec care/camp programs are exempt from licensing under Texas Administrative Code 745.115(3).

## ***GENERAL ADMINISTRATION***

### **1. ORGANIZATION**

- A. The governing body of the City of Denton Parks and Recreation Programs is the City of Denton City Council.
- B. Implementation of the Rec Care Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and Departmental employees.
- C. Rec Care Programs ("Program") to which these Standards of Care will apply include
  - i. Holiday Break Camps (Youth and Teen)
  - ii. Spring Break Camps (Youth and Teen)
  - iii. Kids Day Off and Teens' Day Off
    - 1. MLK Jr. Rec Center
    - 2. Denia Rec Center
  - iv. All-Day Summer Camps:
    - 1. Camp Discovery (MLK Jr. Rec Center)
    - 2. Camp Conquest (Strickland Middle School)
    - 3. Camp Journey (Newton Rayzor Elementary School)
    - 4. Camp Voyage (WS Ryan Elementary School)
    - 5. Camp Exploration (Calhoun Middle School)
    - 6. Camp Pioneer (McMath Middle School)
    - 7. Teen Summer Camp (Denia Rec Center)
- D. Each Rec Care Program site will have available for public and staff review, a current copy of the Standards of Care.
- E. Parents of participants will be provided the website address of where a current copy of the Standards of Care is located.
- F. Criminal background checks will be conducted on prospective employees. No person with conviction, or who is under indictment, or is the subject of an official criminal complaint alleging violation of any of the crimes as listed in 26 Texas Administrative Code §745.661 may be present while children are in care. An example of this chart, is attached as Exhibit A.

### **2. DEFINITIONS**

- A. City: City of Denton.

- B. City Council: City Council of the City of Denton.
- C. Department: Parks and Recreation Department of the City of Denton.
- D. Rec Care Programs or Program: City of Denton Rec Care Programs as outlined in section 1C above.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to City of Denton Programs.
- F. Director: City of Denton Parks and Recreation Department Director or the designee.
- G. Program Area Manager: City of Denton Parks and Recreation Department full-time manager who has been assigned administrative responsibility for City of Denton Rec Care Programs.
- H. Recreation Supervisor: City of Denton Parks and Recreation Department full-time employee who has been assigned responsibility to oversee and direct daily operations of the City's Rec Care Programs.
- I. Recreation Coordinator: City of Denton Parks and Recreation Department full-time employee who has been assigned responsibility to implement the City's Rec Care Programs.
- J. Program Employee(s), Employee(s) or Staff: Term used to describe people who have been hired to work for the City of Denton and have assigned responsibility for managing, administering, or implementing some portion of the City of Denton Rec Care Programs.
- K. Program Site: Area and facilities where City of Denton Rec Care Programs are held consisting of Denia Recreation Center, Martin Luther King Jr. Recreation Center, Newton Rayzor Elementary School, WS Ryan Elementary School, Calhoun Middle School, and McMath Middle School. Participant: A youth/teen whose parent(s) have completed all required registration procedures and determined to be eligible for a City of Denton Rec Care Program.
- L. Parent(s): This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren)/teen(s) in City of Denton Rec Care Programs.

### 3. INSPECTIONS, MONITORING, & ENFORCEMENT

- A. A Standards of Care inspection will be initiated for each Program by the Recreation Supervisor to confirm the Standards of Care are being adhered to.
  - i. Inspection reports will be kept on record for at least three years.
  - ii. The Recreation Supervisor will finalize the report for review by the Program Area Manager.
  - iii. As needed, the Program Area Manager in coordination with the Recreation Supervisor will develop an action plan and establish deadlines for compliance with the Standards of Care.
- B. The Recreation Coordinators will document visual inspections of the Program and report findings to the Recreation Supervisor based on the following schedule:
  - i. The Holiday & Spring Break Camp Program will be inspected once during its holiday schedule.
  - ii. All-Day Summer Camp sites, including Teen Camp, will be inspected twice during the summer break in June and July.
  - iii. Teen Camp Program will be inspected once during the summer break.

