

FAMILY HANDBOOK 2020/21

Group Child Care- School Age
Programs Ages 5 - 12



Boys & Girls Club
of Greater Victoria

Administration

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Boys & Girls Club welcomes you! This Family handbook is designed for families with children ages 5-12 wanting to register in licensed group Child Care. Our staff look forward to getting to know you and your child. This Family Handbook and Agreement provides you with information on how you and your child may gain a positive experience from our organization. The Family Agreement is necessary to protect the family's and the organization's interests and includes both the family's and the organization's responsibilities. Boys & Girls Club is dedicated to the fulfillment of the needs of children and youth.

MISSION:

The primary mission of Boys & Girls Club of Greater Victoria is to provide a safe, supportive place where children, youth and families can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

VISION:

To strengthen community by empowering children, youth, and families. We do this by providing a range of innovative and accessible services for children and families, connecting them to other community services, and by advocating on their behalf.

CORE VALUES:

In our work with children, youth, families and communities, all Boys and Girls Clubs are guided by the following Core Values. These Core Values are the standard by which all Boys and Girls Club services are measured.

Boys and Girls Club values are:

BELONGING:

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

RESPECT:

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

ENCOURAGEMENT AND SUPPORT:

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

WORKING TOGETHER:

We work together with young people, families, volunteers, our communities and government.

SPEAKING OUT:

We speak out with children, youth and families so that we can make our world better.

PREVENTION PROGRAMS (LICENSED):

Compassionate and reliable staff make our out of school care a caring and safe place for children by fostering positive and healthy relationships, implementing intentional programming and providing engaging experiences. Children registered in these programs get the chance to participate in activities such as: arts & crafts, drama games, cooking, activity based learning and exciting out- trips around Greater Victoria.

Structured opportunities for positive activities are critical for healthy development and provide powerful benefits that extend beyond the individual child to their families and the whole community. Our programs include a diverse mix of recreation, play, intentional learning, skill development and positive relationship building.

Note: All employees and volunteers of Boys & Girls Club must meet the minimum Ministry of Health requirements including criminal record checks, current first aid and medical information, as well as job related education and experience.

OUR PHILOSOPHY:

We believe that children benefit greatly from a program designed to meet their individual needs and to facilitate their personal development in all areas - physical, social, emotional, cognitive and intellectual.

Our program aims at a balanced combination of structured and unstructured playtime to ensure children satisfy their natural curiosity and enhanced understanding of the world around them.

We believe that all children should be encouraged to think for themselves, make decisions, work toward their own solutions, and feel comfortable expressing their own ideas and feelings.

We take a "strength-based" approach, which means that we look to the child to see what their interests are and to what the child does well, and build on those strengths as appropriate.

We believe that the use of positive reinforcement, role modeling and guidance is the best strategy when guiding a child's behaviour.

We believe that families have a right to open and direct communication about program activities as well as a right to feel welcomed and respected in our Club.

We believe that each family's individual traditions, culture, language, economic status and dynamic should be respected and celebrated.

We believe that meaningful family involvement greatly enhances a child's experience in the out-of-school care program. We believe that a partnership with families and local community greatly strengthens our ability to meet the needs of our program participants. We believe it takes a community to raise a child.

PROGRAM(S) OBJECTIVES:

- To provide an accessible, safe and welcoming place for children and youth to be.
- To promote healthy relationships.
- To promote connection to community.

OVERALL PROGRAM GOAL:

To provide a safe and welcoming environment where children and youth engage in social, recreational and educational activities and build positive relationships and skills for life.

EVIDENCE-BASED PRACTICE

Strength Based Approach: The Strengths Perspective in Social Work Practice - Longman: White Plains, NY

Emerging from the field of social work, it is a set of ideas, assumptions and techniques: People are active participants in the helping process (empowerment); All people have strengths, often untapped or unrecognized; strengths foster motivation for growth; strengths are internal and environmental.

Developmental Assets Framework, Search Institute, USA:

The 40 internal and external assets were identified through research and provide the foundation for the growth of children and youth into healthy, caring and responsible adults. The more of these assets our children have the fewer their chances are of engaging in high-risk behavior. Because of its basis in youth development, resiliency, and prevention research and its proven effectiveness, the Developmental Assets framework has become one of the most widely used approaches to positive youth development.

Adventure-based Learning, Association for Experiential Education, USA:

ABL is based on a philosophy which supports the concept that individuals are usually more capable (mentally, emotionally and physically) than they perceive themselves to be, and if given the opportunity to try in a safe and supportive environment, can discover this excellence within themselves.

Adventure-based learning provides physical and intellectual problems that encourage children and youth to explore cooperation and conflict. Hands-on activities provide an experience for participants to practice with different ways to lead or support a team. As with other experiential training, at the end of each exercise participants explore options for greater effectiveness through self-reflection, review, group de-briefing and goal setting.

BGCS Community Clubs integrate intentional ABL activity into Club program planning year round. Children and youth are able to access ABL activities both in urban and rural settings. Club participant's benefit from experiencing the agency's Metchosin Outdoor Centre where a range of facilitated ABL activities is offered.

ASSESSMENTS & EVALUATION

As part of our commitment to high quality programs, we use program evaluation as a tool for reflecting on and learning from past experience, to determine if our program goals were met, to measure what changes or benefits resulted from Club activities, and to continually improve our services. Participants in our Licensed Before and After School Care Programs will have the opportunity to complete a short survey at the beginning and end of the academic school year. These surveys are voluntary and anonymous. Results of these surveys will be used to enhance our services in order to continually provide high quality programs.

FACILITY LOCATIONS & HOURS OF OPERATION:

<p>Westshore Club 345 Wale Road Phone: (250)216-9583 Email: info@bgcvic.org Monday to Friday 2:40pm-6:00pm</p>	<p>Harbourside Esquimalt Club 410 Macaulay St. Phone/Fax: (250)6869107 Email: info@bgcvic.org Monday to Friday 7:00am - 8:45am & 2:45pm – 6:00pm</p>	<p>Metchosin Club 3900 Metchosin Rd. Phone: (250)686-9106 info@bgcvic.org Monday to Friday 2:48 - 6:00pm</p>
<p>Crystal View Club 2662 Silverstone Way Phone: (250)686-9106 Email: info@bgcvic.org Monday to Friday 7am - 8:4 0am & 2:36 pm – 6:00 pm</p>	<p>Millstream Club 626 Hoylake Rd. Phone: (250)508-5234 Email: info@bgcvic.org Monday to Friday 7:00am - 8:38am & 2:40pm – 6:00pm</p>	

STATUTORY HOLIDAYS:

Boys & Girls Club Services recognizes twelve holidays each year. The Clubs will be closed on the following days:

- | | | |
|-------------------|---------------------|--------------------|
| 1. New Year's Day | 5. Canada Day | 9. Remembrance Day |
| 2. Good Friday | 6. BC Day | 10. Christmas Day |
| 3. Easter Monday | 7. Labour Day | 11. Boxing Day |
| 4. Victoria Day | 8. Thanksgiving Day | 12. Family Day |

Please note: All Clubs will be open on September 14, 2020

STAFF TEAMS

Each facility runs with a staff to child ratio of a minimum 1:10. This includes a Program Lead at each site (who is listed as the Manager on the license), Child & Youth Care Workers, and Support staff for funded children. The Program Lead of each site is the main point of contact for program specific communication and concerns. However, if you need further assistance, please contact the Supervisor who oversees the program your child(ren) are enrolled in. We have 3 Program Supervisors that oversees and supports our licensed programs: Lee Kilsby oversees: Harbourside, & Crystal View; Jewel Hall oversees: Westshore & Millstream and Christian Callie Oversees Metchosin Club: You may also contact the Program Manager, who can address concerns from all programs. Our staff members are Child and Youth Workers who have a variety of educational and training backgrounds that provide quality care, support and intentional programming for all members. All staff have successfully completed a Criminal Records Check and also have a valid First Aid Certificate. We adhere to all Child Care Licensing Regulations.

I – REGISTRATION

Before & After School Care-fall registration will commence in February for families currently registered in Before or After School Care and in March for the public.

Priority registration will be given to families requiring both morning and after-school care.

Priority will be given to:

- Internal families & siblings
- Families looking for full time care. External families wanting both morning and after-school care
- Participants who have approved funding for a 1:1 worker through the QA Supported Child Development (SCD) program

Prior to confirming registration, the following steps need to be completed:

1. Confirm spot is available
2. Membership form completed (all sections) – **Note:** This is a licensing requirement. Your spot will not be approved until form is filled out completely.
3. Fees paid
4. All outstanding fees are paid

**** Once all above steps are complete, your child will be admitted to our program**

Pro D Days- Internal families will have two weeks priority for registration (one month in advance) before it is open to the public.

Holiday Camps:

Winter Break-Registration opens to internal families on November 6th, and to the public on November 20th. Registration closes on December 4th

Spring Break- Registration opens to internal families on February 15th and February 19th for the public. Registration closes on March 5th.

Summer Camps-Registration opens to internal families on March 1st and to the public on March 15th.

Note: Please ensure any court orders are attached to registration forms. This legal document will be followed by staff so it is imperative to update any necessary legal changes. If guardians don't abide by court orders staff are instructed to contact authorities. If no court order is provided staff are not able to mediate custody issues and will follow registration form.

PROGRAM ACCESSIBILITY:

Boys & Girls Club of Greater Victoria does not discriminate against a person or class of persons based on their race, culture, ancestry, place of origin, religion, marital status, family status, physical or mental ability, gender or sexual orientation.

Boys & Girls Club of Greater Victoria works closely with the Queen Alexandra Centre for Children's Health to try to include all children in our programs – whatever their level of ability may be.

All of the participants in our program and their families will be treated equally. Whether the extra support needs are physical, mental, emotional, behavioural or dietary – severe or mild – we strive for inclusion and integration with all children in our programs. When necessary, activities will be altered to accommodate ability levels and interests.

While every effort is made to include all children, we must also recognize the limitations of our programs and the spaces they operate out of. Currently our Millstream Community Club is not wheelchair accessible and thus we

could not accommodate a participant with significant physical limitations at that site. Similarly, the Nature Based program at Metchosin Club operates largely in an outdoor/forested setting, and we do not currently have the infrastructure to accommodate participants with significant physical limitations. We do not currently own wheelchair accessible vehicles and therefore would not be able to accommodate a participant with significant physical limitations on out trips unless other transportation is arranged. In cases of a significant language barrier, we may not be able to accommodate children who would not be able to follow instruction in case of an emergency. A child with a significant language barrier would be able to attend if a translator is arranged or if one of the regular staff members are fluent in the language required to communicate with the child.

When a family with extra support expresses interest in registering in one of our programs, Boys & Girls Club staff carefully considers whether or not the program can safely care for, and meet the needs of that individual, as well as the other participants in the program. If we are able to do so, a care plan will be created in consultation with the family, outlining specific care needs particular to the child.

If your child is ineligible to register in one of our programs, if able, we will work with you to find alternate arrangements.

Step One: Gather information about the child, their specific needs, their strengths and challenges.

Step Two: Consider what accommodations, extra staffing, training, resources or procedures might be required.

Step Three: Decide whether or not our program is able to provide safe and effective care for all participants.

Step Four: Create a written care plan for the individual, in consultation with the family and any pertinent external agencies.

Step Five: Implement the care plan - with daily additions to document successes, challenges, changes or trends in behaviours etc.

Step Six: Staff will review care plan every school year with care providers.

If we are able to register a child in our program that receives support from the QA Supported Child Development (SCD) program, it is the responsibility of the parent or guardian to arrange the initial contact through the Queen Alexandra Centre for Children's Health.

After the initial contact, the staff of Boys & Girls Club will then contact their designated SCD consultant to discuss the specific needs of the child. If a support contract is awarded from the Supported Child Development program, Boys & Girls Club of Greater Victoria will begin the process of hiring a qualified inclusion facilitator (support worker).

Individualized Care Plans

When a child requires extra support in order to participate in one of our programs, an individualized care plan may be developed. Whether the extra support needs are physical, mental, emotional, behavioural, medical or dietary; are severe or mild; we strive for inclusion and integration with all children in our programs.

An individualized Care Plan is always created in consultation with the parent/caregiver and the child, and is reviewed on a regular basis. A Care Plan can look very different from one participant to the next as it depends if it is being developed for medical, dietary or behavioural purposes. In any case the Care Plan should list positive strategies used to move forward and promote a child's full engagement into our programs.

External Contracts (other than QA)

We are not able to support external contractors within the delivery of our services. Example: should a parent/guardian wish to engage in an external contractor for the benefit of his/her child (i.e. tutor, occupational therapist, behavioural interventionist) this must occur outside our program hours and facility.

Extra-Curricular Activities

Please be advised that if your child wishes to partake in afterschool activities, (i.e. choir, volleyball, etc.) and returns to Club after the activity is over, a permission form must be filled out and a designated adult must transition the participant back to club after the extracurricular activity. Please contact the staff for additional information.

