



Membership Package for The KidZone After School Program and Summer Day Camp

Thank you for choosing to register your child as a member of the Boys & Girls Club of Williams Lake & District. This guide is intended to provide you with an overview of 'The KidZone'. It will lay out the expectations you can have of program staff/volunteers, and the expectations that we have of parents/guardians and children accessing our programs.

Mission Statement

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Our Strengths

The Boys & Girls Club of Williams Lake provides a safe, positive environment that fosters self-esteem and offers young people opportunities to explore their interests, overcome challenges, discover their abilities and pursue their dreams.

- ◆ We are a licensed child care facility
- ◆ We take a child-centered approach to helping children.
- ◆ We provide a safe, enriching and fun place to go when school is out and families need assistance.
- ◆ We are available and affordable to all children
- ◆ We are connected to community and can provide agency referrals if required.
- ◆ We have dedicated staff volunteers who put children first.

'The KidZone' Program

'The KidZone' is exciting and affordable. Participation is linked to academic achievement, a stronger self-image, positive social development, and reductions in risk-taking. Through regular attendance and participation, children:

- ◆ Receive support and attention from caring adults
- ◆ Receive academic support and take on leadership roles
- ◆ Develop a sense of belonging to a group and develop new friendships
- ◆ Build a sense of self-esteem independent of their academic talent

Program activities include:

- ◆ Creative arts and crafts
- ◆ Cooperative games and sports
- ◆ Science experiments



Boys & Girls Club of Williams Lake & District

a good place to be

- ◆ Drama/theatre
- ◆ Guest speakers
- ◆ Field Trips
- ◆ Homework help
- ◆ Mentoring and leadership
- ◆ And more!

'The KidZone' also applies curriculum provided by Boys and Girls Club of Canada Programs including:

Cool Moves - This is a Healthy Lifestyle program for kids aged 7-12. It promotes healthy active living through program components: "Eat Smart", which helps children make healthy decisions about nutrition and "Play Cool" focuses on increasing physical activity.

Torch Club - This program is a fun way to get kids involved in what's happening in their community. The kids plan the program based on what is important to them.

Power Up! - Power Up! provides the tools and environment necessary for young people to set academic goals and create a plan for achieving those goals. Our goal is to help kids with any academic needs that they have, whether they need academic assistance or not.

Registration

Parents are required to complete necessary registration documents prior to their child's attendance and meet with the program coordinator to discuss enrollment:

- ◆ **Parents are required to update any information that changes such as address, phone number, emergency contacts, authorized pick-ups, and/or custody concerns**
- ◆ **If there are any custody concerns or court orders, we require a copy for our records**

Staff

Our staff members are child and youth workers who have a variety of educational and training backgrounds. They work with volunteers to provide quality care, support and programming for all members. All staff and volunteers have successfully completed a Criminal Records Check and staff members also have a valid First Aid Certificate. We adhere to all Child Care Licensing Regulations.

Hours and Location of Operation

This program is operated out of the Grow building on 320 North 2nd Avenue.



- ◆ During after-school days, members are met at the Marie Sharpe bus stop where all buses make a stop. The program is open from after school until 5:30pm.
- ◆ During full day program days members meet at the 320 North 2nd Avenue, the orange door on the side of the Grow building between the School District building and Grow.
 - During full-day program days (Spring and Fall Break, School District Non-Instructional Days, and Summer Day Camp), we operate from 8:30am to 5:30pm.
- ◆ **Our Club is closed on all Stat Holidays including: New Years' Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving, Remembrance Day, Christmas, and Boxing Day.**
- ◆ **Our Club is also closed over the Christmas holidays**

Arrival and Departure

During after-school days, children will be met at the Marie Sharpe bus stop where all buses make a stop.

For full-days, children must be dropped off and picked up on time so that we can meet our program schedule. Children must be signed in and out daily by a parent/guardian unless otherwise indicated on consents form (ex. Consent to walk home from The KidZone) and arrangements have been made with the program coordinator.

