

SunSational Summer

Parent Hand Book 2012/2013



Our goal is to encourage healthy, active living for children and adults of all ages in a fun and safe environment.

Thank you for taking the time to review our SunSational Summer Parent Handbook. We believe that it is very important for participants to understand our goals and objectives, including our policies and procedures during all recreational activities put on by the District of Vanderhoof. We are pleased that you have chosen the District of Vanderhoof for your child to engage in a healthy, active lifestyle. We do have a few expectations of our parents and the children in our programs. First – we need you to have your child prepared for the day! What this entails is the following:

- ✓ Please sign your child in and out of the camp every day
- ✓ Please pack your child a healthy snack i.e. fruit, fruit bars, cereal snacks, etc
- ✓ Please pack your child extra clothes in case of accidents, messy art, outside play
- ✓ Please dress your child accordingly to weather for outside play
- ✓ Please bring both outdoor and indoor shoes or slippers for your child to wear
- ✓ Please specify and bring any special equipment for a child that may require this support
- ✓ You may drop off your child and pick your child up no later than 15 minutes prior to or following class. Failing to do so may result in extra fees, please see below “Payment”.
- ✓ Children must be toilet trained to attend any of our programs
- ✓ Parents MUST Pre-Register for all programs

Purpose

Our goal is to encourage and instill a healthy, active lifestyle while providing fun and inclusive activities in a safe environment for your child. If you have any questions or concerns about your child’s experience while participating in one of our programs, please feel free to contact the Program Coordinator or the Recreation Director at 250-567-4711 or by email at recsummer@district.vanderhoof.ca or recdir@district.vanderhoof.ca.

Required Information

For our information please complete our registration form including emergency contacts, phone numbers and allergies. Registration forms must be kept up to date, thus they are to be filled out once per year. It is important that you let the District of Vanderhoof Recreation Department know of any changes to allergies or medical conditions for your child. Children will only be released at the end of the day to the parent or guardian on the pickup list. If there are any changes please notify the program facilitator. If your child will be missing a day of camp he/she was previously pre-registered for, please contact the program facilitator or the District of Vanderhoof as soon as possible.

Payment

Costs of individual programs will vary, please contact the District of Vanderhoof for fees for specific programs. Payments must be made at the District of Vanderhoof Municipal Office at 160 Connaught Street. The District of Vanderhoof accepts cash, check or debit, we do not accept VISA. You may register your child on a daily, weekly or monthly basis. All District of Vanderhoof recreational programs require pre-registration and are run on a first come first serve basis.

Payments are required prior to the start of the activity you wish to enroll in. If a parent is late picking a child up from class (past the additional 15 minutes allotted) there will be a \$5.00 per 1/2 hour charge incurred.

Subsidies

Please contact the District of Vanderhoof for more information.

Refunds and Cancellations

In the case that you require to withdraw your child from a program that you have already paid for, you will be fully reimbursed pending you given a minimum of 24 hours notice to the District of Vanderhoof Municipal Office.

Holidays

The District of Vanderhoof Municipal Office and Recreation programs will be closed during all Statutory Holidays.

Nutrition

Snacks and lunches are not provided by the District of Vanderhoof unless otherwise indicated. We request that parents provide a healthy snack and lunch for children. Please go to Canada's Food Guide for more information and tips on healthy eating and activities <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>.

Suggested lunch and snacks:

A "brown bag" lunch is suggested for all recreation programs as we are often away from indoor settings and will often eat lunches in parks when weather is permitted. We suggest that you do not send lunches that require heating. Examples of healthy options are as follows:

Drink: Water or juice (one that is not high in sugar).

Snack: Fruit or vegetables (pre-washed and cut for children under 6 years of age). Staff will aid in peeling/cutting if necessary. Healthy snack bars or real fruit bars are also great choices for snacks (not fruit roll up or gummy bears).

A sandwich of choice or other options containing whole grains such as snack crackers or small servings of pasta are always good/healthy choices for lunches.

Children are all encouraged to wash hands before they get their snack and eat it. All children are encouraged to sit together at snack time to focus on healthy eating habits, manners, independence and having a chance to engage in a happy, social eating experience.. Children will be asked to recycle juice boxes and if food is unable to be sent home, it will be composted or disposed of.

ALLERGIES: At this time our programs are NOT peanut free. This is subject to change based on specific allergies of pre-registered children. Please notify the District of Vanderhoof and staff if your child has specific allergies.