II – FINANCIAL INFORMATION

PROGRAM FEES – WITHDRAWAL, CHANGES & REFUNDS:

FEES ARE AS FOLLOWS:

<i>Membership Fee (annual fee)</i>	\$25.00 per child \$45.00 per family
<i>Monthly Program Fee</i>	\$145.00 per child (am care) \$300.00 per child (pm care) \$440.00 per child (am & pm care)
<i>Pro-D Day/Full Day Camp Fee</i>	\$30.00 per child / per day (internal) \$40.00 per child/ per day (external)
<i>Transportation Fee (Westshore & Metchosin Club only)</i>	\$20.00 / per month
<i>Urban Adventure Spring & Summer Day Camp – Harbourside Club & Westshore</i>	\$170.00 per child – 5 day week \$136.00 per child – 4 day week (Pre/Post Care available for additional cost)
<i>Nature Based Spring & Summer Day Camp – Metchosin Club</i>	\$200 per child – 5 day week (Pre Care available for additional cost)

Payments are processed offline and is required for the year and must be renewed each year (Visa, MasterCard)

If you would like to pay cash, please note this must be done on or before the first of the month and will ONLY be accepted at the administration office (301-1195 Esquimalt Road).

For all NSF (non-sufficient funds) we will automatically charge these overdue fees the following month. Also, there will be a \$15.00 fee applied.

If a payment is missed you will receive a warning. After two missed payments your child will be withdrawn from the program.

We will not accept shared payment arrangements, i.e. two parents splitting the fees.

As a society under the British Columbia Societies Act and with respect to the by-laws of Boys & Girls Club of Greater Victoria, all those who attend our programs must pay an annual Membership Fee. This fee is paid upon registration in one of our programs and is renewed each year.

WITHDRAWAL, CHANGES & REFUNDS:

Before & After School Care- We require **one calendar month written notice** if you choose to permanently remove your child from program or change your care requirements. If your child is registered for the month and is away due to illness (outside of COVID-19 symptoms), vacation, appointments, or play- dates, the full fee is required, as our staffing schedules are pre-arranged. Please note pre-payment is required for the school year. **If fees become delinquent, care may be refused.**

Pro D Days- You must cancel one week in advance for Pro D Days in order for a refund. Unless due to Covid-19 than a full refund will be granted.

Holiday Camps-

Winter Break- Refunds will not be granted after December 4th.

Spring Break- Refunds will not be granted after March 5th

Summer Camps- Refunds will not be granted after April 30th for July Camps and after May 31st for August.

All care must be pre-arranged and pre-paid. If you are entitled to a refund we will process the refund and send you a cheque within 30 days. All payments are processed at our head administration office (301-1195 Esquimalt Road). To discuss your account, please email registration@bgcvic.org.

NOTE: Exception to the refund rule...**COVID -19 sickness related refunds:**

To help protect the health and safety of our staff and participants we ask that if your child is sick with COVID-19 Symptoms to please not send them to Club. Boys and Girls Club will provide you with a refund for the day (s) missed.

Before & After School Care- If your child is sick prior the 25th of the month your refund will be deducted from your following month's fees and if after the 25th it will be deducted the month after. The daily fees are broken down as follows,

Before school fees=\$8.23
After school fees=\$17.04
Before/After school fees=\$25.00

Pro D Day/Holiday Camps-Full day refund per day missed.

SUBSIDIZED CHILD CARE:

The Ministry of Children and Family Development requires our facility number before subsidy will be issued. If you receive subsidy from the Ministry of Children and Family Development and it does not cover all of your fees you are required to pay the balance. Please remember to re-apply for your subsidy one to two months before its expiry date. The renewal process can be timely and your cooperation is appreciated. If you have not received your subsidy by the program start date, we will ask for payment for the full amount. We will reimburse you once we receive the subsidy payment.

CIBC Wood Gundy Michael O'Brien Fund (Internal BGC financial support):

If your family requires additional support during an unforeseen period of hardship, please email registration@bgcvic.org for more information.

RECEIPTS:

If you require a tax receipt or assistance, please contact registration@[bgcvic.org](mailto:registration@bgcvic.org).

PERSONAL INFORMATION PROTECTION ACT:

Boys & Girls Club of Greater Victoria (BGC VIC) and the Boys & Girls Clubs of Greater Victoria Foundation are committed to protecting the privacy of the personal information of our employees, volunteers, participants, and their families, donors and other stake holders and we have developed appropriate policies to safeguard that personal information.

BGC only collects personal information about participants that is necessary to provide services. This information is private and confidential and is not share without the consent of the participant except where permitted by law. Aggregate information – non-identifying information that describes the characteristics of participants is collected and used to evaluate services, identify unserved needs and report to our funders and stakeholders.

Participant involvement in research is guided by BGC policy, is always voluntary, and may also require guardian consents (See BGC policy)

In prevention programs, information is collected about participants and their guardian for the purpose of accounting for any fees paid to BGC for services.

We respect the privacy of our participants and their families and will only use the information collected on your registration/membership form for the following purposes:

- Member information collected may be used to send out agency newsletters, to mail receipts, event/service reminders, emergency situations, and tracking statistics that pertains to community programs.
- Medical information collected will be used for medical emergencies.
- Participant information or contact information will not be transferred or used except on behalf of the BGC VIC or the foundation. Mailing lists will not be sold or lent, however, name and contact information may be shared with another organization for a joint fundraising event.

PLEASE NOTE:

All information regarding a participant created by, or on behalf of, BGC or the foundation will be kept confidential to the greatest extent possible. Access to this information is limited to a few employees who are not permitted to use this information in any way other than to carry out their duties and for the reasons that the information was obtained.

*Participants have the right to request to be removed from any mailing list whenever they wish or review their records to ensure accuracy of information collected. If at any time you feel that your privacy rights have been violated, please contact us at 250-384-9133 or visit our website for contact information

Positive Behaviour Support Protocols Philosophy

Boys & Girls Club of Greater Victoria (BGCVIC) aims to provide a safe and supportive environment for all participants within our programs. We recognize the importance of positive behaviour support in promoting children's safety and development, and as such, we believe that:

- Relationship development is the foundation of positive behaviour support. Through the development of strong relationships, staff are able to learn the triggers, comforts, likes, and dislikes of individual participants and can therefore implement a preventative and proactive practice of care.
- Behaviour is a form of communication; often this communication is an expression of an unmet need. Behaviour and actions are often the first step children take to show us how they are feeling physically and emotionally.
- The capacity to choose and regulate behaviour can be influenced by a participant's developmental stage, temperament, interactions, life experiences and environmental factors. As child care practitioners, we play a part in teaching children and youth how to recognize, understand, and communicate their behaviour in a pro-social context.
- All children and youth have the right to be treated as an individual, with respect, and receive support to learn functional social behaviour.
- Children and youth must accept responsibility for their own behaviour according to their developmental stage.

