



Chestermere Regional
Community Association



2010 Daycamp Policies and Procedures Manual

Updated May 2010

Welcome

Welcome to the CRCA Daycamps. We look forward to serving your family through our program and believe the time spent here by your child will be both enjoyable and educational.

CRCA Children's Programs

CRCA Children's Programs are committed to the following goals:

- a) To provide quality care and nurturing during the day through excellent leadership and adult role models who will:
 - Ensure consistency in leadership
 - Create an environment that feels as homelike and supportive as possible
 - Build self-respect, initiative, independence and social skills
- b) Focus on positive youthful energy through:
 - Healthy physical activity and recreation options
 - Experiential, hands-on opportunities
 - Allowing discovery of values, interests and choices
 - Helping older children develop their leadership potential
- c) Use positive Behavior Management techniques

Program Structure

Although program structure and scheduling will evolve as the participants make more decisions about the best way to pursue program goals, the following activities will be incorporated into the CRCA Children's programs: Free Play, Group Games, Floor Games, Arts & Crafts, Sports, Playground, Baking, Field Trips, Bike Trips, Outdoor Play, Guest Speakers

Registration Procedures and Payment of Fees

Registration and payment of fees for the program will be done at the CRCA office (403-272-7170 Ex 221). Parents are required to complete all registration forms prior to their child's registration being accepted by the program.

NSF cheques are subject to a \$40.00 administration fee. Following the third occurrence of an NSF cheque, the child will be withdrawn from the program 24 hours after the parents have been notified by the CRCA office.

After Programs have begun, refunds requested in the case of a medical emergency will require a doctor's note. If withdrawing from Out of School Program a written notice needs to be given 2 weeks before withdrawing.

Daycamp Program Fees

Program fees are to be made with visa/debit/cash or cheques payable to the CRCA. Full payment must be received by the first week of each month. PD days and/or Field trips will be billed the following month. If your account is more than 2 month behind your child will be asked to leave the program until your account is paid in full. Receipts are issued from the CRCA office. **You must also have a current CRCA Membership.**

Fees:

- 8 Weeks of camp for \$1400 or \$200 per week
 - \$ 45.00 per Field Trip day
- *We allow drop ins on Thursdays (field trip days), but children must be registered for the field trip at least 3 days in advance.

Sign in/out procedure

Please sign your child in when you arrive in the morning and out when you leave at night. To sign your child in and out, find your child's name on the attendance list. Locate the correct date, i.e. Monday, Tuesday, etc., and whether it is AM, or PM. In this space write the approximate time that the child has been dropped off or picked up and initial.

Children must be signed in and out for emergency purposes. If there is a fire etc, we must be able to account for all children in the program. Children who have written permission from their parents/guardians to leave the program on their own will be signed in when they arrive and signed out at the time as specified by the parent/guardian.

It is the parents' responsibility to notify staff when a child will be absent during regular program days. If the child is expected at the program and does not arrive, a staff member will contact the parents to determine the safety of the child.

Call: Out Of School Program Phone 403-272-7170 Ex 3 or Greta's cell 403-861-3338

Pickup and Drop-Off

Early Drop-Off Policy

Under no circumstances are children to be dropped off prior to 6:30 am for the program. We cannot take responsibility for children being dropped off at the program when staff is not there. If the program staff becomes aware of children being dropped off at the program prior to 6:30 am:

- * **THE FIRST OCCURRENCE** - a written warning of possible expulsion of the child from the program will be issued.
- * **THE SECOND OCCURRENCE** - registration in the program will be cancelled for the child effective 24 hours after the second occurrence.

Late Pickup Policy

Under no circumstances are children to be picked up from the program after 6:00 pm. If the children are picked up after the assigned times:

- * **THE FIRST OCCURRENCE** - a fine of \$10 is issued for any part of the first 10 minutes, and \$1.00/minute after that. The fines are to be paid that evening to the staff who stayed late with the child. Handwritten receipts will be issued upon request.
- * **THE SECOND OCCURRENCE** - the above fine procedure will be applied, and a written warning of a possible expulsion of the child from the program will be given.
- * **THE THIRD OCCURRENCE** - registration in the program will be cancelled for the child effective 24 hours after the third occurrence.

If a child is still at the program past 6:00 pm and all efforts to reach the parents and alternate contacts have failed, the Department of Social Services will be contacted to come and pick up your child. A phone call from parents is appreciated any time that you will be late.

Call: Out Of School Program Phone 403-272-7170 Ex 247 or Greta's cell 403-861-3338

Note: Consideration will be made in regards to weather and traffic conditions. This is left up to the discretion of the staff.

Designated parents/guardians

When someone other than the designated person will be taking your child out of the program either verbally inform the staff or send a signed note with your child stating the child's name, the name of the person picking up your child and the date that person will be coming. The staff cannot allow the child to leave the program without permission from the designated parent/guardian.