Sick Child Procedures

The health, safety and well being of your child and other are highly important to us. To ensure a healthy environment for your child, we insist on the following policy.

A child who is ill should not attend any District of Vanderhoof Recreation programs until the illness has subsided. If the child is experiencing any of the following symptoms, please notify the program facilitator or the District of Vanderhoof to confirm the child's absence

- ✓ Diarrhea, (three or more water stools in 24 hours)
- ✓ Vomiting (two or more times in 24 hours)
- ✓ A fever (40°C/104°F)
- ✓ An eye/ear infection
- ✓ Rash (especially with redness and itching)
- ✓ Lice or nits
- ✓ Feeling ill
- ✓ Discharge from eyes, ears or nose (with color from nose)

Please do not bring your child to a recreational program if they are showing any other indication of an illness. A child who is brought to a recreational program with any of these conditions or symptoms will be asked to be taken home by the parent/guardian.

If any of the symptoms develop during the time a child is in class, the parent/guardian will be called and informed of their child's symptoms and asked to pick up their child. The child will be made as comfortable as possible while waiting to be picked up.

This policy is in place for the overall health and well being of all the children, parents and program facilitators within the District of Vanderhoof Recreation Department and programs. This policy enables us to provide the best possible environment for your child.

Please call and let us know if your child will be unable to attend on any given day, and notify us if there is a health concern.

Program Facilitators are not to administer ANY medication. Please do not leave any medication in your child's bag or cubby. If your child requires an EPIPen, please note this in the registration form and provide a written consent to the District of Vanderhoof the permission to administer the EPIPen in case of an emergency. If you have similar medical requirements, please notify the District of Vanderhoof.

The District of Vanderhoof strives to adhere to the Child Care Licensing Regulations and the Community Care and Assisted Living Act during our recreational programs for children. We will do the utmost possible to ensure the safety of children, staff and families by monitoring the facility and those in it including safe storage or clean products and maintenance and repair to toys, etc.

Health and Hygiene

Common sicknesses can be categorized on how they spread. Here are the examples:

Airborne: These are usually respiratory infections which are spread through coughing, sneezing, secretions from the nose or mouth. Examples of these illnesses would be Chicken Pox, Hand Foot Mouth disease, Measles, Mumps and rubella.

Fecal: Intestinal infection which causes Diarrhea caused by transfer of fecal matter to the mouth usually way of hands or foot or other objects contaminated with fecal matter. Examples: salmonella, Hepatitis A, Giardia, and E-coli.

Blood/Body Fluids: Transferred directly through infected blood or body fluids to an uninfected person. Examples: HIV, Hepatitis B and Hepatitis.

Direct Contact with skin, nasal or oral secretions. Examples of these types of infections would be impetigo, lice, scabies ringworm, or pink eye in conjunction with airborne infections.

In a group setting common illnesses are bound to occur, such as the common cold. There are certain measures that can still be taken by the District of Vanderhoof to help prevent these illnesses from occurring. These measures will be taken and are as follows:

- ✓ Consistent hand washing – before and after snacks, after using the restroom, after touching the face (blowing nose).
- ✓ Encouraging children to cough into their arms and not their hands, and using individual tissues.
- ✓ Encouraging parents to keep a sick child at home to stop further outbreaks of infections. Parents will be asked to provide the preschool with reason as to why the child is away so that staff is prepared for any further outbreaks within the preschool.
- ✓ Staff will, on a daily basis, use sanitizing products on toiletry, toys, eating surfaces and utensils. Staff will use the recommended solution of bleach and water (1 tbsp bleach/1 liter of water) and Lysol products.
- ✓ Children and staff will go outside for fresh air and outdoor activities (weather permitting). Please remember to provide your child with appropriate outdoor gear.
- ✓ When dealing with fluid or blood staff will be using universal precautions and gloves and absorbent clothes and discard of the items appropriately and immediately.
- ✓ Immunization is highly recommended for the children and the staff. Children who do not have immunization are encouraged to stay home during a period of communicable disease outbreak. Immunization is a parent's decision, but we must take precaution and alert you of possible risks such as Measles, Mumps, Rubella and influenza.

For more information regarding health and hygiene please contact your health authority for more information or go to www.bchealthguide.ca.