- iv. The Kids' Day Off and Teens' Day Off will be inspected two times a year; in October and February.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Supervisor. The Recreation Supervisor will be responsible for taking necessary action to review and resolve identified problems.
- D. Recreation Coordinators are responsible for reporting any concerns regarding the enforcement of the Standards of Care to the Recreation Supervisor and recording any recommendations or preliminary actions taken to resolve the problem,
- E. Serious complaints regarding enforcement of the Standards of Care will be reported to the Program Area Manager for review and the resolution will be noted.

#### 4. ENROLLMENT

- A. Before a child is enrolled, a parent must sign registration forms containing the child's:
  - i. name, address, home telephone number, email address,
  - ii. name and address of parents and telephone number during Program hours,
  - iii. the names and current phone numbers of emergency contacts and those to whom the child can be released (other than parent/legal guardian),
  - iv. a statement of any special concerns, needs, or behavioral considerations the child may have,
  - v. emergency medical authorization,
  - vi. proof of residency when appropriate, and
  - vii. a liability waiver.

#### 5. SUSPECTED ABUSE

- A. Recreation Staff are mandated by law to report suspected child abuse or neglect in accordance with the Texas Family Code and to cooperate with authorities in investigating any suspected abuse or neglect.
- B. Any incidents requiring a report to CPS will also be reported to the Denton Police Department.

### ***STAFFING – QUALIFICATIONS, RESPONSIBILITIES AND TRAINING***

#### 6. RECREATION SUPERVISOR (“SUPERVISOR”) QUALIFICATIONS

- A. Supervisor will be a full-time, professional employee of the City of Denton Parks and Recreation Department and will be required to have all Program Employee or Coordinator qualifications as outlined in Section 10 of the document except for section 10A.
- B. Supervisor must be at least 21 years old.
- C. Supervisor must have a bachelor's degree from an accredited college or University in Recreation, Physical Education, or related field or at least five (5) years of direct supervision of recreational activities related to children ages 4-15 years of age.
- D. Supervisor must have five years of experience planning and implementing recreational activities.

- E. Supervisor must pass a background investigation including testing for illegal substances.
- F. Supervisor must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross standards. The supervisor must also complete a course in Defensive Driving.
- G. Supervisor must complete 10 hours of childcare training per calendar year.

## 7. SUPERVISOR'S RESPONSIBILITIES

- A. Supervisors are responsible for administering the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Supervisors are responsible to recommend for hire, supervise, and evaluate Specialists, Coordinators and Leaders.
- C. Supervisors are responsible to plan, implement, and evaluate programs.

## 8. PROGRAM COORDINATOR ("COORDINATOR") QUALIFICATIONS

- A. Coordinator(s) will be full-time, professional employees of the City of Denton Parks and Recreation Department and will be required to have all Program Leader or Specialist qualifications as outlined in Section 10 of the document except for section 10A.
- B. Coordinator must have two years of experience planning and implementing recreational activities.
- C. Coordinators must complete 8 hours of childcare training per calendar year. Training must be completed prior to their start date of childcare programs and completed on an annual basis.

## 9. COORDINATOR RESPONSIBILITIES

- A. Coordinators are responsible to assist in the administration of the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible to assist in the recommendation for hiring, supervising, and evaluating Specialists and Leaders.
- C. Coordinators are responsible to assist in planning, implementing, and evaluating programs.
- D. Coordinator's will be required to provide all Program Leader or Specialist responsibilities as outlined in Section 11 of the document.

## 10. PROGRAM EMPLOYEE QUALIFICATIONS

- A. Program employees will be part-time or temporary employees of the Parks and Recreation Department.
- B. Program employees working with children must be age 18 or older.
  - i. Except for Junior Counselors, ages 15-17, who must be working under a trained counselor or site supervisor.
- C. Program employees should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Program employees must relate to children with courtesy, respect, tolerance, and patience.

- E. Program employees must pass a background investigation including testing for illegal substances.
- F. Program employees must have successfully completed a classroom course in first aid, CPR, and AED training based on either American Heart Association or American Red Cross standards prior to beginning work (on-line training will not be accepted).
- G. If required to drive City vehicle or personal vehicle for City business.
  - i. Must have and maintain a valid Class “C” Driver’s License and valid state required minimum automobile liability insurance prior to employment.
  - ii. Must pass a driver’s license check.
  - iii. Must attend and successfully complete an approved Defensive Driving Course (DDC) and City of Denton Van training prior to driving for City business, including the transportation of program participants.
- H. Program employees must complete 8 hours of childcare training per calendar year. Training must be completed prior to the program employees’ start date of childcare programs and completed on an annual basis.