- ◆ If a late drop-off time is necessary please speak with the program coordinator or activities will proceed as scheduled without your child.
- ◆ For full-day program days, full-day attendance is mandatory to maintain the safety of the whole group, unless a parent has made alternate arrangements with the program coordinator.
- ◆ Since our program involves both spontaneous and planned activities off-site, it is the parent's responsibility to communicate any schedule changes with the program coordinator.
- ◆ **Parents/Guardians who will be late picking a child up must notify the program coordinator. A \$5.00 late fee per every 15 minutes will be applied!**
 - **If a child is not picked within 30 minutes of closing time, every effort will be made to contact the parent/guardian and emergency contacts listed. If we are unable to make contact, staff are required to contact the Ministry of Children and Family Development.**

Alternate Pick-Up

- ◆ An alternate pick-up person will be allowed to pick-up the child ONLY if the parent/guardian has indicated this person is authorized to pick-up and given written or verbal consent. Please make arrangements with the program coordinator.
 - If staff are unfamiliar with the alternate pick-up, picture ID must be provided to confirm identity



Abuse and Releasing a Child to a Person Under the Influence

The Child, Family, and Community Service Act states that “all children in B.C. are entitled to be protected from abuse, neglect, and harm or threat of harm.”

- ◆ Employees are required to report any suspected abuse (physical, mental, emotional, sexual, and neglect) to the ministry (MCFD).
- ◆ The employee will document any events that involve suspected abuse (including notes and pictures).
- ◆ All documentation will be put in the child’s file. This information, along with all personal information will be kept confidential between staff, the families and if necessary MCFD.
- ◆ Should a case be brought to MCFD we are required to follow their protocol.

If a staff member suspects that the person picking up a child is under the influence they will not be allowed to leave with the child.

- ◆ No child will be sent home with anyone that a staff member suspects is under the influence of drugs or alcohol
- ◆ The parent will be brought to the side, away from the children
- ◆ The parent will be asked if they have been drinking or using drugs
- ◆ If the parent denies any of the above but the staff are still unsure about their condition the parent will be told that we are more than happy to call alternate transportation and that we cannot allow the child to leave with them in their vehicle.
- ◆ If a parent is not cooperative they will be warned that the RCMP will be contacted and the Ministry of Children and Family Development as soon as they leave the premises

PLEASE NOTE: A person does not need to have consumed drugs or alcohol to be considered ‘under the influence’. This may include a reaction to medication, cough syrup or be a diabetic.

Cancellation/Withdrawal/Refunds

In order to allow our programs to be available and effective for all members, we request parents to notify the program coordinator of cancellations and schedule changes as soon as they arise. This gives children who are wait-listed a chance to participate in programs

- ◆ If a child is absent without explanation or notification for 2 days, and we are unable to contact the parents, the space will be opened for another child for that week
 - If this happens for a second week the child will lose their space in the program and be moved to the end of the waitlist for the remainder of the program
- ◆ **If a child will not be attending the program, parents/guardians must notify the program coordinator before the program commences on the scheduled day (by 9am)**



- ◆ We require 48 hours cancellation notice in order to receive a refund.
- ◆ If withdrawing fully from a program we require 2 weeks' notice for a refund
- ◆ Fees will not be refunded for absence if full cancellation notice has not been received

Fees

- ◆ After school fees are \$10.00 per child per day
- ◆ Full-day programming runs at a cost of \$20.00 per child per day
- ◆ A registration fee of \$50.00/child is applicable when registering for the Summer Day Camp
- ◆ Fees for all programs are due at the end of each month
- ◆ Please speak to the program coordinator if cost presents a barrier
 - If a family is unable to pay the fees, they must meet with the program coordinator to discuss the barriers
 - Our program coordinator will first help you apply for subsidy
 - If subsidy is not available for a family, the parents must meet with the program coordinator to discuss payment options

