

## Operations and Policies

- Drop off and Pick up:** Children must be dropped off by 08:45 and PICKED UP NO LATER THAN 15:00.  
NOTE: Our staff members will sign in children at drop off time. Parents are required to SIGN OUT their children at pick up time. Pick up will take place at the main entrance doors (side of 29<sup>th</sup> Street Centre building).  
NOTE: For your child's safety, we adhere to strict protocols about the pick-up procedure. For example, if a parent arrives to pick up their child but seems intoxicated or impaired, the staff will talk to that parent (away from the children) and ask if they have been over-using medication or other substances. If the parent denies any of the above but the staff are still unsure about their condition, a taxi will be made available to pick up the child. If the parent does not comply, then the staff will warn the parent that the RCMP and the Ministry of Children and Family Development will be notified once they leave the building.
- Confidential policy:** We will keep all child and family information confidential and in a secure place. In the case of emergency, your child's photo will be shown to emergency personnel.
- Custody orders:** If a child is in the custody of one parent, we will ask you to provide appropriate documentation and to discuss with us the appropriate procedures and considerations. We will also need a picture of the person who is not allowed access.
- Child Abuse policy:** If a staff member has reasonable grounds to believe that a child is abused or neglected or in great risk, that staff member is morally and legally obligated to file a report immediately with the Ministry of Children and Family Development.
- No Smoking:** There is a NO SMOKING policy inside the 29<sup>th</sup> Street Centre building.
- Illness policy:** We follow the same policies as the public school. If your child becomes ill at the day camp, you will be asked to pick up your child or arrange to have them picked up.
- Covid policy:** In accordance with government regulations, all staff and children will be required to adhere to current guidelines. If masks are required, please provide your child with his/her own masks. If your child has covid-like symptoms, please keep him/her home.
- Toys and electronics from home:** Please do not allow your child to bring electronic devices or toys. We encourage activities that do not require screens.
- Bathrooms:** Two bathrooms are available. Children must communicate with a staff member when they wish to use the bathroom.
- First Aid:** At all times, there will be a staff member with first aid training present. The staff will fill out an incident report and give the parents a copy.  
In the event of a serious accident, the parent will be contacted immediately. If the parent is not available, we will contact the emergency contact person listed in your contact information. Please make sure that person knows he/she is responsible to pick up your child in the event of an emergency.

11. Snacks: Please provide your children with a snack and a water bottle. They will have access to water all day as needed. The children will be learning cooking skills during the week.
12. Extra Staff: Our day camp program does not have extra staff to accommodate children who require an educational assistant at school.

### **Behavior Policy**

All of us deserve to be treated with respect. Our staff is committed to treating your children with respect and kindness and will seek to model this behavior at all times. We ask your children to treat both the person and property of the staff members and their peers with respect. We also ask that they treat the 29<sup>th</sup> Street Centre building with respect.

Many times a child's inappropriate behavior can be corrected with a simple conversation. For some misbehavior, a child may receive a natural consequence. One of the most common tools that the staff will use to help your child behave is re-direction, eg. a time away in a quiet place. If a child struggles with adapting their behavior to fit in with the program or has a difficult incident which requires more than just a reminder, he/she may receive a Behavior Reflection Sheet, which is to be completed at home and brought back to school the day after the incident.

If your child has a behavior care plan respecting behavioral guidance, please ensure that the staff members are aware of this plan.

### **Behavior Reflection Sheet**

If your child receives a Behavior Reflection Sheet, you will be notified by email or when you pick him/her up. We ask that parents take the time to help their child fill out this form. See a sample of a Behavior Reflection Sheet below.

Dear Parent / Guardian.

You have hopefully found an email or had a conversation with a staff member that describes the situation involving your child today.

We ask that you as parent/guardian work through this Behavior Reflection Sheet with your child. You may need to explain the questions to your child and help them write down their answers.

This page needs to be completed and returned to a staff member in order for your child to attend the day camp program tomorrow.

1. Recognize the inappropriate behavior / attitude. Refer to the earlier conversation to help your child remember. "What did you do today that was inappropriate?"

---

---

2. Why did you act the way you did? What does this tell you about yourself?

---

---

---

3. What is a better behavior / attitude?

---

---

4. What will you do next time?

---

---

Thank you! We look forward to a fresh start tomorrow!