If someone other than the designated parent/guardian arrives to pick up the child and the staff has not been informed, the staff will attempt to reach the designated parent/guardian by phone for confirmation. If the CRCA staff is unable to reach the designated parent/guardian, then the emergency contact will be phoned for confirmation or to come pick up the child. If the staff cannot reach any one using the names and numbers provided, then the proper authority will be contacted and informed of the situation.

Behavior Management Policies and Procedures

General Rules

- * Respect and listen to the Program Leaders
- * Respect other people's space
- * Respect other people's feelings
- * Respect other people's property
- * Be honest and fair

Specific Rules

- ★ Absolutely no hitting, hurting, teasing or bullying
- ★ No one is allowed to leave the Program Leaders care
- ★ Use appropriate language
- ★ Wear appropriate footwear (no dirty outdoor boots or shoes)
- ★ The stage is off-limits
- ★ Indoor voices please
- ★ Try to get along and resolve differences, or ask the leader for help
- ★ Treat others nicely and don't make fun of anyone
- ★ Clean up after yourself, put away any garbage before leaving
- ★ Help with clean up of toys, craft supplies etc
- ★ Share and take turns
- ★ No sitting on or under tables
- ★ Children are not permitted in the office without permission

Discipline Procedures

Failure to follow the rules will result in the following actions:

1. The choice will be given to stop/change the behavior and the child maybe withdrawn from the activity until they can interact with the other children. If/when the child comes back to the program then a problem solving worksheet will be completed by the child along with a leader.
2. If the behavior does not change or the child is not co-operative with the leaders, the child will be sent to the office where we will try to ascertain the problem and work towards getting the child back in the program.
3. If the child is unable not to improve the behavior or attitude, the parents will be phoned and asked to speak with their child at home and/or pick them up, depending on the severity of the behavior.
4. If problems with behavior persist we may need to have a sit-down and discuss the issues with parents, program supervisor and child to determine a resolution.

Suspension Policy

The Daycamp Program Coordinator is responsible for issuing warnings and suspensions. Please remember to inform the staff of any event or change of routine that might affect your child's behavior. Program staff will keep parents informed of any changes in your child's behavior while at the program. All warnings and suspensions must be in writing with a copy forwarded to the parents within 2 days. A copy will be kept in the child's file

The following behaviors may result in temporary and/or permanent suspensions:

- Striking another child or adult
- Derogatory or abusive language
- Leaving the premises while in our care
- Destruction of property and equipment
- Theft of program or other people's belongings
- False accusations about other children, parents, or staff

Not permitted:

A staff member must not inflict any form of physical punishment, verbal or physical degradation or emotional deprivation. Staff will not deny or threaten to deny any basic necessity or use any form of physical restraint, confinement.

Please remember that an immediate suspension is a serious decision and will only occur in the most serious of situations. Parents will be requested to pick up their child immediately should their child engage in behavior that threatens the safety and well being of another child and when this behavior is totally uncontrollable and violent.

Physical Space Requirements:

For indoor a minimum net floor area of 2.5 square meters per child is given. Washrooms are easily accessible to children. Adequate space is designated for administrative and staff needs. For outdoor plan, we must provide outdoor play space that is within easy and safe walking distance from the program premises. The CRCA has many rooms that the program can use: Concession Area, MPP Room, Blue and White Room, Green Room, Curling Rink and the Ice Rinks. There are several businesses and Parks within walking distance from our program, such as the Fire Dept that may be utilized for walking trips.

Staff

Daycamp staff will include:

- Program Director
- Daycamp Coordinator: organize, administrate and lead daycamps
- Daycamp Assistant Coordinator: assist in organization, administration and leading daycamps
- Daycamp Leaders: supervise specified age groups and lead their games and activities.

Core Requirements for staff:

Each staff member must provide a criminal record check, including a vulnerable sector search, dated not earlier than one year prior to the date of commencement with the program and every 3 years after that date. A minimum of one in every 2 of the primary staff members has a first aid certification acceptable to the director.

Ratios and maximum group size:

Staff must ensure that, at all times, the following requirements are met with respect to the minimum primary staff member to children ratio, and the maximum number of children who may be included in a group:

School Grade	Primary Staff Member to Children Ratio	Maximum Number of Children in a Group
Kindergarten children	1:8	16
Children attending grades 1 and higher	1:12	24

RECORDS REQUIREMENTS**Children's Records:**

The Daycamp Program on the premises must have an up-to-date record for each child containing child's name, date of birth and home address, a completed enrolment form with parent's name, home address and telephone number, and the name, address and telephone number of a person who can be contacted in case of an emergency. If Medication is to be given during the Program a written consent is needed. Any health information about the child is to be provided by the child's parents. These records must be available for inspection by the director at all times and by the child's parents at reasonable times.