## 11. PROGRAM EMPLOYEE/STAFF RESPONSIBILITIES

- A. Program employees will be responsible to provide participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and participate in appropriate social opportunities with their peers.
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- A. In a City of Denton Rec Care Program, the standard ratio of participants to Program employees will be 17 to 1. In the event a Program employee is unable to report to the Program site, a replacement will be assigned.
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- E. A significant number and/or severe nature of discipline reports as detailed in the Program Manual may result in the participant being suspended from the Program.
- F. In instances where there is a danger to participants or Program employees, offending participants will be removed from the Program site as soon as possible.

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  - iv. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
- C. During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
  - i. Program employees must have a written list of the participants in the group and must check the roll frequently.
  - ii. Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

16. COMMUNICATION

- A. Each Program employee will have the option to use their own cell phone device or use a city two-way radio to allow the Program employees to be contacted by Parks and Recreation personnel, and for use in contacting the Supervisor, Coordinator, or making emergency calls.
- B. The Supervisor or Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
  - i. Denton ambulance or emergency medical services,
  - ii. City of Denton Police Department,
  - iii. City of Denton Fire Department,
  - iv. Quakertown Civic Center, Recreation Centers, Clear Creek Natural Heritage Center, Civic Center Pool, Denton Natatorium and Water Works Park Newton Rayzor Elementary School, WS Ryan Elementary School, Calhoun Middle School, and McMath Middle School.
  - v. Numbers at which parents may be reached, and
  - vi. The telephone number for the site itself.

17. TRANSPORTATION

- A. Before a participant may be transported to and from city-sponsored activities, a City waiver form, completed by the parent of the participant, must be filed.
- B. First aid supplies will be available in all Program vehicles that transport children.
- C. All children must be securely seated in the appropriate safety seat/booster based on state child safety laws.
  - i. All vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

18. VOLUNTEERS

- A. The City of Denton accepts volunteers from AmeriCorps, Foster Grandparents and other similar organizations
- B. Volunteers are not included in ratio counts
- C. Volunteers Requirements
  - i. Pass City background check; or Federal or State approved Background check issued by volunteer organization
  - ii. Wear volunteer identification
  - iii. Receive site-specific training
  - iv. Volunteer under the supervision of City staff

***FACILITY STANDARDS***

19. SAFETY

- A. Program employees will visually inspect Program sites daily to detect sanitation and safety

concerns that might affect the health and safety of the participants.

- B. Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- C. Program equipment and supplies must be safe for the participants' use.
- D. Program employees must have first aid supplies readily available in a designated area at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- E. Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- G. Program porches and platforms more than 30 inches above the ground must be equipped with railings participants can reach.
- H. All swing seats at Program sites must be constructed of durable, lightweight, relatively pliable material.
- I. Water Safety
  - i. Per the Cati's Act - A child younger than 12 years of age to engage in an organized water activity in which participants will enter or travel on a body of water, other than a wading pool with a maximum water depth of not more than 18 inches, to require the child's parent or legal guardian to affirm in writing whether the child is able to swim or is at risk of injury or death when swimming or otherwise accessing a body of water; and provide each child who is unable to swim or is at risk of injury or death when swimming or otherwise entering a body of water with a properly fitted and fastened Type I, II, or III U.S. Coast Guard approved personal flotation device or an equivalent device and ensure the child is wearing the device and that it is properly fitted and fastened for the child.
  - ii. Parents will be asked to complete swim information during registration identifying if their child requires a lifejacket and needs to stay in the shallow end Campers will also be administered a swim test on the first scheduled swim day of each camp week. If passed and indicated approved by parents, they will be allowed to swim in all pool areas and all areas on water field trips.

## 20. FIRE

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- B. The Program site will have an annual fire inspection by the local Fire Marshal, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Program Area Manager who will review and establish deadlines and criteria for compliance.
- C. Each site must have at least one fire extinguisher approved by the Fire Marshal readily available to all employees. The fire extinguisher is to be inspected monthly by the camp supervisors or counselors; All Program employees will be trained in the proper use of fire extinguishers.
- D. Fire drills will be initiated at Program sites based on the following schedule:
  - i. Spring Break Camp and Holiday Camp; once during the session.