Emergency Preparedness Procedures

In Case of Fire:

Upon hearing a fire alarm or discovering a fire, staff will have children stop what they are doing and, using walking feet, calmly proceed to the nearest designated exit, and quietly stand with hands behind their backs or to themselves at their sides. Staff will check all rooms such as bathrooms and kitchen to be sure that everyone has lined up and no one is left behind. A quick attendance will then be taken.

Staff will take the first aid kit and emergency care card numbers as well as the class list. Any child needing extra assistance will be evacuated with the support from the staff. Children will exit one at a time from the facility and walk to the parking lot and lineup. Staff will then take attendance once more and call the Fire Department. Parents will then be contacted. Children and staff will return to the centre only if the Fire Chief/officials permission is given. If it is necessary to leave the site, staff and children will go to the Vanderhoof Public Library.

To Encourage Fire Evacuation Readiness:

Fire drills will be practiced on a monthly basis and recorded in a Fire & Emergency Disaster practice drill log and Safety Checklist. There will be discussions with the children and staff regarding monthly fire drills, fire safety and related information on fire safety. A fire evacuation plan will be posted in a highly visible viewing area.

In case of a Community Evacuation:

Staff will remain calm and keep the children calm as well until it becomes feasible for a parent/guardian to pick a child up. If staff and children are required to evacuate the building for a Community Evacuation, the staff and children will head directly to the Vanderhoof Arena. The first aid kit and emergency care card numbers and class list will be taken and parents will be contacted once the children are safe within the Arena. The contact number for the Vanderhoof Arena is 250-567-4555.

In case of a power outage or severe snow conditions, children will remain at recreation program facility at that time until parents or guardians are able to pick their child up. Parents will be contacted immediately.

In case of a full scale community disaster, such as a flood, fire or other natural disaster, staff and children will evacuate the recreation program facility and head directly to the community Emergency Operations Centre at the Vanderhoof Arena. Staff and children will evacuate to the arena following the Municipal safety procedures. The contact number for the arena is 250-567-4555. Parents will be contacted immediately once children are safe at the Arena.

In Case of Emergency a parent will be contacted immediately. If parent cannot be contacted, than the Emergency Contacts will be called.

Concerns for Child Welfare

Release of Child:

Children will only be released to their parents and primary caregivers as it is written in the registration forms. Children will NOT be released to anyone not listed on the pickup list or on the registration form that is signed by the parent or guardian. Children will not be released to any person under the age of 16, unless otherwise specified in a signed document by the parent or guardian of the child. In no circumstance will a child ever be released to person thought to be under the influence of drugs or alcohol. Parents/guardians are to specify in a written and signed document any custody orders, restraining orders, or Ministry of Children and Family orders to the District of Vanderhoof or the program facilitator. Children must be signed in and out of the recreational programs daily.

By law, all staff are required to report any possible act of physical, sexual or emotional abuse toward a child. Any reporting or follow up with the Ministry of Children and Families will be done by the Recreation Director. Investigations will be done by the Ministry of Children and Families.

Guidance and Discipline

Every child has the right to be treated with dignity and respect. We encourage growth and the development of each child. Some children will need extra guidance in a social situation. There are limits to behavior whether you are a child or an adult. Staff will encourage the use of appropriate behavior and words. All discipline will focus on the behavior and not on the child, by using the following teaching methods:

- ✓ Reinforce rules and boundaries
- ✓ Set clear limits
- ✓ Remind the child of what the appropriate behavior is
- ✓ Reinforce what specific action it was that was inappropriate and why
- ✓ Use natural and logical consequences
- ✓ Redirect the child to another activity or center
- ✓ Remove child from the confrontation, and encourage the child to a specific activity.

If a child is at risk of hurting himself/herself or others a parent meeting will be held to discuss how to safely support the child, parents and others involved in the program

If the program facilitator or the parents feel a child is in need of extra child care support, they will be contacted and referred to Supportive Child Development Program (SCDP). This program encourages the development of the child and support toward family awareness.

Supportive Child Development Program:

Taffy Wale – SCDP Consultant

twale.scdp@telus.net

Contact Information:

District of Vanderhoof Municipal Office
P.O. Box 900
160 Connaught Street
Vanderhoof, BC V0J 3A0

250-567-4711
recdir@district.vanderhoof.ca

SunSational Summer

Where every child Shines!

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VOJ 3A0
P -250-567-4711**