



# Recreation Department

Parent Handbook and Policy



# Williams Lake

F I R S T N A T I O N

Approved by the Recreation Manager

WILLIAMS LAKE FIRST NATION

U43 RECREATION DEPARTMENT PARENT HANDBOOK AND POLICY 20211014

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## Welcome!

Welcome to the Recreation Department! The Recreation Department consists of three pillars that define us: our After-school Program, Youth Leadership Program and our Community Programs. This handbook will provide the information regarding those programs as well as our policies and procedures. Please read through this manual thoroughly to gain insight into what we as a department have to offer.

## About Williams Lake First Nation

The Williams Lake First Nation (WLFN), or T'exelcenc (people of WLFN) have belonged to the Secwepemc (or Shuswap) Nation for over 6500 years.

Today, the WLFN community includes a growing population of over 800 registered members who live on reserve in Sugar Cane, in nearby Williams Lake, BC, and across the globe. One of seventeen (17) Secwepemc nations, forming Secwepemculecw, the greater stewardship land area extends from Shuswap Lake in the south, to Quesnel Lake in the north, and from Columbia-Kootenay Range in the east, to the Alexis Creek area in the west. Since time immemorial, our Kukpi7s (Chiefs) led a strong people, and they do so today.

We are Culturally Centered, Future Focused.

## How to use the Parent Handbook

The Parent Handbook is one of many channels of communication we will maintain to create enjoyable, productive, and positive programs for community. It is important you thoroughly read this Handbook to learn about the Recreation Department's expectations of you and what to expect from us.

We value our partnership with every community member and value positive communication.

We reserve the right to revise, supplement, rescind or add policies to this manual as appropriate. We will ensure that you are advised of any changes.

Should you need further explanation of the items covered, contact the Recreation Manager or Supervisor.

## About the Recreation Department

### Mission

To provide a positive, healthy, and fitness-oriented environment that offers a safe space for children, youth, and all members of community while incorporating Secwepemc culture, language and tradition into our programming.

## Goals

To provide community members with a space to learn and grow in physically, mentally, and spiritually. Providing a space to gather and learn new skills in various sports and activities while also providing a space where members can find themselves and express themselves as individuals.

## Philosophy

All First Nations people should have the right to sports and equipment to succeed in their passions and develop their skills as well as a safe place to gather and express themselves as individuals including but not limited to their culture, traditions, and language.

## Our Staff

Each staff member of WLFN Recreation Department has:

- A Criminal Record Check
- Valid First Aid
- Valid Food Safe Certification
- Acknowledgement of Confidentiality Agreement

Staff are held to a high standard of child and youth care and must always adhere to those standards.

## After-School Program

### Hours of Operation

The After-school program starts at 2:30pm and runs until 5:00pm Monday – Friday, September until June. Summer Programming starts at 8:30am and runs until 5:00pm Monday – Friday, July, and August.

### Location

Elizabeth Grouse Gymnasium

Physical Site: 2674 Indian Drive, Williams Lake, BC

### Eligibility

- Available to all community children ages 6-12.
- Children of staff ages 6-12 are also eligible.
- Children of individuals that work for, or within First Nations communities are also eligible.

## Right to Play

Right to Play is a partner of the WLFN Recreation Department. Recreation and RTP keep in constant communication regarding program development and implementation, reporting and so forth. As a partner of WLFN Recreation, RTP helps to fund various parts of the department.

### Active Play

Our After-school programming ensures that children participating get at least eight (8) hours of physical programming a week.

### Daily Activities

The After-school program has a large variety of programming that changes on a day-to-day basis. Our Recreation Worker ensures that the month's calendars are packed with physical activities, crafts, games, and cultural programming.

- 2:30pm – Arrival, wash hands, line up to use the gymnasium.
- 2:30pm-3:30/4:30pm – Various physical based games played in the gymnasium.
- 3:30pm-4:00pm – Snack time
- 4:00pm-4:30pm – Craft / Cultural Project / Colouring / Free Time
- 4:30pm – 5:00pm – Free Time / Pickup

### Field Trips

All field trips require a waiver and consent from by parents/guardians before any child can attend.

Children will be given priority to attend field trips based on the following:

1. They are band member.
2. They routinely attend the afterschool program.
3. They have not attended a prior field trip within the month (If demand is high for field trips in Recreation, we have only so many spots to take children, so we want to make sure every child in community can attend at least one of our field trips).