Prevention

Boys & Girls Club programs utilize preventative measures in order to mitigate undesirable behaviours and teach the children and youth appropriate behaviours for group child care settings. As such, we utilize the following evidence based practices as a foundation for our program delivery:

- *Positive Behaviour Support (VIHA Supported Child Development Program)*
- *Guiding Children's Behaviour (VIHA Community Care Facilities Licensing Program)*
- *Behaviour Support Policy for Early Childhood Services (Department of Education & Children's Services, Government of South Australia)*

Positive Behaviour Support requires that staff support children in accordance with their age, stage of development, program environment and cultural background. With the support of staff, children and youth will demonstrate the following appropriate behaviours:

- Express their wants and needs in ways that respect the rights and safety of others.
- Interact positively with individuals and the group.
- Care for themselves, others, and their environment.
- Recognize the consequences of their behaviour.
- Develop problem solving skills.

When guiding the behaviour of children and youth, staff will take a holistic approach and consider the age, developmental stage, past behaviour, environment, care plan, and other relevant cultural and historical contexts of the child or youth to best determine reasonable expectations.

We welcome and encourage parents and guardians to discuss any information with our staff that may assist us to provide the best care we can for your child.

Intervention

BGCVIC fosters an environment of safety, belonging, and respect for all individuals. However, given the nature of human dynamics and group child care, we are going to encounter circumstances of conflict or undesirable behaviour even with quality preventative measures in place.

Undesirable behaviour refers to generally unsafe behaviour such as swearing, verbal aggression, destructive behaviours, running away from staff or program, inappropriate sexualized behaviours, and disrespectful behaviour towards the facility, other participants, or staff.

The following protocols are in place to promote a safe environment for children and youth while attending programs with BGC VIC. At each step, staff will communicate as a team regarding the conflict to ensure consistent care is provided, and address any environmental or programming factors that may be contributing to the conflict.

Normative Developmental Conflict

Staff will use the following steps as a guide to address normative developmental conflict and undesirable behaviours demonstrated in our programs:

Step One: Low Level Conflict

- Staff will facilitate a problem solving discussion.
- Children or youth will be made aware of their demonstrated undesirable behaviour.
- Each child or youth will be given the opportunity to discuss their experience; the feelings of each child will be acknowledged.
- Children or youth will be encouraged to take ownership of their own actions and find their own agreeable solutions to the conflict.
- Staff will provide assistance in problem solving, as needed.

Step Two: Mid-Level Conflict - If Undesirable Behaviour Continues Within Program:

- Child or youth will experience a loss of privilege – related to the activity that has created the conflict situation.
- Staff will discuss the undesirable behaviour and the reason behind the loss of privilege.
- When appropriate, staff will encourage the child or youth to discuss a positive, active alternative to their demonstrated undesirable behaviour.

Step Three: High Level Conflict – If Undesirable Behaviour Becomes a Daily/Weekly Occurrence

- Parents or guardians will be contacted during program for immediate pick up, and/or consulted regarding the behaviour.
- Staff will discuss, debrief and work together as a team to devise solutions and strategies for moving forward.
- A solution will also be sought in collaboration with the parent/guardian; this may result in the creation of an individualized care plan.

Bullying is also considered an act of harm in our programs and is defined as the use of force or coercion to abuse or intimidate others. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims.

If a child/youth has demonstrated the above behaviours, staff will follow the protocols below to guide the child/youth's behaviour:

- Children/youth involved will be separated from each other immediately
- Depending on severity of incident and at the discretion of the staff, parent/guardian will be called to pick up their child/youth from program
- A meeting will be set up with the parent/guardians to discuss the conflict, strategies for moving forward, and an individualized care plan may be set up.
- The Parent Program Facilitator may be consulted for additional strategies and resources for moving forward in the program

Note:

- Staff will evaluate the circumstances of the conflict, to determine if staff are able to support the needs of the child/youth in the scope of our programs, and the fit and suitability of the child/youth within our programs
- Depending on a variety of considerations, this may result in a discharge of the child from the program for a day, week or an indeterminate time frame

Escalated or Violent Conflict

Depending on the severity of an incident or if the safety of an individual or other participants is compromised, intervention of staff may be required. In the event that a child displays behaviour that is an act of violence, or that has escalated beyond 'normative developmental conflict' staff will use their discretion and judgement in order to decide what level of intervention to use.

Violence is any act causing bodily harm – this includes: punching, hitting, kicking, biting or any act towards another child/youth causing that child/youth to cry, bleed, or generally feel unsafe in our programs.

Restraint Policy

The Agency is committed to a violence-free environment. Staff members must communicate to participants and visitors that violent acts and threats are not acceptable behaviours. If necessary, staff will provide appropriate non-violent crisis intervention if these behaviours occur. Under no circumstances is the use of seclusion or restraint condoned or encouraged. Seclusion and restraint are not treatment and may not be implemented as a behavioural consequence in response to a previously occurring behaviour, or imposed as a means of coercion, discipline, convenience, or retaliation by staff.

If a staff member's attempts to de-escalate a situation are found to be ineffective they are to call the

appropriate authorities and/or parents to assist in the de-escalation, detainment and/or removal of the participant following the agency's crisis intervention procedures.

For the purpose of this policy, restraint is defined as the use of physical force or mechanical means to temporarily limit a person's freedom of movement, in immediate response to a dangerous behaviour. Briefly holding a person served, without undue force, for the purpose of comforting him or her or to prevent self-injurious behaviour or injury to self, or holding a person's hand or arm to safely guide them from one area to another is not considered restraint. Separating individuals threatening to harm another person is not considered restraint (2019 CARF Standards Manual, Commission on Rehabilitations Facilities, USA p 168).

PROGRAM EXITS:

Planned

A planned exit from our program will happen when a child's behaviour is outside the scope of the program, a child ages out of the program, or a family relocates.

In the event that a child displays behavior that is outside the scope of the program and the above strategies are ineffective, a meeting will be held with the family to address alternative care for the participant. If possible, an exit plan will be put in place to support the transfer of care.

Unplanned

In the event that program fees are delinquent and/or refusal to set up a payment plan, the child may be subject of removal from the program. Notice given to family will be at manager's discretion.

In addition, if threats are made to the personal/physical safety of agency staff, participants or environment, the family and child delivering such threats will be subject to removal from program. Appropriate authorities will be contacted if required. Duration of notice is at manager's discretion.

