

CITY OF SEGUIN



To: City of Seguin Mayor and City Council
Steve Parker, City Manager

From: Jack Jones, Director of Parks and Recreation

Through: Rick Cortes, Deputy City Manager
Mark Kennedy, City Attorney

Date: February 18, 2025

Subject: Public Hearing and Ordinance on first reading amending the Seguin Code of Ordinances Chapter 74, Parks, amending Article IV, Standards of Care for Youth Recreation Programs; providing for publication of this ordinance; providing a severability clause; providing for an effective date; and authorizing city staff to prepare this ordinance for submission as a supplement to the Code of Ordinances.

Historical Background

The State of Texas Department of Family and Protective Services administers state regulations and general licensing procedures for all child-care facilities. Municipalities can choose to be exempted from the licensing requirements and applicable state regulations if certain conditions are met, provided the municipality annually adopts ordinance standards of care after a public hearing. Additionally, the following criteria must be met to receive the exemption:

- Standards of care are provided to the parents of each program participant.
- Ordinance includes at a minimum: staffing ratios; staff qualifications; facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.
- Parents are informed that the program is not operated or advertised as a licensed daycare.

Action Requested

As part of the State's requirement for the exemption, the City of Seguin will hold an annual public hearing regarding the Standards of Care for Youth Recreation Programs and the City Council will formally adopt them as part of an Ordinance. The Program Handbook is considered our Standards of Care and given to all parents in the youth recreation programs, including being posted online.

Differences contained in the 2025-2026 Program Handbook from 2024-2025 include:

- An updated cancellation policy for the Just for Kids Summer Day Camp program which introduces a \$10 fee for cancellations.
 - "You can withdraw your child from weekly sessions of the Just for Kids Summer Day Camp program to accommodate your schedule. A \$10 cancellation fee will be charged for each canceled session (week) of camp. Written withdrawal from day camp session(s) must be received in our office or by email by Friday at 5:00 pm, at minimum 10 days prior to the start of the session week. Proration is not available."

- Addition of the Swim Ability Waiver as required by Cati's Act, or House Bill 59 (HB 59), which requires organizations that allow children to participate in organized water activities to confirm with the child's parent or legal guardian if the child can swim or is at risk of injury.
- An updated volunteer and visitor policy that requires background checks and signed waivers for participation.
 - “Volunteers and visitors, including family members who would like to attend field trips with their child, are required to undergo a background check and formally consent to participate by signing a waiver. To request a volunteer application, please contact the Parks and Recreation Department. Completed forms must be received, at minimum, 2 weeks before the scheduled visit to allow time for the screening process. Parents and family members without an approved volunteer application will not be able to participate with their child’s group on field trips.”

Procurement Methodology & Funding Source

N/A

Staff Recommendation

At their meeting on February 3, 2025, the Parks and Recreation Advisory Board unanimously recommended approval for City Council consideration the Standards of Care for Youth Recreation Programs (Exhibit A 2025-2026 Program Handbook). City staff recommends approval on first reading amending the Seguin Code of Ordinances Chapter 74, Parks, amending Article IV, Standards of Care for Youth Recreation Programs; providing for publication of this ordinance; providing a severability clause; providing for an effective date; and authorizing city staff to prepare this ordinance for submission as a supplement to the Code of Ordinances.

ATTACHMENTS

- Exhibit A 2025-2026 Program Handbook