

Activity Centre Program 2015



WELCOME

On behalf of the City of St. John's Recreation Division, we would like to extend a warm welcome to all new and returning participants to the 2015 Summer Recreation Program. An energetic and enthusiastic team of staff, who have been carefully selected and trained, will ensure that your child has a safe and fun filled summer. The influence of caring adults will encourage participation, mastery of new skills and foster friendships.

ACTIVITIES

Day camp includes a variety of activities such as sports, swimming, a wide variety of low organized games, sports, arts and crafts, occasional field trips, special events and outdoor exploration. More information on the activities including the schedules/themes and newsletters are available on the City of St. John's website:

<http://www.stjohns.ca/living-st-johns/recreation-and-parks/childrens-programs/daycamp-and-activity-centre-programs>

Newsletters will be posted each week at this location on the website. Please let our staff know if you require a hard copy of the newsletter.

DROP OFF / PICK UP / LUNCH BREAK

Participants are asked to remain at the program site during programs hours, except for the lunch break (no staff supervision during this time).

- For the safety of your child, all children **seven (7) years of age or under** must be signed in, picked up and signed out by a person over the age of sixteen (16) years. This person must be a parent/guardian or alternate person listed on the child's Registration Form. If for some reason someone other than those listed on the original Registration Form are picking up your child, we ask that you give this information to the staff in writing. Staff will require a photo ID be presented when someone different is picking up your child.
- For children **eight (8) years and older only**, if you wish to give your child(ren) permission to leave the program site unaccompanied by a parent / guardian at lunch time or when the program ends at 4:30 p.m., you must complete a **Consent for Walking Form**. These forms are available on site. If you do not complete this form, children will not be given permission to leave the site unattended. They must then wait until they are picked up and signed out by the parent / guardian.
- Once a program participant leaves the program with parental consent (as indicated on the Consent for Walking Form), the participant will not be considered to be under the supervision of staff.
- Parents are requested to sign their child in and out of the program using the attendance book provided.
- Participants, who are not signed in, will not be considered to be under the supervision of staff.
- It is appreciated when parents / guardians are prompt in picking up children at lunchtime (12 p.m.) and at the end of the day (4:30 p.m.). Late fees will apply when a parent / guardian is late picking up their child. A supplementary fee of \$1 per minute will be charged after five (5) minutes passes beyond the designated pick up time. This fee will be based on the pick-up time indicated on the program sign out sheet.
- Children are not permitted to stay at the program site unattended during the lunch break. Afternoon program does not begin until 1 p.m. at which time staff supervision will resume.

- If applicable, program participants are not permitted to play near or on the skate park while actively participating in the program. The skate park is an unsupervised facility and may only be used by those who are using it for its intended purpose.

FIELD TRIPS

Throughout the summer there will be occasional field trips. Some of these trips may have a cost associated with them. If the additional cost creates a concern for you, please contact the site supervisor listed below. A consent form must be signed by the parent / guardian and returned by the deadline date in order for your child(ren) to attend.

NUTRITION

Encouraging healthy bodies through physical activity and good eating habits is very important. We request that you provide your child(ren) with healthy and nutritious food. Please avoid giving your child any peanut products as there are participants registered in programs who have peanut allergies. You will be advised of any additional food related allergies or restrictions at the start of the program. Tips for being active and preparing healthy meals / snacks for your family can be found at: <http://www.eatracker.ca/>

MEDICATIONS / ALLERGY INFORMATION

If your child requires medication during program hours, you must submit a completed **Medication Form**. Prescription medication should be sent along with your child in its original container with the physician's instructions on the label. Over the counter medication **will not** be administered. All medication is kept locked on site.

If your child has allergies, anaphylaxis, seizures or another medical condition, please complete the appropriate forms.

If you require Allergy, Medication or Medical Forms, please call (709) 576-8499 or E-mail recreation@stjohns.ca.

ILLNESS

If your child is ill and will not attend on a given day, please contact us to let us know. Children who exhibit symptoms of diarrhea, vomiting or fever are requested to stay out of the program until they have been symptom free for at least twenty-four (24) hours. If program staff feel your child is not well enough to participate in the program on a given day or exhibits any of the above noted symptoms, you may be called to pick up your child from the site.

