



Creativity!

Independence!

Challenge!



Fun!

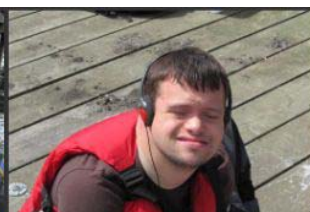
Semiahmoo House
Society
Rec & Leisure Parent
Handbook

Friendship!



Rec and Leisure Parent Handbook

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1. About Semiahmoo House Society

- **Our Mission**

Semiahmoo House Society, a non-profit organization located in Surrey/White Rock, exists to provide quality services and support to people with disabilities and their families in the community.

- **Our Service Principles**

All volunteers and employees of Semiahmoo House Society will adhere to the following principles when providing support to people with disabilities and their families:

- **First: We Will Start by Listening to Who You Are**

When you ask us for support, we start by wondering who you are and what brought you to us. We want to start by understanding the desires and needs you want satisfied – to listen and then to understand. After the very first listening we will go further by learning how to satisfy your desires and needs through Person Centred Planning.

- **Second: We Only Exist to Satisfy Other Peoples' Needs**

If the desires and needs you tell us are part of the Mission set by our Board of Directors, then supporting you to satisfy your desires is our job. The help and support we give will be guided by the principles of Person Centred Planning and respect for your rights: to make choices; to seek opportunities; to an appropriate balance between happy and safe; and to exercise control.

- **Third: We Will Seek to Improve Your Community**

We believe peoples' needs, desires and dreams are best satisfied among those who know them and share community with them. If one of your goals is a larger community or personal network, then we will be diligent in our efforts to help you make this happen. We will support you in extending your capacity to participate as a full citizen in your community.



2. Welcome to Recreation and Leisure Services

Welcome to the program whose participants take pride in chanting, "Rec & Leisure, Rec & Leisure!" This program is a completely fundraised program that operates solely on grants, donations, large-scale fundraisers and participant fees. We proudly offer a multitude of options for individuals with developmental disabilities ages 9 and up.

The program began over 6 years ago when there was a surplus in the Society budget. A focus group was held with parents to determine where the funds would best be allocated. From there, an After Skool Kool program began three days a week, as well as Girl Power and Boys' Night Out and the very famous, Semi-Famous Players theatre group. Over the years, and with the direction and support of the Board of Directors, Executive Director, Director of Programs and the Rec & Leisure staff team, this program has responded to the needs of participants and their families and has grown to over 30 programs year round as well as trips.

Participants who attend Rec & Leisure are provided with an opportunity to socialize, make friends and learn new skills. Rec and Leisure offers out of school care for teens ages 13-19 throughout the school year 5 days a week, as well as summer, winter and spring break day camps. In addition, the program offers many adapted programs such as fine arts, photography, sports, African Dancing and Drumming, and cooking. Annually, the program offers a winter trip to Whistler for adults and a summer camping trip to Camp Elphinstone for participants ages 13 and up. Bi-annually the program offers a venture to Disneyland and to other potential exciting destinations.

The Rec & Leisure program strives to deliver services in a way that encompasses both the participants' and the families' wants and needs. It is our pleasure to receive suggestions, input and feedback from those accessing the program. Rec & Leisure is a collaborative program and will continue to grow with the changing needs of its participants and families.

We welcome you to Rec & Leisure!

Sincerely,

The Rec & Leisure Team



3. About Rec & Leisure

All information regarding the Rec & Leisure program is distributed via quarterly emails to our contact list, newsletters sent home to families on our contact list, and through our Quarterly Semiahmoo House Society Newsletter. We offer plenty of notice about registration times, dates and the variety of programs, classes and clubs to choose from. If you wish to receive a newsletter and would like to be added to the Rec & Leisure contact list, please email your request to rec.leisure@shsbc.ca

The Rec & Leisure program does not discriminate participation in our programs based on background, race, ethnicity, culture, language, religion, socioeconomic status, gender, disability or sexual orientation. A family may apply to the Semiahmoo House Foundation when in need of financial support to access Rec & Leisure programs.

The activities offered in this program encourage a high level of participation and our staffing provides choices within each activity so participants remain interested and included in their program. The staff also adapts various activities to meet the abilities and developmental levels and/or needs of those participating.

In all of our programs, staff provide environments that foster both positive and supportive relationships with the participants. Staff members work well as a team and communicate regularly so that supports are consistent across programs.