Any additional unforeseen circumstances and/or conflicts are at manager's discretion.

After-Care

Our programs are for ages 5-12 years old, which is regulated by licensing. If your child requires care after age 12 please speak to a staff and we can look at applying for an exemption through licensing, or help support you with alternative care either through another Boys & Girls Club program or in the community.

III – ROLE OF THE PARENT

EXPECTATIONS:

- Inform Supervisor of any special considerations.
- Do not send your child to program if not feeling well
- To adhere to our COVID-19 Health & Safety Protocols
- To phone when your child(ren) will be absent from program.
- Communicate any concerns about the program or staff to the Program Supervisor (in a private setting and professional manner).
- Communicate daily with the staff about your child(ren)'s day, pick-up your child(ren)'s projects and art, and **sign your child(ren) out** of the program with the time and your initials.
- Ensure you meet all registration deadlines and program pick up times.
- Adhere to program policies. If the policies are being abused, the Program Supervisor will speak with the parent. If the policies are still being abused, written notice will be given. After three policy violations, your child may be withdrawn from the program. Please note, depending on the severity of the situation Management has the right to refuse service without warning.

SUGGESTIONS:

- Take time to talk to the staff. Keep us informed as to your child(ren)'s needs and your concerns. Please also advise us when you are happy with our service.
- If you have special skills and would like to volunteer your abilities, please let us know. There are always special projects, themes, and activities to get involved with.
- Read program emails, newsletter and calendars.
- Open communication is what makes it your program. The Club supervisor is always happy to talk.

BGCGV Rights of the Person Served:

Boys and Girls Club of Greater Victoria (BGCGV) will make sure that all participant rights are honored. It is the responsibility of the staff to make sure that the rights of all participants are respected at all times.

All participants have the right to:

- Have your rights explained to you and respected by all staff
- Have all the information about the services you are receiving including a written copy of your rights and responsibilities. You can ask questions anytime.
- Be treated fairly and respectfully
- Have self-respect, growth and control
- Be free from abuse, mistreatment, revenge, embarrassment and/or lack of care
- Receive quality service without unfairness due to gender identification, race, color, ancestry, place of origin, political belief, religion, marital status, family situation, physical disability, mental disability, or sexual orientation
- Receive services that are sensitive to your needs, your beliefs, and other things that important to you
- Refuse services and receive information about the potential consequences, penalties and other service choices
- Participate in research activities if you want but you can also decline if you are not interested without judgments
- Receive a clear reason if you are denied any services
- Decide what information you want to share (this is called "privacy")
- Decide whether information about you can be told to someone else (this is called "confidentiality")
- Tell us about things you don't like, have us listen and not have services taken away because you choose to speak up
- Stop using a service
- Say what you think about a service when it ends (this is called "evaluation")

In addition, participants who have an individual plan also have the following rights:

- To have a current, written, individualized plan and to participate fully in your service planning
- To review your service and make changes to your plan.

Furthermore, children also have the following rights as set out by the Convention on the Rights of the Child:

(Please see http://www.unicef.org/southafrica/SAF_resources_crcchildfriendly.pdf)

- All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis. (CRC, article 2)
- You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people. (CRC, article 13)
- You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others. (CRC, article 15)
- You have the right to get information that is important to your well-being, from radio,

newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need. (CRC, article 17)

- You have the right to be protected from being hurt and mistreated, in body or mind. (CRC, article 19)
- You have the right to help if you've been hurt, neglected or badly treated. (CRC, article 39)

IV– HEALTH & SAFETY

We require your child to have a record of up-to-date immunizations when they register. Please provide a complete copy of all the dates the immunizations took place. We need this for your child's file, and to meet the Ministry of Health's licensing requirements. Enrollment cannot be granted until this is completed. Children are still able to attend our programs if the family has opted not to immunize their child.

If your child becomes ill while in our care, our staff will do the following:

- Attempt to notify the parent/guardian. If unavailable:
- Contact the emergency contacts listed on the child's records. If unavailable:
- Find the child a quiet area in the club and have a staff member keep a close eye on their condition, until the child can be picked up.

Please keep your child at home if they are not feeling well. If your child has an infection or a communicable disease, we ask you to find alternate care until the infectious period is completed. Please notify the program staff as soon as possible regarding the condition of your child. We will also be required to send a letter home regarding any communicable diseases that our participants suffer from, which would include symptoms and treatment of the disease.

ALLERGIES:

Rather than eliminating particular foods, such as peanuts, from the program, we encourage families with allergies to work together with the program to create an environment that is safe for the child and not unduly restrictive for other children. If your child has an allergy please talk to the Program Supervisor to work together in developing an anaphylaxis plan.

In the event that a child has an allergic reaction, we will contact the child's parent/guardian. If further symptoms continue we will notify both the parents/guardians and 911. If symptoms persist or increase in severity, staff will call 911

PICTURE ON FILE:

In case of emergency we require an updated picture of your child to be kept on file.

PROGRAM ACCESS:

The safety of the children in our program is of utmost importance to us. To ensure this, we ask that during program time all visitors must be on the approved pick up list stated on your child's membership form, and must provide photo ID to verify their identity. Program staff will not sign out participants to those not on the pre-authorized pick up list. In addition, we require written notice if you would like to add anyone to this list.

Please list those, who under any circumstances, are **NOT ALLOWED ACCESS** (release of child or on site visit). ***If possible, provide recent photo(s)***

MEDICATIONS:

If your child has been prescribed a medication that they will need to take during Club, we ask that you come in and sign a consent form, which clarifies the doctor's instructions. All medications will be stored in a secure location at the

Club. If your child requires medication during program hours, staff will retrieve and provide it to them according to the prescription/over the counter instructions and observe and record them taking it. All medications must remain in their original containers with the prescription/over the counter label visible. All leftover medication will be returned at end of program/dosage period. Any medication that is not picked up at the end of program/dosage period will be disposed of according to BGC Policy. If your child has a medication they require to carry on their person, this will be document in their care plan. We also ask that you include a copy of the pharmacy monograph to ensure we are aware of all medication side effects.

INJURIES:

Any injury requiring external medical attention that has occurred in our program will be reported to the parent/guardian, the Program Supervisor, and VIHA within 24 hours of the incident. An incident report will be completed by the witnessing staff, signed by the Supervisor and forwarded to the VIHA Licensing office. If your child needs external medical attention a program staff will escort and wait with them until a parent/guardian has arrived.

DUTY TO REPORT

Disclosure of abuse by a child attending our Club programs, or any other suspicions of child abuse will be reported to the Ministry for Children and Family Development/Child Protection Branch in accordance with the Child, Family and Community Service Act (CFCSA).