Subsidy

- ◆ This program accepts Child Care Subsidy for fee payment
- ◆ If you think you may be eligible for subsidies, please speak with the program coordinator and visit www.mcf.gov.bc.ca/childcare or call 1-888-338-6622 for more information
- ◆ If you need assistance with your subsidy forms or if you need copies of subsidy forms, please see our program coordinator

Care, Supervision and Guidance

- ◆ Staff will provide programming appropriate for the ages of the children in the program on that day
- ◆ Staff will be given sufficient supplies and activities to redirect to another activity if the current activity is not successful with the children
- ◆ Staff conduct regular head counts of the children throughout the day
- ◆ In addition to head counts, during transitions the staff must continue to retain close visual supervision by not allowing the children to run ahead of the group and ensure that all children are in the same area.
- ◆ Staff are required to position themselves accordingly in each space to ensure all children can be seen (staff will never have their backs to children).



The Boys & Girls Club of Williams Lake & District views discipline as both a teaching and learning process by which children develop socially acceptable and appropriate behaviour. Our goal is to assist children in developing respect, self-control, self-confidence, self-discipline and sensitivity in their interactions with others. Consistent application of established discipline guidelines is important for the Club to provide both a safe and orderly environment. Expectations of the children's behaviour will be clearly communicated to the children and their parents. If a child has specific challenges or needs, a plan of care will be developed between parents and staff.

Staff will:

- ◆ Redirect inappropriate behaviour
- ◆ Plan ahead to prevent any problem behavior
- ◆ Encourage appropriate behavior
- ◆ Provide clear, consistent guidelines regarding appropriate and expected behavior as consulted with parents, staff and children.
- ◆ Discuss and review guidelines with children
- ◆ Guide the children in problem solving situations

Staff will never:

- ◆ Deprive children of necessities as a form of discipline
- ◆ Use corporal punishment under any circumstance

No child will be physically restrained unless it is necessary to protect the safety and health of the specific child, other children, or staff. Should this be necessary, it must be reported to the licensing department in the form of a Critical Incident Report.

If a child is using physical violence, the child will be sent home immediately at the discretion of the staff. If a child is bullying, they will be given three warnings (which will include redirecting behaviour, discussions with the child about behaviour, and discussions with the parents about behaviour expectations). If the behaviour continues, the child will be removed from the program.

Please keep in mind that the program is not suited to all children. Our last recourse would be to remove a child from the program. In this case we would do our best to recommend alternate childcare arrangements and support

Meals

- ◆ We provide two snacks for all children in our after school program
- ◆ For full-day programs parents must pack a healthy lunch, snack and water bottle (NO snack provided for full-day programs! Please pack your own!)
- ◆ Sugary snacks and drinks are not permitted (they will be taken from your child and given back to you at the end of the day)



Transportation

Our main mode of transportation is walking! This encourages members to be healthy, active and contribute to caring for our planet.

- ◆ Children attending the program must go to the designated meeting place (Marie Sharpe Elementary School) immediately after school
- ◆ Children are met by program staff and escorted to off-site activities or the GROW Centre.
- ◆ During extreme weather conditions, children will be transported in a staff member's personal vehicle which is appropriately insured for this purpose.
- ◆ The Club uses two vans for transportation on Field Trips and activities outside of Williams Lake – Staff driving the van possess a Class IV Driver's License.

Field Trips

All field trips and excursions are planned and supervised by staff.

- ◆ Parents/guardians will be informed of field trips outside of city limits in advance
- ◆ Field trip drop-off and pick-up locations and/or times may change depending on the trip. These times will be communicated in advance.