- We aim to accommodate participants of varying needs in our out-of-school care programs (After Skool Kool, and day-camps) within a 3:1 staffing ratio. We offer a 5:1 staffing ratio for our adapted programs. When a participant requires more support than our determined ratio, we offer the family the option to provide additional staffing support so their teen or young adult may attend our programs in a safe and effective manner.



4. Our Service Philosophy

Our service philosophy is such that 'We strive to provide a safe and fun environment that enables our participants to access the community, to express themselves creatively, learn new and exciting things, while having the opportunity to make friends!'

Our continued commitment is to:

- Offer programs that are structured, predictable, and reliable
- Strengthen the participants sense of belonging within the community
- Help participants realize their greatest level of independence
- Provide options and choices for participants within our programs to choose from a variety of recreational and leisure options
- Facilitate participants through the programs to contribute to their community's well-being and the common good
- Encourage participants to express themselves creatively within our programs
- Provide opportunity for participants and families to develop friendships and social networks
- Foster an environment where everyone feels a sense of safety, personal security and well-being
- Evaluate the quality of our programs through open-communication and/or annual surveys given to participants and families.



5. Program Structure

Registration is done 3 times a year:

- 1) Fall Semester (September – December)
- 2) Winter Semester (January – March), Spring Semester (April – June)
 - Registration for both the winter/spring semesters is done at the same time.
- 3) Summer Semester (June – August)

Please note that specific dates, times, location, and cost will be listed in the newsletter for each semester. Newsletters are sent out weeks prior to the upcoming semester and posted online at www.semi-house-society.com
Please also note that all classes/clubs require registration except Friday Flix

We are closed on all Statutory Holidays:

New Years Day
Good Friday
Easter Monday
Victoria Day
Canada Day
British Columbia Day

Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day



6. How to Register for Programs – FAQ

Important Information on Registration – Key Points

- Registration is done on a **first-come, first-serve** basis so mark the date on your calendar so you don't miss out!
- When you go on-line to register for classes/clubs/camps/trips it DOES NOT guarantee a spot; it just lets us know that you are interested in signing up. You will be notified within 48 hours whether your child was successfully registered or waitlisted for the chosen program(s).
- New participants - If your child has not participated in a Rec and Leisure program before, Please contact Rec & Leisure's Program Manager (604-536-1242 ext. 255) prior to registration. To ensure the suitability of our programs for your child, **you must** have an orientation to the program and to the Society. If you attempt to register your child in a program without already having had an orientation, your child may be moved to the end of the list and priority will be given to other participants.

How do I register?

- You may register in-person at Semiahmoo House Society or online. We highly recommend registering online as it is much quicker than in person! Registration is done on a first-come, first-serve basis! All programs except Friday Night Flix require registration.
- **Please also refer to Staffing Ratio: Drop-in/Registration Policy.**

When I register online where do I go and what do I do?

Access the registration page online at <http://www.semi-house-society.com/class-registration.html>. Once there, you will be asked to enter your child's first and last name, birth date, your full name, address, phone number and email. You will then skip to the registration page where you check off which programs you are interested in signing up for. Registering for these classes/clubs/camps/trips does not guarantee a spot; it just lets us know that you are interested in signing up.

I'm online and when I click on the registration icon it says that registration is closed. Why is it not opening?

The registration page will not open until 9:30 a.m. If you're early, this message will pop up, and then you must close the window and click on the icon again at 9:30.

What if I am unavailable to access a computer at 9:30 or I am unable to come to Semiahmoo House to register my child?

Anyone can register your child, whether it is online or in-person.

Once I've filled out the registration how do I pay?

Please note that registration **does not** mean that you have a space in that class/club/camp/trip. Registration simply indicates that you are interested in signing up for the indicated program. No payment is due until you have received confirmation via email. The email will indicate if your child is registered or wait-listed. Please note that if a payment withdraw is returned to Semiahmoo House Society as NSF, a \$15 fee will be charged to your account.



Can I pre-register my child?

To ensure fairness to all, we are unable to accept pre-registration. There are no exceptions.

When do I find out if my child is in the classes I signed up for?

Confirmation will be sent via email no later than 4:00 p.m. on the day following registration.

Payments/Cancellation

Please note that once you are registered in the classes/clubs/camps/trips, we will accept cancellation up to and no less than 7 days prior to the start date. This will ensure we can fill the vacant spot with someone on the wait-list. No refund will be issued if you cancel within 7 days, as we staff our programs according to the number of participants registered.