ALCOHOL & SUBSTANCE ABUSE:

As advocates for children and for their safety, should we find ourselves in a position where a parent is under the influence of alcohol or drugs we will either:

1. Call the other parent/guardian to pick up the child.
2. If the other parent/guardian is unavailable, we will contact one of the emergency contacts from the registration form.
3. If the emergency contacts are unavailable, appropriate authorities will need to be notified.

V - CODE OF CONDUCT

ETHICAL CODE OF CONDUCT:

Boys and Girls Clubs of Greater Victoria (BGC VIC) wants to make sure that our clients are getting the best services possible. To do so the staff follows certain rules:

Staff will:

- Make sure all participants are safe from harm
- Promote the growth of participants
- Respect each participant
- Make sure that all participants know their rights and are given services that respect their rights.
- Respect relationships and make sure such relationships are not abused for personal gain
- Keep confidential information private unless forced to by law or given permission by the participant.
- Make sure that participants receive the best service by doing their job to the best of their ability and seeking out any help that they may need from other agencies.
- Make sure that they maintain and build upon their current knowledge and skills to ensure that participants get the best services possible.
- Make sure that personal interests do not take priority over professional performance.

Staff must make it clear when they are acting on behalf of BGC VIC or behalf of themselves personally.

- Staff is to act professionally.
- Staff is to resolve conflict as quickly and easily as possible.

Boys & Girls Club of Greater Victoria follows the Code of Ethics of:

- * The Child and Youth Care Association of British Columbia
- * The British Columbia Association of Social Workers and the Board of Registration for Social Workers in British Columbia
- * The Federation of Child and Family Services of British Columbia

VI - COMMUNICATION PROCESS

STEPS IN BRINGING FORWARD A CONCERN/COMPLAINT:

1. Talk to the Supervisor from your program. If you are not comfortable discussing the issue with them, you may contact the Program Manager
2. The Program Manager will contact you within one week to discuss your complaint.
3. If you feel your complaint has not been properly addressed, you may contact the Executive Director. NOTE: Every effort will be made to review and respond to a complaint within 30 days.

RELEASE OF INFORMATION:

If staff requests to contact other professionals in order to improve your child's care plan, you will be requested to fill out a Release of Information Agreement.

FEEDBACK:

Boys and Girls Club of Greater Victoria is committed to providing excellent service to children, youth and their families. We welcome feedback. If you have any comments or suggestions about our services please contact program staff, the Supervisor, or Program Manager. Staff contacts are available on our website or by contacting our Administration at 250.384.9133

The Boys and Girls Club of Greater Victoria conducts an annual stakeholder survey.

If you were involved with our agency during the last year and would like to participate please send your email to admin@bgcvic.org. We also conduct voluntary pre/post program surveys with participants and families. We use this information to guide our practice.

VII – CLUB SYSTEMS/ PROCEDURES

TYPICAL DAY (varies at each site)

2:38pm: Bell rings, children come into club and put their bags on hooks

2:45pm: Children sit on carpet for attendance

- Behavior expectations for free play are revisited (checklist on the chalkboard for parents who want to see our "Club Rules")

- Bathroom Break (the children are allowed to use the bathroom whenever they please, as long as they tell a leader. This 'bathroom break' time is served as a daily designated bathroom time for the kiddos that are shy/get excited about playing and ignore the fact that they need to pee!)
- Free play (gym or outside, depending on the weather)

3:30pm: Children head into Club to wash hands and set-up their seat at the table

3:40pm: Children eat snack

4:00pm: Snack wraps up

4:00pm: Structured activity/craft is explained, behavior expectations for activity explained.

4:30/5pm: Clean up activity if it is finished. Free play either in the gym or outside

6:00pm: End of day-Parents sign out kids & staff communicate with parents about their child's day

Note: Please refer to the APPENDIX A for a sample program newsletter and calendar- calendars are given to families monthly via email/hard copy at site and newsletters are sent out as needed. Please ensure you review the activity calendar and ask club staff if have any questions.

OUT TRIPS:

The program covers the cost of out trips. It is, however, up to the parent to ensure your child is dressed appropriately for outdoor trips. Please pack extra clothing in your child's backpack on out trip days including: a hat, sunscreen and water bottle for warm days and extra socks and pants for cooler days. Please refer to the program calendar for out trip schedule.

SCHOOL DROP OFF (AM CARE):

Crystal View/Millstream:

During morning care club staff remain on school property until the bell rings, however the transfer of care into the schools supervision occurs once they are released from the club room to go play outside on school property. This occurs no more than 15 minutes prior to the bell ringing. Club staff will stay with the Kindergarten participants until their teacher come out to let them into class.

Harbourside:

Club staff will walk the participants onto school property no more than 15 minutes prior to the bell ringing, one final head count will occur before the participants are released to school staff supervision. Kindergarten students will remain with club staff until their teacher come out to let them into class. The other club staff will remain on school property until the bell rings, however the transfer of care to the school occurs once we are on school grounds.

***Attendance will reflect the time that participants are transferred into the school's supervision.**

*** If you are not wanting your child to be released into school supervision 15 minutes prior to the bell please send in a written request so we can attach it to your child registration form.**

Note: These procedures may change due to school COVID Health & Safety Protocols

CLASS ROOM PICK-UP (AFTER SCHOOL CARE):

At the Millstream/Crystal View Clubs:

If your child requires classroom pick-up, please ensure your child(ren) stays in their classroom until a staff member arrives for pick-up. It is also important to notify your child's teacher of the days they attend Boys & Girls Club.

At the Harbourside Club:

There is classroom pick-up for kindergarten students only. All other participants will meet at the tennis court (must check in with BGC staff at front entrance of courts).

At the Westshore Club:

Staff will pick up students at Millstream Elementary at 2:36 pm at the designated meeting place. Students will then travel by bus to John Stubbs Elementary for their 2:50 pm dismissal and pick up students at their designated meeting place. They will then travel to the Westshore Club.

At the Metchosin Club:

Staff will pick up students at Wishart at 2:48 and Sangster Elementary at 2:53 pm at the designated meeting places. They will then travel to the Metchosin Club.

VIII– NON-INSTRUCTIONAL DAYS, CAMP & EARLY DISMISSALS

SCHOOL PRO-D DAYS:

Due to planned activities and outings, we require your child to be at the program no later than 9:00 a.m. each morning. Check individual program for hours of operation and the daily activity schedule. We require each child to bring a hearty lunch, water bottle, snacks and appropriate clothing. You must pre- register and pre-pay for all school pro-d days.