Required Items/Items from Home

- ◆ Please ensure your child is prepared with proper outdoor clothing depending on the weather
- ◆ Please ensure your child has appropriate indoor clothing and footwear
- ◆ Please leave personal items at home, including: iPods, video games, money, etc... (staff are not responsible for lost or stolen articles)
- ◆ If your child does not have appropriate outdoor clothing for all weather please speak with the program coordinator prior to your child's attendance in the program

Medical Information/Communicable Diseases

- ◆ **Please keep all medical and emergency information up-to-date**
- ◆ Children who are experiencing symptoms of, or who have a communicable illness are not permitted to attend the Club. This includes:
 - Pain – complaints of unexplained or undiagnosed pain



- Acute cold with fever, runny nose and eyes, coughing and sore throat
 - Difficulty in breathing or a persistent cough
 - Fever
 - Sore throat or trouble swallowing
 - Itching of the body and scalp, infected eyes and skin, lice, or undiagnosed rash
 - Headache and stiff neck
 - Diarrhea, nausea, vomiting or abdominal cramps
- ◆ Parents must notify staff immediately if your child or another member of your family is ill or has been in contact with any contagious disease
 - ◆ In the case of a communicable disease, a doctor's approval must be given before returning to the Club
 - ◆ If a child becomes ill during the course of the day, staff will contact the parent/guardian. If the parent cannot be reached the child's emergency contact will be informed
 - ◆ In the event of an emergency, staff will contact a physician and/or ambulance if necessary and inform parents (emergency costs are the responsibility of the parent or guardian)
 - ◆ Staff will ensure that participants follow good hygiene practices while at the Club

Permission to Administer Medications

- ◆ It is a parent's responsibility to inform the Club in writing regarding medical conditions a child may have
- ◆ If your child requires medication, staff will administer the medication as specified on a Medication Administration Form



Program Name: KIDZONE

Boys & Girls Club of Williams Lake & District

a good place to be

Member's Name: _____
Last Name First Name Middle Name

Gender: M / F Birthdate: _____ Age: _____ Telephone: _____
Day/Month/Year Home

Address: _____

City: _____ Postal Code: _____ School: _____ Grade: _____

Cultural Background: _____ First Language: _____ Aboriginal: Y / N

Parent/Caregiver's Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Parent/Caregiver's Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Member currently lives with: Mother / Father / Both / Other (please specify) _____

Are there any custody arrangements? Y / N (if yes you must attach custody/court order form)

Emerg. Contact Name: _____ Relationship: _____ Phone #1: _____
(Your child must have at least one emergency contact listed) Phone #2: _____

Emerg. Contact Name: _____ Relationship: _____ Phone #1: _____
Phone #2: _____

Authorized Pick-up (other than Emerg. Contacts): _____ Phone: _____

Doctor's Name: _____ Phone: _____ Care Card Number: _____

Does the member have any medical conditions, disabilities, or allergies?

Does the member take prescription medications? Y / N _____

Are there any behavioural or other concerns we should be aware of?

Can your child ride a two-wheeled bike safely on the road? Y / N

Can your child swim? Y / N Last swim level completed if known: _____

Combined family income: \$0-5,000 \$5,000-25,000 \$25,000-50,000 \$50,000-75,000 \$75,000-100,000 \$100,000+

Signature or Parent/Caregiver

Date

Please attach a current photo of your child



Consent to Release Confidential Information to the Boys and Girls Club of Williams Lake (“BGC”)

I consent, for the purposes of better service to my child, that my child and family may be discussed among members of the Integrated Youth Team (IYT). The IYT members include the Boys and Girls Club, the Child Development Centre, Canadian Mental Health Association, the Women’s Contact Society, the RCMP, Ministry of Children and Family Development (MCFD), Denisiqi, Axis Family Resources, Interior Health, Youth Probation, and School District 27 Support Services.

Yes / No (circle one)

Spontaneous Neighbourhood Walks

I give permission for my child to participate in spontaneous neighbourhood walks to local parks, pool, library, etc., with the childcare staff of the BGC. I will be notified and a separate consent will be required for field trips away.

Yes / No (circle one)

Spontaneous Car Trips

I give permission for my child to participate in spontaneous local trips (grocery store, parks, school, etc.) with the child care staff of the BGC. I understand the staff’s personal vehicle will be used and my child will be in a CSA approved safety seat (properly installed with either tether straps or seat belted). Other field trips requiring transportation will be stated on the consent form for each specific field trip.