### Withdrawal from Program

If you are withdrawing a child from the After-school program you should alert the Recreation Manager or Supervisor as to your decision to do so.

This allows staff to make necessary changes such as assigning the child's locker to another locker and so forth. It also alleviates and confusion or concern as to why the child is no longer in programming.

## Youth Leadership Program

### Hours of Operation

The Youth Leadership Program runs from 3:30pm until 5:30pm Monday – Friday throughout the entire year though programs may vary (please refer to any given months calendar for precise information on times and locations).

### Location

Elizabeth Grouse Gymnasium

Physical Address: 2674 Indian Drive, Williams Lake, BC.

### Eligibility

- Available to all youth ages 12-18

### Daily Activities

The Youth Leadership Program has a large variety of programming that changes on a day-to-day basis. Our Child and Youth Support Worker ensures that the month's calendars contain crafts, cooking, life skills, events, and cultural programming.

### Field Trips

All field trips require a waiver and consent from by parents/guardians before any youth can attend unless they are of signing age.

Youth will be given priority to attend field trips based on the following:

1. They are band member.
2. They routinely attend the YLP program.
3. They have not attended a prior field trip within the month (If demand is high for field trips in Recreation, we have only so many spots to take Youth, so we want to make sure every Youth in community can attend at least one of our field trips).

## Community Programs

### Workout Room

The Workout Room is available to all community members from 8:30am until 5:00pm. You must be over 18 years of age to use the facility without supervision.

Any community member using the workout room must:



- Be respectful of the space and the equipment.
- Must clean up after themselves (dispose of any garbage), clean up weights and so forth.
- Wipe down all surfaces used.
- If using music through a speaker system, the music must be appropriate and not contain:
  - Cure words
  - Racial Slurs
  - Sexism
  - Topics of Drugs and Alcohol
  - Abuse

## Location

Elizabeth Grouse Gymnasium

Physical Address: 2674 Indian Drive, Williams Lake, BC.

## Eligibility

Available to all community members although dependant on the space or event may be age restricted for safety reasons.

## Event

Community events will range and vary from physical and sporting events to cultural event, to fundraising events such as BINGO.

## Code of Conduct

### Afterschool Program

The Afterschool Program upholds a ZERO TOLERANCE policy for:

- All threats, perceived threats, acts of violence, bullying, harassment, or intimidation.
- Verbal abuse, swearing, name calling, or degrading responses or behaviour such as gossiping or public criticism.
- Any behaviour that impacts or affects the Staff's ability to do their job.
- Families taking discipline of Children, Staff or parents into their own hands.
- Insults, disrespect, and other hurtful acts.
- Use of Substance (alcohol, drugs, ect.)
- Smoking on the premise or within five (5) meters of any doorway.
- Use of any audio/video recording devices including cell phones in the presence of children unless by staff for use of WLFN Recreation's Social media postings. (With children who have signed media waiver)

## Youth Leadership Program

The Youth Leadership Program upholds a ZERO TOLERANCE policy for:

- All threats, perceived threats, acts of violence, bullying, harassment, or intimidation.
- Verbal abuse, excessive swearing, name calling, or degrading responses or behaviour such as gossiping or public criticism.
- Any behaviour that impacts or affects the Staff's ability to do their job.
- Families taking discipline of Children, Staff, or parents into their own hands.
- Insults, disrespect, and other hurtful acts.
- Use of substances (alcohol, drugs, ect.)
- Smoking on the premise or within five (5) meters of any doorway.
- Use of any audio/video recording devices including cell phones in the presence of youth unless by staff for use of WLFN Recreation's Social media postings. (With Youth who have signed media waiver)
- Any racist, sexist, or derogatory comment made in a purposeful manner to make an individual feel "less than" for their identity.

## Child and Youth Care Workers

- Working in partnership with parents, recognizing that parents have primary responsibility for the care of their children and youth, valuing their commitment to the children and youth and supporting them in meeting their responsibilities to their children and youth.
- Demonstrate care for all community members, children and youth in their care, at every aspect of their job.
- Enhance relationships with children, youth and community members through diligence and professionalism in the positions.
- Promote the physical, mental and spiritual health and healing of all community members.
- Ensure that knowledge, self-awareness and skills and identity of children and youth are fostered and protected.
- Provide the ability for all community members to be able to participate to their fullest by planning out all programming in such a way that members are not left out for any physical, mental, or other reason.
- To work in partnership with other staff, departments, businesses, and communities to support children, youth, community members and their families to the best of their abilities.
- Must be professional in all relationship and hold those relationships with integrity.