- ii. All-Day Summer Camps, including Teen Camp; twice during the summer season.

## 21. HEALTH

### A. Illness or Injury

- i. Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
- ii. A participant whose illness poses a potential health or safety concern to other participants or employees will not be admitted to the Program.
- iii. Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.
- iv. Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.

### B. Medication

- i. Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees.
- ii. Program employees will administer medication only if:
  - 1. Parent(s) complete and sign a medication form that provides authorization for employee to dispense medication with details as to time and dosages.
  - 2. Prescription medications are in the original containers labeled with the child's name, a current date, directions, and the physician's name.
  - 3. Nonprescription medications accompanied by a doctor's note, in original containers labeled with the child's name and the date the medication was brought to the Program.
  - 4. Program employees will administer the medication only as stated on the label.
  - 5. Program employees will not administer medication after the expired date.
- iii. Children who may require epi-pen injections due to severe allergic reactions must complete an Anaphylaxis Emergency Action Plan (AEAP) before their child starts the program. Program employees will administer the epi-pen in case of emergency based on the instructions stated on the AEAP.
- iv. Where a physician's plan is provided a camper may self-administer specialized medications with supervision of camp staff.
- v. Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

### C. Toilet Facilities

- i. The Program site will have inside toilets located and equipped so children can use them independently and Program employees can supervise as needed.
- ii. There must be one (1) flush toilet for every 30 children. Urinals may be counted

in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.

iii. An appropriate and adequate number of lavatories will be provided.

D. Sanitation

i. The Program facilities must have adequate light, ventilation, and heat.

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

iii. Program employees must see that garbage is removed from buildings daily.

## Appendix A

### 26 Texas Administrative Code §745.661 (What types of criminal convictions may affect a subject’s ability to be present at an operation?)

(a) The following chart (revised 8/9/2024) lists the types of findings from the Central Registry and out-of-state child abuse and neglect registries that may affect a subject's ability to be present at an operation. The chart specifies whether a subject with a finding is barred from being present at an operation or is eligible for a risk evaluation, and whether a subject eligible for a risk evaluation may be present at an operation pending the outcome of the risk evaluation:

Types of Findings from the Central Registry (DFPS Findings) and Out-of-State Child Abuse or Neglect Registries	Is the Subject Eligible for a Risk Evaluation?	If the Subject Is Eligible for a Risk Evaluation, May the Subject be Present at an Operation Pending the Outcome of the Risk Evaluation?
(1) A Sustained DFPS Finding of Physical Abuse.	Unless the subject is described in subsection (b) of this section, this subject is permanently barred from being present at an operation. Subjects described in subsection (b) of this section are eligible for a risk evaluation.	Except for a subject described in subsection (b) of this section, this is not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(2) A Sustained DFPS Finding of Sexual Abuse.	No, the subject is permanently barred from being present at an operation.	Not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(3) A Sustained DFPS Finding of Labor Trafficking.	No, the subject is permanently barred from being present at an operation.	Not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(4) A Sustained DFPS Finding of Sex Trafficking	No, the subject is permanently barred from being present at an operation.	Not applicable, because the subject is not eligible for a risk evaluation. The subject must not be present at an operation.
(5) A Sustained DFPS Finding of Emotional Abuse.	Yes	Yes,  (i) If the subject continued to work at the operation pending the outcome of due process for the designated finding because the CBCU had determined the subject’s presence at the operation was not an immediate threat or danger

		<p>to the health or safety of children; or</p> <p>(ii) If the CBCU previously approved for the subject to be present at the operation without conditions for the same finding, the more recent check does not reveal new information about the finding, and the circumstances of the subject's contact with children at the operation are the same as when the CBCU approved the subject</p>
(6) A Sustained DFPS Finding of Neglect (including abandonment, neglectful supervision, physical neglect, medical neglect, and refusal to accept parental responsibility).	Yes	<p>Yes,</p> <p>(i) If the subject continued to work at the operation pending the outcome of due process for the designated finding because the CBCU had determined the subject's presence at the operation was not an immediate threat or danger to the health or safety of children; or</p> <p>(ii) If the CBCU previously approved for the subject to be present at the operation without conditions for the same finding, the more recent check does not reveal new information about the finding, and the circumstances of the subject's contact with children at the operation are the same as when the CBCU previously approved the subject to be present at the operation.</p>
(7) A DFPS Finding, Not Sustained, of Any Type of Child Abuse or Neglect Previously	Yes, if a sustained finding of child abuse or neglect would	i) If eligible for a risk evaluation, then the subject may be present