EARLY DISMISSALS:

Staff members will confirm such days with your child's school and will make sure a staff member is present at dismissal time.

Please note:

There is NO additional fee for this service.

HOLIDAY CAMPS:

Licensed Holiday Camps are provided at Harbourside-Esquimalt club, Westshore and Metchosin Club – Register through registration@bgcvc.org

Note: Winter Camps will only take place at our Harbourside Club.

Holiday Camp Fees are in addition to the monthly fees.

IX– MISSING & LOST CHILD PROCEDURES

MISSING CHILD PROCEDURE - (child does not show up to program)

Step 1:

- * Phone calls will be made to all contact numbers for the child's direct caregiver(s).
- * Another staff member will ask the school office to make an announcement while conducting a thorough search of the school, classroom, playground, and field area

Step 2:

- * Phone calls will be made to all emergency contacts listed on the child's membership form.

Step 3:

- * If all above steps have been taken and your child has not shown up at program, a call will be made to the non-emergency police, alerting them of a potential missing child. Call Supervisor and inform them of the situation. Document as a Critical Incident and to Licensing within 24 hours.

LOST CHILD PROCEDURE - (during program)

Step 1:

- * Determine where the child was last seen.

Step 2:

- * Do a full search of area.
- * If in a public facility, inform staff to make announcements and if possible secure exits.

Step 3:

- * If a child is not found, call 911 and parents.
- * Call Supervisor and inform them of the situation. Document as a Critical Incident and to Licensing within 24 hours.

ELOPEMENT PROCEDURE - (Running Away)

If a child runs away from our facility, staff or program, we will implement the following procedure:

*Alert the other staff of the situation and follow the below steps:

Step 1:

- * One staff will grab the emergency backpack, a walkie-talkie or cell phone, and pursue the child who is running away (unless it jeopardizes the safety of the other children/staff – if this is the case, staff will call non-emergency police).

Step 2:

- * The other staff will stay with the rest of the group and provide them with a simple, easily supervised activity (i.e. watching a movie, quiet stations, playground/field game etc.).

Step 3:

- * The staff who is pursuing the child will phone the Supervisor to alert them of the situation, and either the Supervisor or the staff will phone the parents/guardians of the child and then the emergency contacts if the parents/guardians are unavailable by phone.

Step 4:

- * If the parents/guardians are not able (either logistically or are unwilling) to come immediately, or if staff are unable to get a hold of the parent/guardians and emergency contacts, then the staff will call the non-emergency police and follow their direction.
- * Document as a Critical Incident and to Licensing within 24 hours.

X – ABSENTEES, DISMISSAL, & LATE PICK-UP

ABSENTEES:

If your child will not be attending the program, please call and leave a message at the club **AS SOON AS POSSIBLE!** If your child is not present at the expected time of arrival, **our staff will follow the Missing Child Procedure.**

DISMISSAL PROCEDURE:

Boys & Girls Club does not permit children to be dismissed from licensed programs without authorized adult supervision. Youth must be accompanied by either a parent or legal guardian or by a responsible adult who has been designated by the youth's parent or legal guardian noted on the child's release form. This person must be at least 19 years of age. We will **NOT** release your child to any individual, unless parental consent has been given on the registration forms or permission has been given in writing. Please note it is our policy that staff ask to see photo identification if they have not met the authorized person picking up your child from our program. It is **CRUCIAL** that we are contacted in writing when anyone not on your approved pick up list will be picking-up or caring for your child. We also require a copy of your signed custody agreement.

Parents/guardians are required to pick-up and sign out their child inside the building each day and make contact with staff. This is the perfect opportunity for parents/guardians to take the time to find out about your child's day and confer with our staff. Due to busy schedules, if there is a serious concern, a private meeting can be arranged for a mutually convenient time. If you have not signed your child out, then we will have no written confirmation that your child has been picked-up safely that day; therefore staff will contact the appropriate authorities. If the children go on an "out-trip" they are back at the program before closing time. **If you would like to pick your child up early, please arrange with the staff in advance.** Otherwise, your child may still be on the out trip when you come to pick him/her up.

LATE PICK-UP:

Your child and our staff depend on your prompt arrival. If a parent/guardian has not arrived by the designated closing time, we will:

1. Call the parent's daytime/alternate contacts.
2. If the parent is unavailable, we will contact emergency contacts on the registration form.
3. If emergency contacts are unavailable, appropriate authorities will be notified.

***Please note: You will be charged \$10 per 10 minutes late.**

XI – UNFORESEEN CIRCUMSTANCES

EMERGENCY PLANS AND PROCEDURES:

Boys & Girls Club has emergency procedures and plans. All Clubs are equipped with earthquake and first aid kits. In the event of an emergency you may contact the club directly or the administration office at 250-384-9133. If the phone lines are inactive, you can pick-up your child at club locations or at specified "SAFE" locations.

The Millstream Club's safe location is the front school field or depending on the location of the emergency it may also be the opposite side of the school parking lot. For long-term emergencies, our third location will be Lakewood Elementary school.

The Crystal View Club's safe location is main field. The alternative location is the staff parking lot. For long term emergencies our third location is Savory Elementary School.

The Harbourside-Esquimalt Club's safe location is the club parking lot. The alternative location is the school field near Lyall St. For long-term emergencies, our third location will be Esquimalt Recreation Center.

The Westshore Club's safe location is the east sidewalk to the east end of the building (main entrance). The alternative location is the west end of the building or the exit of the parking lot. For long term emergencies our third location is the Juan de Fuca Recreation Centre.

The Metchosin Club's safe location is the main field area. The alternative location is the Welcome Hut, in the main parking lot off of Metchosin Road. For long term emergencies our third location is the Metchosin Fire Hall.

During an emergency situation (fire, earthquake, etc.), the staff will ensure that a head count is conducted of all participants and that the first aid kit, attendance sheet and emergency information is taken to the safe location. Staff will remain with the participants at the safe location until transfer of care to parent/guardian or legal authority. The emergency plans are posted at each club (see Appendix B for specific club details). Please familiarize yourself with our emergency plan, procedures, and exits.

POWER FAILURES:

We cannot continue to run our programs if we lose power. If this occurs during the early morning hours, a member of the club Staff will inform parents/guardians of the closure. If the power goes out during work hours, B.C. Hydro will be contacted first to verify the source and length of the problem. If we are unable to reach them or the power is going to be out for a long period, parents/guardians or emergency contacts will be notified to come pick-up child(ren).