## Parents

- Be courteous to others.
- Use acceptable language.

- Conduct themselves in a manner which allows others (especially in our child and youth programming) to feel safe from verbal and physical abuse.
- Respect the building and equipment as well as the personal property of others.
- Communicate regularly with staff regarding programming, events, child, and youth wellbeing and so forth.
- Ensure that children arrive on time and are picked up on time.
- Report to the Recreation manager or Supervisor if you will be late to pick up your child or youth.
- Inform the Recreation Manager or Supervisor of any communicable health concerns regarding your child or youth.
- Familiarize yourself with the Code of Conduct and other Recreation directives.
- Encourage your child / youth to follow the rules regarding proper behaviour.
- Assist the Recreation staff regarding behaviour/disciplinary issues.
- Expressing concerns in the presence of the children/youth, other parents, or disrupting Recreation Programming is not permissible.

## Non-Compliance

Failure to meet the above expectations will result in any of the following consequences:

- First written warning
- Second written warning
- Legal action could be taken.
- Termination of provision of care
- Refusal of re-admission
- Blocked from attending Recreation hosted event and programming.

## Communication

### Key Contacts

#### **Recreation Manager**

Phone: 250-296-3507 Ext 126

#### **Recreation Supervisor**

Phone: 250-296-3507 Ext

### Social Media

A key form of communication to the community is use of our Facebook social media page *Williams Lake First Nation Recreation*. This page is regularly updated with upcoming events, calendars, information and so forth. It is a closed group so permission to access its content is only granted to individuals who are:

- Members of WLFN
- Have a child or youth in programming.
- Are an upstanding individual in other communities.
- Are part of a business or department that partners or operates with WLFN Recreation.
- Are a staff member for WLFN and need to be provided access to the page for professional reasons.

## Annual Form Renewal

All After-school and Youth Leadership Program members must renew their membership forms (as per our partnership with Right to Play) once a year.

This will allow the Recreation Department to keep up to date information of all members ensure that we have current contacts, parent and guardian information and safety information pertaining to each member.

## Dispute Resolution

If a dispute is to arise, it is encouraged that you reach out to the Recreation Manager or Recreation Supervisor in good faith to direct that dispute.

The Recreation Department maintains a professional and proactive approach to dealing with any complaints or concerns by any individual including those that are related to:

- Staff
- Managerial
- Children
- Youth
- Parents/Guardians
- Visitors
- Personnel

These concerns or complaints may be brought forward verbally or in writing.

All complaints and concerns will be respectfully maintained with the utmost confidentiality and documented and kept on file.

The Recreation Department has adapted the Daycare's Dispute Resolution Process and that is as follows:

Following are the steps to follow as part of the dispute resolution process:

- Step 1:  
Any concern or complaint regarding Managerial Personnel, Staff/Students/Volunteers, Parent/Guardian, Children, or Program Operation should first be discussed with those involved to

arrive at a mutually agreeable solution as soon as possible. Concerns should be resolved at this stage through mutual agreement.

- Step 2:

If the concern is not resolved, it can be discussed with the Recreation Manager or Recreation Supervisor.

- Step 3:

- In cases where the concern or complaint is not resolved, recommendations for resolution of the complaint will be brought forward to the Senior Manager, Social Development and/or Senior Manager, Human Resources.
- If necessary, the issue will then be brought forward to the Chief Administrative Officer (CAO) by the Senior Manager, Human Resources.
- In most instances, concerns should be resolved at this stage.

In all cases:

- Concerns/complaints will be fair, impartial, and respectful to all parties involved.
- An initial response to the concern or complaint will be provided within 7 working days from which the complaint is brought forward. Reasons for delays will be addressed in writing.
- Where the person reporting the complaint is not satisfied with the response or outcome of concern or complaint may escalate the concern or complaint verbally or in writing to the Senior Manager, Social Development, and/or Senior Manager, Human Resources.
- Every attempt will be made to reach a solution that is mutually agreeable to all parties involved.
- The Recreation Department relies on a Dispute Resolution process that is clearly laid out for all employees and parents to access. This process allows employees or parents to report instances of perceived injustice or unfair treatment. There are no conflict resolution mechanisms for staff concerns to be brought forward to the Chief and Council table, as resolution of these types of concerns are an administrative responsibility in our governance model.