7. Programs and Services

- **After-Skool-Kool**
 - ◆ After Skool Kool is an out-of-school care program that provides a safe and nurturing environment for youth with developmental disabilities between the ages of 13–19. The program strives to support the development of social skills, life skills, and community access through recreational, leisure and social activities. While doing this, we are ensuring that we provide a creative and enjoyable atmosphere that encourages each person to develop to their fullest potential. Among some of After Skool Kool's activities are community excursions, art, dance, games and visiting places like the SPCA and the Post Office.
- **Camps**
 - ◆ SummerDAZE (Summer Break), Awesome Adapted Camps (Summer Break), WinterDAZE (Winter Break) and HoliDAZE (Spring Break) run Monday through Friday from 9:00 a.m. – 3:00 p.m. (except Holidays) for teens ages 13–19 with developmental disabilities. Teens spend the week off school venturing into the community doing exciting activities and hanging out with their peers at Semiahmoo House. Awesome Adapted Camps (summer) run Monday through Friday from 9:00 a.m. – 3:00 p.m. for participants 13 to adult. These are week-long hobby and learning-based camps such as adapted sports, scrap-booking, African Dancing, musical theatre, band, or transit training.
- **Trips**
 - ◆ Rec & Leisure organizes special trips for groups (generally age 16 and up) to a variety of exciting locations including Camp Elphinstone, Disneyland, and Whistler. Trips vary in cost, duration, and staffing ratios.
- **Friday Flix**
 - ◆ From 6:15 to 8:30 p.m. every Friday, drop by for a movie (starting at 7 p.m.), board games, and bingo or just to hang out! This is a casual, relaxed night to meet up with friends. No registration is required to attend movie night. Admission is \$5 and this includes a bag of chips and a drink. Pizza is \$2.00 per slice.



- **Classes and Clubs**

Rec and Leisure Adapted Classes and Clubs include:

- ◆ Musical Theatre
- ◆ Photography and Scrapbooking Combined
- ◆ Rec Rockers Band
- ◆ Semi Famous Players Theatre
- ◆ Sportstars
- ◆ Adult Night Out
- ◆ Teen Time (Girl Power and Boys' Night Out combined)
- ◆ African Dancing and Drumming
- ◆ Creative Cookery
- ◆ Kidz Club
- ◆ **Weekend Classes** Semi Pro Golfers/ Shutter-Bugs Photography

These programs are as of winter/spring 2011 and are subject to change.



8. Newsletters

All Rec and Leisure newsletters are available online at <http://www.semi-house-society.com/newsletters.html> . If you wish to receive a newsletter and be added to the Rec & Leisure contact list, please email your request to rec.leisure@shsbc.ca with your name, child's name, address, postal code, phone number and email address.

9. Intake Process

All new participants and families must set up a meeting with the Program Manager prior to registering for classes/clubs/trips to determine suitability of the program. If at any time a participant requires more support than our said ratios, the family will be expected to pick their child up to ensure the continued safety and quality of program.

When a new family meets with the Program Manager they can expect to hear the many services SHS offers, have a tour of the facility and specifically be oriented to what the Recreation & Leisure program offers, its policies and procedures.

The family, with the program manager, will fill out all information required to attend the Recreation & Leisure program, and will be expected to complete the remaining forms before attending the program.

Families are expected to inform Rec & Leisure staff when there are changes to any of their information. At each registration, families will also be reminded to inform staff if there are any changes so accurate files are kept at all times.



10. Files

Files are kept **confidential** and access to files meets legal requirements and is limited to:

- The participants and their families/caregivers or legal guardians
- Staff members who are authorized to access specific information as needed
- PQI committee members, consistent with the organization's confidentiality policy.

Rec & Leisure collects relevant information about all participants and their families, including:

- Personal Support Plan/Registration Form include:
 - ◆ Identifying information, including name and date of birth
 - ◆ Address
 - ◆ Current emergency contact information that is updated at each registration
 - ◆ Medical needs and history
 - ◆ Current behavioural and mental supports (including any risks to himself/herself or others)
 - ◆ Phobias/Fears
 - ◆ How the participant communicates and understands directions
 - ◆ Hearing, eyesight, sensory and motor activity
 - ◆ Nutritional needs
 - ◆ Allergies
 - ◆ Physical support and care information
 - ◆ Neurological, and Cardiovascular Issues
 - ◆ Daily Living Skills including:
 - Personal safety awareness
 - Traffic awareness
 - Money skills
 - Reading level and ability
 - Kitchen Safety
 - Water Ability – swimming capabilities
 - Telephone skills
 - Community Mobility
 - Personal Identification – does child carry his/her own?



