

## **Rec & Roll Policies**

### **Wellness Policy**

Children are not well or who have an infectious illness must not be brought to Licensed Child Care programs. Staff can refuse to accept a child deemed too ill to attend. When a child becomes ill at the program, the instructors will notify the parent/guardian. If for any reason the staff cannot reach the parent/guardian, the emergency contact person will be called. The staff will make the child as comfortable as possible. Parent/guardians are expected to pick up the sick child from program as soon as possible.

For unexplained rash, fevers, or other symptoms, please provide a note from your child's doctor. This note must state that your child is not contagious and is well enough to attend. It is very important to note any allergies to food or medicine on the emergency form.

Parents/guardians will be advised to keep their children at home for the following conditions: chills, sore throat, ear ache, stomach ache, nausea, diarrhea, skin rashes, and fever over 100°F, pinkeye, lice, and/or communicable diseases. Children who have had minor surgery must be kept home for 24 hours following their operation. Refunds will only be issued for medical reasons with a doctor's note.

### **Medication Policy**

If your child has a prescription, it must be brought to the program in its original container with instructions from your child's doctor on how to administer it. Prescriptions and/or pain medications can only be administered by staff if written authorization has been given by the parent/guardian. For puffers and injection use, written instructions must be given to the staff. It is very important that parent/guardians communicate all their concerns regarding their child's care.

### **Smoking Policy**

Smoking is not permitted when children are present. Staff, parents, and volunteers who smoke must do so away from the children. Legislation prohibits all persons from smoking or using tobacco, or holding light tobacco on or in school property.

### **Snack and Meal Policy**

Rec and Roll will provide a healthy snack.. Children are very busy in the programs, so please send enough food and drinks (water, juice, milk). Children will need a water bottle. Good nutrition will help them develop into healthy adults. **Do not send candy or pop.**

### **Appropriate Language and Behaviour**

As this is a community-based organization which serves your child, all adults coming into the programs must use appropriate language and behaviour at all times. Children will also be encouraged to use appropriate language while attending this program.

### **Release of Children Policy**

By law, children can only be released to a responsible adult and only to those listed on the emergency consent form. A child will be released only to the parent or his/her legal guardian, unless otherwise indicated on the emergency consent form. Staff must be notified in writing of any alternate arrangements. In an emergency, a parent/guardian may telephone a change of an authorized pick-up person. This will be confirmed by the staff calling back to that parent/guardian. Picture identification will be required if that person is not known to the staff. Children will not be released to anyone under the age of 12 or to an intoxicated person.

### **Intoxication Policy**

Any parent/guardian arriving at the Licensed Care programs visible under the influence of alcohol or drugs will be asked by staff not to leave the premises with their child on their own. If the parent/guardian insists on leaving and is driving a motor vehicle, then staff will contact the RCMP. The police will be given pertinent information: license plate, type of vehicle, direction traveling, home address, and phone number. The Ministry of Children and Families will also be notified who will in turn be asked to contact the police for confirmation and information.

### **Discipline Policy**

Our goal is to assist children in developing respect, self-control, self-confidence, self-discipline, and sensitivity in their interactions with others. Children learn best through experiences. Staff will guide and redirect children to help them learn to cooperate with their peers. This will be accomplished by:

- Providing a variety of activities for the child.
- Using group management techniques, limiting the number of children in each area to avoid overcrowding, and allowing an opportunity for constructive interactions.
- Speaking to a child if their behaviour is inappropriate for the area and materials they are using. The leaders will speak to the child personally and quietly about their behaviour.
- Our licensed care programs incorporate a three-strike policy.
- After using the above techniques, if a child is still having a problem cooperating in an area of the room or park, he/she will be given one strike.
- If an incident is very severe, a child will receive two or three strikes at one time.
- Strike one is a warning – the child must change/correct behaviour.
- Strike two – the child must sit out of a game or activity.

- Strike three – the child will have to leave the licensed care program and go home for the day or a few days depending on the incident.

The staff will be as consistent as possible with rules to the children know what is expected of them.

### **Accident Policy**

If the child needs medical attention, staff will notify the parent/guardian and/or emergency contact person, then the family doctor. If a parent/guardian cannot be reached, the child will be accompanied by a staff member to the Cariboo Memorial Hospital by ambulance. The ambulance fee is the parent's/guardian's responsibility.

### **Emergency Procedures Policy**

Regular fire drills, one per month, will be held to make the staff and children aware of proper exit procedures and to ensure that they are not overwhelmed in an actual emergency. Written fire drill procedures are posted in a conspicuous place. The staff will keep a record of fire drills, inspections, and testing of fire equipment.

### **Outdoor Play Area**

During the Rec and Roll and Day Camp programs, the children will be regularly taken to the school playground and municipal parks for outdoor activities.

### **Field Trip Policy**

Field trips will be taken to places of interest around the community. Advance field trip notices will be noted in newsletters. Changes can occur depending on factors beyond our control. (weather)

### **Photo Policy**

The emergency contact card asks for authorization by the parent/guardian for use of photographs taken by Recreation Services staff or the media. Please let us know if you do not want your child photographed.

### **Clothing Policy**

During the programs, children will be participating in wet, fun, active, and messy play activities. Children should be dressed in play clothes that are comfortable and functional for them to enjoy all activities. Many of the field trips include walking, so ensure that your child has comfortable shoes and not flip flops.