INCLUSION - SUPPORT SERVICES

The Recreation Division welcomes persons who require support to participate in our recreation programs. For more information regarding the support services available, please contact Inclusive Services Staff at (709) 576-4450 or (709) 576-6972 or via E-mail at inclusion@stjohns.ca. For a detailed overview of Inclusive Services, please refer to our City Guide at www.stjohns.ca.

Recreation Division Program Staff, including Inclusion Counsellors, are NOT able to provide support for the following:

- Personal care (E.g. toileting, hygiene)
- Feeding
- Extreme behavioural issues (E.g. Aggressive behaviour which compromises the safety of the participant, other participants and staff).

BEHAVIOUR GUIDELINES

Attached please see a copy of the Behaviour Guidelines which outline expectations for program participants. Please read and discuss this information with your child.

WHAT TO BRING

- Suitable clothing for weather (i.e. jeans, shorts, t-shirt, sweatshirt, jacket, rain wear and sneakers).
- Appropriate footwear is required for activities such as sneakers or closed toed/strapped sandals (for safety reasons Flip Flops and open toed sandals are strongly discouraged).
- Sunblock, hat and water bottle.
- Change of clothes is required.
- Swimming attire (bathing suit, towel and brush), when applicable.
- Nutritional Snacks (a.m. and p.m.) and Lunches (for outings and full day programs).
- Personal hygiene items (toothbrush/toothpaste optional).
- Electronic devices such as I-Pods, and handheld games are not permitted at the program.
- Ensure all personal items are marked with your child's name. The program is not responsible for lost items.

STAFF CONTACT INFORMATION

If you have any questions or concerns on any of the programs please contact the H.G.R. Mews Community Centre at 709-576-8499 or recreation@stjohns.ca or one of the staff below:

Location	Contact Name	Contact Number
Activity Centre Programs: 1. Larch Park/Rennies River Elementary 2. Spruce Meadows/Macdonald Drive Elementary 3. Cowan Park/St. Matthew's Elementary 4. St. Mary's Park/St. Mary's Elementary	Michelle Winsor Children's Program Coordinator	709-576-6196
	Christine Jones Fieldworker II- Children's Programs	709-576-8388
Shea Heights Community Centre	Crystal Barron Community Services Coordinator	709-576-1023
Kilbride Lion's Community Centre	Travis Maher Community Services Coordinator	709-368-0250
Parkside Community Centre	Travis Maher Community Services Coordinator	709-368-0250

**BEHAVIOUR GUIDELINES
FOR PARTICIPATION IN
RECREATION DIVISION PROGRAMS**

The City of St. John's Recreation Division is committed to providing a quality, caring, and safe program environment in which participants may develop socially, cognitively, physically, and emotionally.

The Recreation Division has developed the following Behaviour Guidelines to ensure caregivers, parents, participants, and staff have a mutual understanding of acceptable behaviours. Participants will be encouraged by program staff to display the following expectations:

- Respect for others.
- Respect of property.
- Responsibility for their belongings.
- Safe and fair play.
- Cooperation with leaders and participants.
- Listen to others.
- Being honest.
- Following program rules.
- Appropriate voice tone and language.
- Abiding by the rules of the program.

The following behaviours will **not be tolerated**:

1. Aggressive behaviour such as hitting, kicking, biting or pushing.
2. Excessive use of obscene language or gestures.
3. Teasing, bullying, name calling or other verbally aggressive behaviour.
4. Possessing dangerous or sharp objects.
5. Running away from program site (indoor or outdoor locations).

These guidelines will be discussed with the participants on a regular basis. If a participant exhibits any of the non-tolerated behaviours, the following actions will be taken on an individual basis:

1. The non-tolerated behaviour will be brought to the participant's attention with an explanation as to why the behaviour is unacceptable. Guardians will be notified of the participant's inappropriate behaviour. Staff and guardians, will work together to identify solutions to assist the participant in displaying desirable behaviour.
2. If the identified solutions are unsuccessful, the Recreation Division may request a reduction in the frequency of attendance by the participant.
3. **If at any time a behaviour is of danger to the participant, other participants or staff, the participant will be removed from the program immediately.**

Note: The Recreation Division maintains appropriate staff to participant ratios and makes every reasonable effort to ensure the successful participation of each child/youth. When participants face barriers to successful participation, our Inclusive Services Staff may be consulted in order to modify the program and/or put the supports in place that will foster successful participation. If the Recreation Division is unable to ensure the safety and wellbeing of your child/youth, program participants or staff, we reserve the right to remove your child from the program.