Administrative Records:

On the program premises there must be up-to-date administrative records containing particulars of the daily attendance of each child including arrival and departure times. Daily attendance of each primary staff member including arrival and departure time as well as hours spent providing child care. Each primary staff member has to have child care certification, a current first aid certificate and a current criminal record check. These records must be available for inspection by the director at all times and by the child's parents at reasonable times. The information is retained for 2 years.

Portable Records:

The Out of School Program must maintain portable records of emergency information that includes the child's information mentioned above and the telephone numbers of the local emergency response service and poison control centre.

Off-site Activity and Emergency Evacuation:

When you register your child you are to fill out an off-site form. The child's parent will be advised of where we are going, when we are going and how we are going (transportation).

A staff member must ensure that in the case on an emergency evacuation they have a portable record of each child and their contact information in case a parent has to be called.

Emergency evacuation procedures must be known by the staff members and the children in the program.

Accident or Illness:

In case of an illness or serious accident involving a child, a staff member will notify the child's parent. The child will receive medical attention as necessary.

Incident Reporting:

Meaning-a serious illness injury to a child that occurs while the child is attending the program or any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child. The proper people will be notified due to the circumstance. Incident reports are completed and handed into our General Manager within 24 hours. A serious incident MUST be reported within 2 working days to our licensing staff.

Emergency:

In case of an emergency evacuation, the children will be removed from the facility and parents called.

Communicable Disease:

A child's parent/guardian will have to remove their child from the program premises immediately if the child is suffering from a communicable disease.

Supervised Care for Sick Children:

A staff member will ensure that a sick child is kept as far away as is practical from the other children and will be supervised until the parent can pick up.

Administration of Medicine:

A staff member may administer or allow the administration of medication to a child only where a written consent of the child's parent has obtained. The medication is in the original labeled container and the medication is administered according to the labeled directions. When medication is administered to a child the staff member must ensure that the following information is recorded. The name of the medication, the time it was given, and the amount that was given and initials of the person who administered the medication. The staff members must ensure that all medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to the children.

Health Care:

A staff member may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained or the health care provided is in the nature of first aid.

Smoking:

A staff member must ensure that no person smokes on the program premises or that no staff member shall smoke at any time or place where child care is being provided.

Nutrition:

Out of School Program does not provide snacks or lunches. We ask that the parents provide a healthy NUT free snack/lunch.

Appropriate Clothing:

Please send appropriate clothing for each day's weather, as the CRCA Children's Programs will be outside as much as possible. Items to send include sunscreen, hat, bug spray, rain gear (when applicable), and sunglasses. As the weather turns cold, the children will require a pair of indoor shoes that will be kept in the Out of School Care office. Children can't go into the hall with wet or muddy shoes and they can't run around in sock feet so indoor shoes are a must.

Important Phone Numbers:**Emergency 911**

CRCA	403-272-7170
Emergency Medical Services (non-emergency)	403-261-4000
Peter Lougheed Hospital (emergency)	403-943-4999
Peter Lougheed Hospital (main)	403-943-4555
Poison Centre	403-944-1414 or 800-332-1414
RCMP – Chestermere Office	403-207-2818
Chestermere Fire Department	403-272-9878
Strathmore Regional Victim Services Society	403-934-3968
SE Rocky View FCSS	403-207-7060
City of Calgary Child Welfare	403-270-5333
Child Abuse Hotline	800-387-5437

Office Hours:	Monday/Wednesday	10:00 am to 6:00 pm
	Tuesday/Thursday/Friday	9:00 am to 5:00 pm

Office Staff:

Debbie Myslicki	General Manager	403-272-7170 EX 222
Carrie Lizotte	Office Administrator	403-272-7170 EX 221
Carol Smailes	Bookkeeping & Accounting	403-272-7170 EX 223
Vicki Klinger	Recreation Program Coordinator	(C) 403-934-7574
Matt Littau	Operations Manager	(C) 403- 560-6267
Greta	Out of School Care Supervisor	(C) 403-861-3338

Hours of Operation: The CRCA Children’s Programs are located at the Chestermere Regional Recreation Centre. Daycamps run from 8:30 am until 4:30 pm. Hours for before and after care are 6:30 am till the daycamp starts and then after daycamp ends until 6:00 pm.

Summer Daycamp 2010 Staff:

Dustin Pivarnyik	Daycamp Coordinator	403-272-7170 ext 225
Laura Ellis	Daycamp Coordinator Assistant	same
Matthew Wright	Daycamp Leader	
Megan Mailman	Daycamp Leader	
Greta Houston	Daycamp B & A Care Supervisor	

**Chestermere Regional Community Centre
201 West Chestermere Drive, Chestermere, AB**

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Fax: 403-272-7178

Email: recreation@chestermercra.com

Website: www.chestermercra.com