The Supervisor in conjunction with the Management Team reserves the right to take immediate action as the situation may warrant. This may include the following:

- The person may be directed to leave the property/premise immediately and may be barred from coming onto or in the property/premise.
- The Police may be called for direction/assistance.
- The Community Social Worker may be called for direction/assistance.

## Health and Wellness

### Illness/ Communicable Disease

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- Fever over 38.3° C (101°F).
- vomiting
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a “croupy” cough or congested to the point that he/she has heavy breathing.

If a **child becomes sick at Recreation**, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible but will not administer medication.

Please keep the child at home until they are well enough to attend.

Any medicine required to treat above symptoms will mean the child is too ill to attend daycare. Example of medicine: Gravol, Tempera, Tylenol.

We are not equipped to care for children or youth when they are ill. You will be required to keep your child or youth home or make other arrangements for at least two days if they:

- Have a disease/illness that can be spread to others (i.e., pink eye).
- Are vomiting or have diarrhea.
- A skin infection that can be spread to others.

### Medication

If your child requires medication while in our care, it is required that:

- Medication be in its original bottle.
- Medication consent forms are completed and handed in with the medication.
- Instructions for giving medication is provided.

### Hygiene

Children and Youth should always maintain proper hygiene. This includes but is not limited to:

- Handwashing when entering the department.
- Handwashing after all bathroom uses.

- Handwashing before snack.
- Children and Youth should come to the program in clean clothes, having had access to a shower within a day (at max 2 days) of attending any Recreation Programs.

## Nutrition

Recreation Department in partnership with Right to Play ensures that the snacks we provide to children are healthy and meet the standards that are partnership demands.

Recreation provides a snack to children in our After-school program at 3:30pm.

Recreation provides a snack within programming for our YLP program as well.

For full days including summer it is expected that parents/guardians send a healthy lunch for their child. Water is always provided on the premises but juice boxes, milk etc.. Must be sent with the child via their lunch.

## Head Lice

Head Lice and their eggs (nits) can be seen at the nape, and behind the ears. They can vary in colour from white to brown to dark grey. The eggs are tiny round or oval shapes that are tightly attached to the hair near the scalp and do not slide up and down on the hair. Frequent scratching may cause broken skin or sores to form on the scalp. The damaged skin may weep clear fluid or crust over, and it may become infected. In response to infection, the lymph nodes behind the ears and in the neck, may become tender and swollen. Following the recommendations from [www.healthlinkbc.ca](http://www.healthlinkbc.ca), children with head lice can return to the Centre preferably after their first treatment of head lice medication. Confidentiality should be maintained so as not to embarrass a child who has head lice.

## Accidents and Injuries

The Recreation Department provides as safe an environment as possible given our space, programming, and so forth.

However, accidents can occur regardless of precautions taken and any accident or incident that occur in the department will be recorded on an Incident/Accident report form. If your child has been injured during the day, you will be informed via a phone call or email. The time of this communication will be marked, stating that you have been made aware of the incident.

Any injury that staff deem serious will result in parents/guardians being contacted immediately to pick up their child unless the incident is so severe that it requires immediate medical attention. In which case an ambulance will first be called and then parents/guardians will be notified.

By attending and Recreation Programming, parents/guardians understand that there is risk and therefore the Recreation Department, its staff and WLFN in general are not liable for any accidents or injuries that occur to a child during programming.

## Key Policies

### Arrival and Departure

The Recreation Department's Afterschool Program is open at 2:30 pm until 5:00pm Monday – Friday.

Children must be present at the program by 3:00pm at the latest as programming may require staff and children to relocate for the remainder of the program.

Children must be picked up by 5:00pm and no later. If a parent/guardian is going to be late then they need to alert the Recreation Manager or Supervisor as to why they will be late and the estimated time it will take them to arrive.

A pattern of lateness to pickup with result in staff taking action to resolve the ongoing lateness which could be but not limited to:

- Setting up a meeting with the parent/guardian to discuss recurring lateness.
- Ways Recreation can support parent/guardian in getting their child picked up on time.
- Removal from the After-school program
- Call to the WLFN Social Worker
- Further discussions with the Senior Manager, Social Development, and the Director of the Health Station.

### Clothing

Children must be sent in acceptable clothing for programming and weather conditions. Please ensure that youth child has access to proper footwear and outdoor wear.