- Transportation in vehicles
- ◆ Person Centred Questions including
 - What participant likes to do in their spare time at home and in the community
 - What is important to the participant
 - How do others describe the participant
 - Who are the participant's friends?
 - How would you describe the people that are in the participant's life?
- **Hospital Transfer form includes all essential information collected in one form**
- **Parent Consent Form includes:**
 - Informed Consent
 - Legal Guardian Signature for full participation in the program(s)
 - Request for Service
 - Authorization for Emergency Medical Treatment
 - Photo Consent including:
 - Brochures
 - Newsletters
 - Media
 - Publicity

How are files maintained?

- Parents/caregivers fill out as much of the forms with Program Manager and is responsible for completely filling them out and returning them to the Program Manager prior to the start of the program their child is registered for
- All information is photocopied, one file is created in the Program Manager's office, the other in Rec and Leisure emergency contact binders
- The family contact information is entered into the Rec & Leisure email address and their email address is added to the program distribution list



11. Staffing Ratio

We aim to accommodate participants of varying needs in our out-of-school care programs (After Skool Kool, and day-camps) within a 3:1 staffing ratio. We offer a 5:1 staffing ratio for our adapted programs. If a participant requires more support than our determined ratio, we offer the family the option to provide additional staffing support so their teen or young adult may attend our programs in a safe and effective manner. The Rec & Leisure program bases its costs on these ratios and **does not** have the funding to offer 1:1 staffing support. If at any time a participant requires more support than our said ratios, the family will be expected to pick their child up to ensure the continued safety and quality of program.

- **Drop-in/Registration Policy**

Friday Night Flix and the Drop in is our only program where registration is not required. Participants and caregivers are not permitted to join or meet our groups unless they are registered.

To ensure fairness to all, any participant wanting to attend our programs must register for classes and pay the full fee, regardless of whether extra support is provided, including family members who may be volunteering.

12. Behaviour Management Policies and Procedures

Rules and behavioural expectations are clear and appropriate, developed with input from the participants in the program each semester and reviewed at the beginning of each meeting; and are conveyed in a fair, consistent manner. Recreation and Leisure Services ensures it provides a safe, fair and consistent environment for everyone.

Our aims:

- To promote self-discipline
- To develop within each participant an appreciation of others and their feelings
- To increase participant's understanding of the consequences of their behaviour on others and themselves
- To encourage the participant's ability to socialize and get along with others
- To reinforce the positive and discourage the negative behaviour

Staff will model the rules by:

- Staff will role model appropriate behaviour by interacting with other personnel in a positive, respectful manner
- Listen to the wants and needs of the participants and families and value what they have to say
- Provide clear and consistent explanations of the limits in each setting



Creating the rules:

- All staff and participants will collaboratively create and discuss their own rules and expectations for their program and how and why they can be followed
- Every time the program meets, the first 5 – 10 minutes will be set aside to review and discuss the rules and expectations in a clear and concise manner.

Applying the rules:

- Staff will develop trust and positive relationships with participants
- Staff will help, praise and encourage participants to develop positive behaviours so that qualities such as sharing, cooperating, caring for materials, and joining in activities
- Staff will reason with participants by explain why they should or should not do something
- Staff will respond consistently to issues
- Staff will phrase directions in a clear and positive manner
- Staff encourage participants to use negotiation, reasoning, and redirection to help find alternatives
- Staff help participants express their feelings
- Rules will be appropriate to the developmental level of the participants in the program
- All participants are expected to abide by the same rules
- Staff will teach participants specific skills they can use to work through conflicts at circle time
- When problems/issues occur staff encourage participants to discuss their differences and work out a solution, when possible and appropriate
- Staff handle conflicts in a way that reduces fear and disruption
- Staff speak to participants in a calm voice
- Staff step in immediately if participants tease, scapegoat, threaten or exclude others
- Staff step in immediately if they hear insults or slang words used in a negative connotation and stop the behaviour, and follow up with other participants involved to make sure they are okay

Don'ts:

- Physical punishment will NEVER be used or threatened
- Unnecessary constraints or restrictions will not be imposed on participants
- Withhold nutrition or hydration
- Use demeaning, shaming, or degrading language
- Encourage punishment by peers

Partnerships with Parents/Caregivers

Rec and Leisure services values open communication with parents/caregivers and will share information to support the well-being of participants.



