

Operations and Policies

1. Drop off and Pick up: Children must be dropped off no earlier than 08:45 and PICKED UP NO LATER THAN 12 noon.
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 29th Street Centre building).
2. 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.
3. 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.
4. 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.
5. No Smoking: There is a NO SMOKING policy inside the 29th Street Centre building.
6. 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.
7. 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.
8. Bathrooms: Two bathrooms are available. Children must communicate with a staff member when they wish to use the bathroom.
9. 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.
10. 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.
11. 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 29th 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, we will bring this to your attention.

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