Yes / No (circle one)

Consent to Walk Home from ‘KidZone’

I give permission for my child to walk home independently when programming is finished for the day. I understand that this means my child will be unsupervised between the program location and our house. I understand that BGC is not responsible for my child after they have left the activity area at the end of the program day. (BGC strongly encourages that you arrange for your child to be supervised while walking home as we are not able to be responsible for your child after they have left the program for the day).

Yes / No (circle one)

Parent / Guardian Name

Child Name

_____ Date



Immunizations

Has your child been immunized? Y / N

Are there any scheduled immunizations that your child has not had? Y / N

If so, which ones? _____



CONSENT AND RELEASE OF LIABILITY - *Please read this information*

Programs / Events and Inherent Risks

The Boys and Girls Club of Williams Lake & District (“BGC”) operates a variety of programs and events for participating children and youth at our Club sites (“Club”) and other locations. BGC is committed to operating its programs in as safe a manner as possible. However, as a parent/guardian you should consider the potential risks inherent in Club programs and activities.

BGC provides programming and activities for participants which are supervised by Club staff and volunteers. BGC cannot be responsible for participants before they arrive at the Club or after they leave the Club premises. Parents/guardians and participants must remember the importance of the participants’ adherence to Club rules and safety precautions detailed by Club staff while participating in Club programs and events.

Inherent Risks

Each BGC activity carries inherent risks for Members. These risks include but are not limited to, contact during sports (with another person, equipment or property), group separation, slips, falls, minor burns, transportation accidents and other accidents. Inherent risks may lead to injury or illness including, but not limited to, minor injuries, illnesses, bodily injury, burns, insect bites, head and back injury or death.

Privacy Statement

BGC respects your privacy. We protect your personal information and adhere to all requirements with respect to protecting your privacy. We do not rent, sell, or trade our mailing lists. We use your personal information to provide services/programs and to keep you informed and up to date on all activities through periodic communication.

Consent / Assumption of Risks

I have read the inherent risks and give my permission for my child to participation in the activities of the BGC. I accept that there are inherent risks involved in this activities and agree to accept those risks. I have sought explanations from the Club of any risks I do not understand. I have explained the risks to my child and have ensured that he/she understands them.

Rules

I have explained to my child that there are Club rules that must be followed and they must use their best efforts to participate and play safely, fairly, responsibly and with respect for the rights and property of other participants and the staff at the Club. I have informed my child that a breach of the rules may result in remedial action including limits on their participation in program activities or being sent home.

Indemnity

I agree that I am financially responsible in the case of illness, injury, accident, emergency or property damage resulting from my child’s participation at BGC and that BGC may claim against me for any claim which my child or a third party



may make against the Club and agree to indemnify and save harmless the BGC for any expenses reasonably incurred in consequence of the above.

Waiver / Release from Liability

We agree that BGC and/or its employees, volunteers, directors, or agents shall not be held liable for any injuries or damages which may arise out of BGC activities, even if arising from negligence. We waive and release the BGC and assume full responsibility and understand that we are waiving certain legal rights.

I, _____ being the Parent/Guardian or person having care and custody of
(Print name of Parent/Guardian)

_____ am aware of the risks associated with programs, events and activities
(Print name of Child/Youth)

offered by the Club and do hereby give consent and agree to the terms above.

Signature of Parent / Guardian

Date

Publicity

I, _____ give the BGC consent to use and reproduce my child / youth's
Print name of Parent/Guardian

_____ image for promotional purposes related to the BGC. This may include
Print name of Child/Youth

photography, film, video, etc. I release BGC and its agents from any and all claims of any nature based on any uses of the above.

Signature of Parent / Guardian

Date

Emergency Treatment Consent

In case of illness or accident of _____, I hereby authorize the staff and/or
(Print name of Child/Youth)

volunteers from the BGC or his/her representative to send for/seek medical assistance, including calling upon an ambulance or hospital.

Signature of Parent / Guardian

Date

Witnessed by:

Signature of Witness

Print name of Witness