<p>Mentioned In This Chart, and the CBCU Has Determined the Presence of the Subject at an Operation Does Not Present an Immediate Threat or Danger to the Health or Safety of Children.</p>	<p>not bar the subject from being present at an operation. No, if a sustained finding of the child abuse or neglect would bar the subject from being present at an operation.</p>	<p>at an operation pending the outcome of the risk evaluation:</p> <p>(I) If the subject continued to work at the operation pending the outcome of due process for the designated finding because the CBCU had determined the subject’s presence at the operation was not an immediate threat or danger to the health or safety of children; or</p> <p>(II) If the CBCU previously approved for the subject to be present at the operation without conditions for the same finding, the more recent check does not reveal new information about the finding, and the circumstances of the subject’s contact with children at the operation are the same as when the CBCU previously approved the subject to be present at the operation.</p> <p>(ii) If not eligible for a risk evaluation, then not applicable.</p>
<p>(8) A DFPS Finding, Not Sustained, of Any Types of Child Abuse or Neglect Previously Mentioned In This Chart, and the CBCU Has Determined the Presence of the Subject at an Operation Is an Immediate Threat or Danger to the Health or Safety of Children.</p>	<p>No, the subject is temporarily barred from being present at an operation.</p>	<p>Not applicable, because the subject is not eligible for a risk evaluation. This subject must not be present at an operation. Note: The determination not to be present at an operation is not permanent until the finding is sustained.</p>
<p>(9) A Finding of Abuse or Neglect from another state or jurisdiction, regardless of whether the finding is sustained.</p>	<p>The subject’s eligibility for a risk evaluation is the same as the relevant sustained DFPS finding noted in sections (1)-(6) of this chart.</p>	<p>The subject’s ability to be present at an operation pending the outcome of a risk evaluation is the same as the relevant sustained DFPS finding noted in sections (1)-(6) of this chart.</p>



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation  
**ACM:** Christine Taylor, Assistant City Manager  
**DATE:** March 2, 2026

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction, on the installation of an identification sign for the area in Evers Park currently occupied by the Scouting America Troop 65.

### **BACKGROUND**

In 1967, Boy Scout Troop 65, sponsored by the First United Methodist Church of Denton, Inc. (FUMC), established its "Boy Scout Hut" on the south side of Evers Park where it has conducted boy scout activities since that time. In August 2003, the Scout troop entered into a license agreement (Ordinance #2003-257) with the City of Denton, outlining terms to exercise certain rights and privileges upon the property at Evers Park. Within this agreement, modifications to the surrounding grounds must be approved by the City prior to being completed.

City staff was recently approached by the troop leader to request the installation of a new sign at the entry along Windsor Dr. to help with visibility and prominence of their facility. Staff and the scouts propose using a sign that resembles other city park signs and installing it in a location that allows for future sidewalks and/or trails to be constructed without potentially disturbing the sign in the future.

### **OPTIONS**

Recommend approval of the sign layout, design, and placement.  
Recommend denial of the sign layout, design, and placement.

### **RECOMMENDATION**

Staff recommend approval of the sign layout, design, and placement.

### **PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

No prior action or review.

### **FISCAL INFORMATION**

The costs for fabrication and installation are nominal and will be absorbed into the general operating funds of the Parks and Recreation Department.

### **EXHIBITS**

1. Exhibit 1- Agenda Information Sheet
2. Exhibit 2- Sign layout and design
3. Exhibit 3- Proposed location

Respectfully submitted:  
Allison Wing

Interim Director of Parks and Recreation

Prepared by:  
Ziad Kharrat  
Assistant Director of Parks and Recreation

EVERS PARK



SCOUTING AMERICA



W Windsor Dr

W Windsor Dr

N Locust St

Proposed location  
of new sign

3100

120

101

105

3020

Vertical

< Fri Jan 2 2026 >

