

# MEMORANDUM

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

**From:** Jack Jones, Director of Parks & Recreation

**Through:** Rick Cortes, Deputy City Manager

**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.

**Date:** August 2, 2022

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, and provided the municipality annually adopts by 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 day care.

As part of the State's requirement for the exemption, the City of Seguin will hold an annual public hearing on the Standards of Care for Youth Recreation Programs and the City Council will formally adopt them as part of an ordinance (Exhibits A). The Standards of Care for Youth Recreation Programs (Parent Handbook) is currently what is in use and given to all parents in the youth recreation programs including being posted online.

Differences contained in the Parent Handbook 2022-2023 from an earlier year include:

- JAAM parent handbook additions to include information regarding the new afterschool program hosted at the Ball Early Childhood Center, which is exempted from childcare licensing by the Texas Department of Protective and Regulatory Services: Texas Human Resource Code §~~42.041~~ (b) (14) PRS Rules, 26 TAC §~~745.119~~ (3).

- The Ball Early Childhood program will end at 5:15 p.m. due to program time-limit requirements for the age group of three (3) and four (4) year old required under our licensing exemption.
- Day camp programs are currently unavailable for students at the Ball Early Childhood Center due to age requirements.
- Programs during out-of-school holidays may be offered, depending on staffing and availability, and will be subject to day camp policies.
- Removal of transportation via City of Seguin fleet vehicles.
- Addition of holiday observance and program closure for the Juneteenth holiday.

The Parks and Recreation Advisory Board will consider the Standards of Care for Youth Recreation Programs (Exhibits A) at their meeting on August 1, 2022. 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.