SNOW:

In the event that it is snowing in the morning, please listen to your local radio station or check your school website for school closure updates. If your school is closed due to snow, club will also be closed that day. If it starts to snow during the school day the Club will remain open unless the Supervisor contacts and advises you otherwise. If we close the Club during school hours due to snow, you will be responsible to pick up your child from school personnel at school dismissal time.

CLOSURE OF PROGRAMS:

We will provide a minimum of one month's notice (more if we are able) if we need to cancel a program due to low registration, lack of funding, or program space availability.

The exception to this is if we need to close Program due to a COVID 19 Outbreak (we will follow Public Health direction)

XII – MISCELLANEOUS

LUNCH & SNACKS:

For Out of School Care and full days of care, the Club offers children a simple nutritional afternoon snack each day. On full days of care such as Pro-D days and Holiday Camps, parents/guardians are responsible for providing a healthy morning snack such as a fruit or a vegetable, a healthy lunch, and afternoon snack. We strongly discourage junk food. We ask that each child have a reusable container for their drink so it can be filled up if necessary. Wherever possible, try to minimize single use plastics and garbage. Parents/guardians may send additional snacks if they feel their child will require extra food.

TOYS & VALUABLES

We discourage children from bringing toys or personal items from home, except on designated toy-from-home days. We are not responsible for breakage or loss of these items. If your child has special items that he/she brings from school, we will try to put them in a safe place until your child is picked up.

Expensive objects or objects of sentimental value should remain at home.

DOGS

Dogs are not allowed in our facilities and/or program space due to Health & Safety reasons. Only exception would be pre-approved service dogs.

AGENCY PROGRAMS:

Boys and Girls Club offers a wide spectrum of programs for children, youth, and families. These programs range from youth support to evening youth programs. Please visit our website at www.bgcvic.org for more details.

PARENTING PROGRAMS:

Boys and Girls Club offers parenting programs, which include referrals, support groups and community/online workshops, to the parents and caregivers of participants in the out-of-school care clubs. Look for our monthly newsletter with parenting tips and announcements of upcoming workshops. For more information, check out our website at www.bgcvic.org.

CELEBRATIONS:

Birthdays are celebrated at our programs. Please consult with your Club team on how each program celebrates special occasions. This is also a time for families to share aspects of their culture and traditions so we can celebrate diversity within our program.

ACTIVE PLAY:

Our Club engages children in daily active play, consisting of supervised un-facilitated play and facilitated games and activities. We provide active play opportunities for every child for a minimum of 60 minutes during afterschool programs. Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and makes them "huff and puff" such as running and jumping.

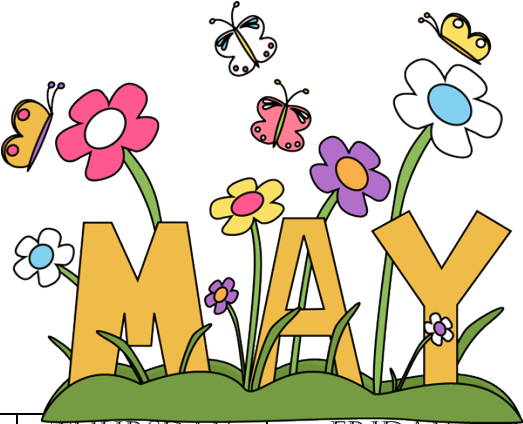
SCREEN TIME:

Our Clubs do not regularly allow screen time during afterschool regular programming. This includes: TV, computer and electronic games. Exceptions include programmed movie days, pro-d days and camps, and if screen time is included in a participant's care plan.

APENNDIX A: Sample Calendar

PROGRAM ACTIVITIES

Our clubs provide a range of activities for both before and after school care. These activities are developed on a monthly calendar basis and are inclusive of all areas of development (physical, intellectual emotional, social, language)



SAMPLE CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Science Experiment	2 W.I.L.D. Crew Coming to Club	3 Craft
6 Bubble Fun	7 Gym	8 Science Experiment	9 Toy from Home Day	10 Pro-D Day
13 Origami	14 Pictionary	15 Science Experiment	16 Playground Games	17 Craft
20 Victoria Day Holiday (No Club)	21 Word Games	22 Science Experiment	23 Gym	24 Craft
27 Friendship Bracelets	28 Lego Towers	29 Science Experiment	30 Gym	31 Craft

APPENDIX B: Emergency Plan

FIRE EMERGENCY PLAN:

If you see a fire/hear a fire alarm:

1. Attempt to extinguish the fire **ONLY** if this can be done without putting yourself or the people around you in further risk. Always be aware of the closest fire extinguisher.
2. If the fire is not visible or cannot be safely extinguished, participants should **line up at the closest door**. Staff will direct everyone in their area to quickly and quietly leave the building by the closest exit route. The person in charge will grab a cell phone, attendance sheet(s), membership forms, and first aid kit (without putting himself/herself in danger). To prevent the spread of fire, remember to close all doors behind you.
3. When exiting the building, if not already activated, pull the fire alarm.
4. If necessary, call 911 to report the fire.
5. When safely outside the building, staff will direct all participants to the designated area. All participants and staff are to be accounted for by a head count.
6. If building is deemed safe by Fire Personnel – staff will take participants back inside and resume program. Staff will inform parents of incident at pick up.
7. If building is deemed unsafe by Fire Personnel-Parents and guardians will be telephoned once all staff and participants are safe and accounted for.

EARTHQUAKE EMERGENCY PLAN:

1. **If you feel an earthquake stay calm, don't panic.**
2. Staff will instruct participants not rush for exits. Participants will get under a desk or table or stand in a doorway or corner. They will assume the "Crash Position" (on the floor, covering head and neck, facing away from windows). Staff will instruct participants to move away from windows and objects that may fall. They will count aloud for the duration of earthquake.
3. Once the shaking stops, staff will count aloud to 60. Staff will then check for injuries; apply emergency first aid, look for hazards; will not move seriously injured individuals; and leave the building without delay.
4. When safely outside the building, staff will lead participants to the designated area. All participants and staff are to be accounted for by a head count.
5. 911 will be called if needed. Parents and guardians will be telephoned once all staff and participants are safe and accounted for.

	Harbourside-Esquamalt Club	Millstream Elementary Club	Westshore Club	Metchosin Club	Crystal View Club
Primary Location	Fence adjacent in the club parking lot.	Front School Field	East sidewalk at the east end of building (main entrance)	Main field area	Main field
Secondary Location	School field near Lyall St.	Opposite side of school parking lot.	West end of the building or the exit of the parking lot.	Welcome Hut	Staff parking lot
Long-Term Location	Esquamalt Parks and Recreation.	Lakewood Elementary School	Juan de Fuca recreation Centre.	Metchosin Fire Hall	