### Language, Culture, Traditions

Culture is a huge part of the Recreation Department. As we continue to grow as a department, we are implementing language and tradition in all forms of our programming.

### Fire Drills and Emergency Evacuation Procedures

Fire drills and emergency evacuation procedures will be practiced monthly. Each drill will be documented.

Recreation has adapted LCDC's procedure documented below:

The following four codes are special noted and the evacuation designated areas for the four codes are:

**Level 1** – Old Band Office, 2672 Indian Drive, V2G 5K9

**Level 2** – Elizabeth Grouse Gymnasium, 2674 Indian Drive, V2G 5K9



**Level 3** – Natural Resource Management Office (NRM) - 315 Yorston Street, Williams Lake, V2G 1H1.

1. **Code One:** In the event of a gas leak:

All three levels apply.

Parents will be contacted to inform them what Level their child will be located for pick up.

2. **Code Two:** In the event of a dangerous situation in the community:

If there are any events that are being held close to the Recreation Department that may cause the children/youth distress, the children/youth will be kept indoors, and blinds will be closed. If safety is an issue all three Levels will apply. Parents will be contacted to inform them what Level their child will be located for pick up.

3. **Code Three:** In the event of a Forest Fire or Evacuation:

All three Levels apply. Parents will be contacted to inform them what Level their child will be located for pick up.

4. **Code Four:** In the event of an Earthquake:

We will teach the children the following:

- If outside when an earthquake occurs: move away from buildings, streetlights, utility wires and overpasses.
- If inside when an earthquake occurs: get under a sturdy table or desk and hold onto it; if that's not possible, crouch in a strongly supported doorway or inside corner and protect your head.
- Stay clear of windows.

All three levels apply. Parents will be contacted to inform them what Level their child will be located for pick up.

## Lost and Found

All items that are left in the Recreation Department or Elizabeth Grouse Gymnasium will be placed in our lost and found. At the end of each month if items have not been retrieved then those items will be donated to local charities where applicable.

## Personal Toys and Devices

Parents acknowledge that any personal toys or devices that their children/youth bring to any Recreation Department programming are not the responsibility of the department if they are damaged, stolen, or misplaced. Depending on the toy or device, the child or youth may be required to put them in their locker or bag for storage until the end of the program.

## Smoking

Smoking is prohibited within the Recreation Department and within five (5) meters of the any entrance/exit to the department.

## Legal Requirements

### Guidance and Treatment of Children

Staff will instill the following when engaging in the guidance and treatment of children:

- Establishing clear boundaries with children and youth and be consistent with those boundaries.
- Promoting those boundaries in a positive way.
- Staff will focus on behaviours of the child or youth and not on the child or youth themselves.
- Staff will make statements of expectations and not pose expectations in the form of a question.
- Staff will allow adequate time for children and youth to respond to expectations.
- Staff will reinforce appropriate behaviour in children using verbal communication and gestures.
- Staff will encourage children to approach them as a resource of conflict resolution.

Inappropriate behaviour that calls for intervention will be done so by:

- Gaining the child or youths attention in a respectful way
- Reminding that child or youth of what constitutes appropriate behaviour.
- Acknowledging the feeling of that child or youth prior to resetting boundaries.
- Redirecting or averting child or youth when appropriate.
- Staff will model problem solving skills in their day-to-day duties.
- Staff will offer child and youth alternative and appropriate choices.
- Staff will use natural and logical consequences and solutions.
- Staff will provide children and youth the opportunity to make amends rather than demanding a superficial apology. Staff will encourage a genuine opportunity to restore relationship after any given incident.

All behavioural concerns that Recreation Staff deem more serious than regular will be discussed with the individual's parents/guardians.

### Staff Supervision

All children and youth are to be always supervised and monitored by staff members during programing.

The Recreation Worker takes daily attendance of all children that are present in the After-school program, as well as doing regular head counts to ensure all children are accounted for.

Likewise, the Youth Worker takes daily attendance of all youth that come to the Youth Leadership Program and does regular head counts to ensure all youth are accounted for,

Under no circumstance should a child or youth be allowed into the workout room or gymnasium without immediate supervision unless specifically allowed by the Recreation Manager, or supervisor in lieu of the Recreation Manager.

### Alleged Intoxication / Under the Influence / Suspected Medical

The safety of all the Recreation Department's clientele is of the utmost priority!

