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Recreation Department

Parent Handbook and Policy

Williams Lake

F I R S T N A T I O N

Approved by the Director of Culture and Recreation
WILLIAMS LAKE FIRST NATION

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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 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 (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) have led 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 the 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 physically, mentally, and spiritually. Provide a space to gather and learn new skills in various sports and activities while also being able to provide 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 8:00am 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 5-12.
- Children of staff ages 5-12 are also eligible.

Right to Play (RTP)

Right to Play (RTP) 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 After School Program Coordinator ensures that the month's calendars are packed with physical activities, crafts, games, and cultural programming.

- 2:30pm-3:15pm – Arrival, wash hands, snack time.
- 3:15pm-4:15pm – Various physical based games played in the gymnasium or down at the park.
- 4:15pm-5:00pm – Craft / Cultural Project / Colouring / Free Time / Pickup

Field Trips

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

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

1. They are a member.
2. They routinely attend the After-School 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 of your decision to do so.

This allows staff to make necessary changes such as providing a withdrawal from program form. It also alleviates any confusion or concern as to why the child is no longer in programming.

Youth Leadership Program

Hours of Operation

The Youth Leadership Program (YLP) runs from 3:30pm until 5:00pm Monday, Tuesday, Thursday, Friday and 3:30pm until 8:00pm Wednesday 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 13-18

Daily Activities

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

Field Trips

All field trips require a signed waiver and consent form from 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 a 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

Events

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

Code of Conduct

After-School Program

The After-School 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, etc.)
- 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 a signed media waiver.
- Any racist, sexist, or derogatory comment made in a purposeful manner to make an individual feel "less than" for their identity.

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, etc.).
- 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 a 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, 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 relationships and hold those relationships with integrity.

Parents

- Be courteous to others.
- Use acceptable language.
- Conduct themselves in a manner which allows others 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
- Blocked from attending Recreation hosted events and programming.

Communication

Key Contacts

Director of Culture and Recreation

Phone: 250-296-3507 Ext 126

Recreation Supervisor

Phone: 250-296-3507 Ext 141

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 to 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 adopted 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 Director of Culture and Recreation and/or Director of Human Resources.

If necessary, the issue will then be brought forward to the Chief Administrative Officer (CAO) by the Director of 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 Director of Culture and Recreation, and/or Director of 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/guardian, or if parent/guardian 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 spread to others.

Medication

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

- Medication is in its original bottle.
- Medication consent forms are completed and handed in with the medication.
- Instructions for giving medication are 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 the children are healthy and meet the standards that our partnership demands.

Recreation provides a snack to the children in our After-School Program at 2:30pm.

Recreation provides a snack within programming for our Youth Leadership Program as well.

For full days, including summer, it is expected that parents/guardians will send a healthy lunch for their child if their child does not eat the snacks and lunch that are provided. Water is always provided on the premises.

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, children with head lice can return to programming 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 occurs in the department will be recorded on an incident/accident report form. If your child is injured during the day, you will be informed via 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 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 After-School 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.
- Call to the WLFN Social Worker
- Further discussions with the Director of Culture and Recreation.

Clothing

Children must be sent in acceptable clothing for programming and weather conditions. Please ensure that your 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 Little Chief's Daycare'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 bag for storage until the end of the program.

Smoking

Smoking is prohibited within the Recreation Department and within five (5) meters of any entrance or 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 youth's 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 children or youth when appropriate.
 - Staff will model problem solving skills in their day-to-day duties.
 - Staff will offer children and youth alternative and appropriate choices.
 - Staff will use natural and logical consequences and solutions.
 - Staff will provide children and youth with 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 programming.

The After-School Program Coordinator 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 Recreation 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 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 of 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 parent/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 Director of Culture and Recreation 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/guardian 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

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 Director of Culture and Recreation or the Recreation Supervisor.