

YYC School Age Adventures Policies

1.0 Fees and Refunds

All registration fees are due at time of registration.

Should a camp be cancelled, YYC School Age Adventures will notify families two weeks prior to the camps start date in writing, and give a full refund. Should you choose to withdraw from a camp within two weeks from the camps start date, your registration fee minus a \$75.00 processing fee, will be refunded.

Any declined payments will result in a NSF charge of \$75.00.

2.0 Late Pick-up

YYC School Age Adventures understands that occasionally things happen and parents may be a few minutes late. We expect all parents to phone the center to let the staff and your child know that you will be late.

Should a child consistently be picked up late, there will be a fee of \$1.00 per minute charged to the parents at the time of pick up, and to be paid to the staff immediately.

3.0 Meals and Healthy Eating

YYC School Age Adventures does not provide meals for the children. Parents are expected to send their child with a healthy lunch and snack every day. A water bottle for your child to use daily is strongly advised.

There may, at times, be an activity where the YYC School Age Adventures will be cooking with the children in which case the parents will be informed in writing prior to the activity and will be asked to sign permission in order for their child to participate.

4.0 Dress Policy

YYC School Age Adventures program will be involved in outdoor play every day. Your child will need:

- Proper foot wear (flip flops are not adequate for field trips etc.)
- A hat, comfortable clothing, and a jacket/raincoat.
- Sunscreen and bug spray

5.0 Field trips

Field trips have been scheduled weekly throughout the summer camps. Parents will be asked to sign a permission form in advance, in order for YYC School Age Adventures to take the child on the field trip.

YYC School Age Adventures will ensure that portable records and first aid kits are taken on every off site activity.

Your child is expected to arrive 1/2 hour prior to the field trip departure time to go over rules, eat a snack etc.

6.0 Health and Safety

In order to provide a safe and healthy environment to the children, staff and families, parents are asked to keep their children home when ill. YYC School Age Adventures will contact parents (or emergency contacts in

parent's absence) immediately when there are any concerning signs of illness with their child. At that time arrangements will be made for the child to be picked up immediately.

Sick children will be isolated from the other children in the program until they are picked up.

7.0 Accident/Injury

Injuries to children will be assessed and treated by staff using first aid procedures. Staff will obtain emergency medical treatment (911) if YYC School Age Adventures feels it is in the best interest of the child. Any charges related to calling emergency services will be the parent's responsibility. Parents or (emergency contacts) will be notified immediately in case of serious injury. An accident form will be written for the parent to sign.

8.0 Medication

Staff are permitted to administer medication only when a medication form is filled out with a parent signature. The medication must be in its original container with your child's full name, medication name, prescription number (if applicable), expiry date and dosage visible to read. All medication, except those needed in an emergency (i.e. Epi-Pen), will be kept in a locked box inaccessible to children.

Staff must record the following information upon administering medication:

- The name of the medication
- The time of administration
- The amount administered
- Staff initials

YYC School Age Adventures is not permitted to administer any medication without written parent authorization.

9.0 Child Guidance

YYC School Age Adventures wants to ensure that everyone feels safe and welcomed at our center at all times. YYC School Age Adventures is committed to providing a caring, friendly and safe place for all the children so they may play and learn in a relaxed and secure environment.

YYC School Age Adventures has a zero tolerance for any physical, emotional or verbal abuse.

YYC School Age Adventures will follow the guidelines outlined below when dealing with difficult or unsafe behaviour.

- Staff will discuss the incident with the child, possible consequences and ways to handle the situation differently in the future. Staff will assist the child by using positive reinforcement or withdrawal of privileges as necessary.
- Should the behaviour continue, parents will be asked to sign an incident report documenting what occurred.
- A three day suspension of a child from the program may be considered if the above steps fail to produce a positive change in behaviour.

The following behaviours may lead to suspension or termination of care immediately:

- Aggressive behaviour: striking/physically hurting another child or adult
- Abusive or foul language

- Disruptive/dangerous behaviour: running away, hiding from staff, throwing objects in anger
- Property/equipment destruction
- Theft of program or other people's belongings

10.0 Bullying

Bullying of any kind is unacceptable at YYC School Age Adventures. If bullying does occur, all children should feel comfortable enough to tell the staff and trust that incidents will be dealt with promptly and effectively.

Examples of bullying include:

- Emotional- being unfriendly, excluding or tormenting a child (hiding equipment, threatening gestures)
- Physical- pushing, hitting, or any use of violence
- Racist- racial taunts or gestures
- Verbal- name calling, sarcasm, teasing.

All cases of bullying will be recorded by staff. Parents will be informed and may be asked to discuss the problem. The staff will make every effort to help the child bullying learn positive ways to deal with situations. Should the behaviour persist after communication with the Parents, the child's care may be suspended or terminated as outlined in our Child Guidance Policy.