As such Recreation Staff will be diligent in the pickup process of the After-school program. Any individual suspected of being under the influence of drugs or alcohol will be prohibited from picking up that child. An emergency contact or alternative pickup will be contacted to pick up the child instead.

In some circumstances the community social worker may be called.

In extreme circumstances where the parent/guardian who is picking up who is suspected of being intoxicated or under the influence gets violent or non-compliant, staff have the right and obligation to contact the RCMP.

The Recreation Departments Procedure mimics that of the Daycares:

#### Procedure:

1. The Recreation Manager or Supervisor will be notified.
2. Remind intoxicated individual that there is a policy.
3. If the disgruntled or intoxicated parent/guardian is demanding their child be released to them, try to stall if possible until police arrive. However, never put yourself or the children at risk by physically trying to stop an irate or intoxicated parent from picking up their child.
4. If the parent/guardian is putting others in danger you should release the child to the parent/guardian.
5. Staff can offer to call a cab.
6. Should the unwell/intoxicated person agree to a cab when the center is closing, a staff person will remain with the guardian/authorized individual until the cab has arrived.
7. Call the other parent or an emergency contact to assist with care of the child.
8. Document the event:
  - Time of incident
  - Location
  - People involved/staff on duty.
  - Your concern and details about the conversation
  - Any other relevant information
  - Your name and position
9. Should the parent leave in a vehicle with or without the child, make a note of the license number, make & model of the car & probable destination and then call the Police (911).
10. Child's emergency card will be available to Police.

***\*\*Staff should NOT offer to drive the guardian or authorized individual home. Nor are they to ever drive a child or youth home.\*\****

Non-Compliance:

For any guardian or other authorized individual who arrives at the center or bus in an intoxicated or physically impaired condition to pick up an enrolled child, the following will occur.

1. One Written Warning
2. Removal from the list of individuals authorized to pick up the child or youth.

### Confidentiality Agreement

Information pertaining to a child or youth and their family is always kept confidential. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child or youth's well-being or requested by a legal subpoena. The children or youth's files are otherwise confidential and monitored only by the Recreation Manager and Senior Manager, Social Development. If your child is involved in an incident involving another child or youth, our staff will not release the other child or youth's name.

### Custody Agreement

The Recreation Department expects that all information provided by an enrolling parent is accurate. In the event of an alternate custody arrangement a copy of a written document or court order will need to be in the child's file.

### Mandated Reporting and Suspect Neglect

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 Knucwentwecw Society.

Reportable incidents are as follows: aggressive or unusual behavior, attempted suicide, choking, death, disease outbreak or occurrence, emergency restraint, emotional abuse, fall, financial abuse, food poisoning, medication error, missing or wandering person, motor vehicle injury, neglect, other injury, physical abuse, poisoning, service delivery problem, sexual abuse, unexpected illness.

#### Procedure:

The Recreation Manager or Supervisor will notify a child or youth's parent or emergency contact and the medical health officer when a child is or may have been involved in a reportable incident.

### Threats and Threatening Behaviour

We have a responsibility to provide a safe environment for our personnel, the children and youth we serve, and other adults. Therefore, we have a zero-tolerance policy regarding threats or threatening behaviour in our Centers, whether the threat comes from a child, youth or an adult, and regardless of who is the target of the threat. This includes, but is not limited to, threats to do physical harm to someone or threats to retaliate in any way. Violation of this policy may result in immediate withdrawal from the Department.

## Termination from Programs

The Recreation Department has the right to terminate the service of programming without notice, should you, or your child/youth threaten the safety or welfare of others at the Department which may include another child or personnel.

All families must abide by the Operational policies of the Department and all policies set forth; failure to do so may result in termination of our programming services.

## Acknowledgement & Agreement

### Recreation Department

2674 Indian Drive, Williams Lake, BC V2G 5K9  
Telephone: 250-296-3507 Ext 126  
Website: [www.wlfn.ca](http://www.wlfn.ca)

#### Name of the Child(ren):

\_\_\_\_\_

I have received and read the Recreation Department's Handbook in full and understand its policies, procedures, and requirements.

I give consent to receive electronic messages from the Recreation Department including programming updates, important information and emergency communications.

.....

#### Parent/Guardian (1)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date (mm/dd/yyyy)

#### Parent/Guardian (2)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date (mm/dd/yyyy)

#### Recreation Manager / Supervisor

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date (mm/dd/yyyy)

Please Return this page **ONLY** to the Recreation Manager or Supervisor.