In the case of persistent inappropriate behaviour:

- The participants parents/caregivers should be involved
- The staff, and program manager will contact the parents/caregivers

- The staff, and program manager will discuss the situation with parents/caregivers in an attempt to find the possible cause of the behaviour
- The staff, program manager and parents/caregivers will, together, develop strategies for dealing with the unwanted behaviour, which could be implemented in all settings
- If necessary, consent forms may be signed to seek advice and assistance from external service providers
- All possible accommodations and interventions will be exhausted before it is decided that a particular youth is not appropriate for the program. The family will receive information about programs and services that may be more appropriate for the youth

- ❖ **If a participant at any point during our programs requires more support than our said ratios, the parents/caregivers will be expected to pick their child up to ensure the continued safety and quality of program. The staff, and program manager will contact the parents/caregivers and discuss suitability of the programs and referred to other programs/services that may be appropriate for the youth**

13. Payment Policy – Effective Fall 2010 (Including Autism Intervention Dollars)

Effective fall 2010, full payment, or a payment plan with either post dated cheques, or a pre-authorized credit card form is expected PRIOR to the start of all programs on the assigned payment deadline. Attendance in programs will not be permitted if full payment or a payment plan has not been set-up. These forms will be emailed to you with your invoice/confirmation.

Refunds will not be granted for absence due to illness, and participants will not be allowed to switch days in lieu of absence. Refunds will not be given if at any time a participant requires more support than our said ratios where the family is asked to pick up their child or provide additional support to ensure the continued safety and quality of program.

- **Autism Intervention Dollars – the process if your child is already in the Autism Program**

Families who access Autism Intervention Dollars must contact the Autism Funding Unit as they determine funding eligibility for Rec & Leisure's various programs based on individual participant needs/goals.

Families must submit a 'Request to Pay' form to the AFU stating the service name, date, time and cost. This must be done 1 month prior to the start of Rec & Leisure programs. Funding periods are based on the individual's birthday (considered fiscal year).

Once funding is approved for a participant for Rec & Leisure programs, it is the family's responsibility to forward the Authorization form from the Autism Funding Unit to the Program Manager. It is also the family's responsibility to ensure all payments are made in full when the AFU does not cover the programs the participant is registered in.



Autism dollars only cover the days your child is in attendance. Parents are responsible for paying for any missed classes as stated in our policy that refunds are not granted due to illness. Semiahmoo House Society does NOT cover the cost when a child is not in attendance. Both the Autism Funding Unit and the family will be invoiced at the end of each semester.

- **How to get approved for Autism dollars: The process if your child is not already in the Autism Program**

Send in a 'Request to Pay' form as long as your child is already in the Autism Program. If the child is already in the program, they typically get compensated as follows: Over 6 years old \$6,000 a year for workshops, training programs, and behavior intervention.

If a child is not in the program, they need to be diagnosed by a pediatrician, and BCAAN is completed. Parent then takes the results to a social worker.

If you require more information on the Autism Funding Programs, please refer to A Parent's Handbook: Your Guide to Autism Programs which is available on the Ministry of Children and Family Development's website at:

<http://www.mcf.gov.bc.ca/autism/handbook.htm>

ACT BC is a good resource – www.actcommunity.net

11. Snow Policy

In the event of snow, please note that we will contact you via e-mail by no later than 11:00am on that day. To ensure safety, if there is any snow on the roads, our programs will still run, however you will be responsible to transport your child to Semiahmoo House. **We will not be doing any pick-ups on these days.** Instead we will have an on-site day at Semiahmoo House Society.

12. Pick-up/ Drop-off

Due to the high volume of traffic in our parking lot at the end of programs, it is essential that parents follow this policy to keep all participants safe. We expect that at drop-off and pick-up times, all parents/caregivers please come into the building and directly inform a Rec & Leisure staff member that their child has arrived or that they are leaving. Rec and Leisure staff will not allow anyone to exit the building until their parent/caregiver has arrived. Participants will only be released to those specified on their contacts list on their Registration Form. Rec & Leisure staff keep attendance and pick-up records of all participants to ensure the safety of all.

Families, caregivers and schools may contact the Rec & Leisure staff by cell phone or email when participants will be arriving late, leaving early, or absent, when appropriate.





13. Employee Qualifications

All employees and volunteers must have:

- A criminal record search completed prior to working with any participants in our programs
- Their doctor's written approval to work with participants
- A current first aid certificate when working with Rec & Leisure
- TB Test
- 3 references

In addition, all employees must have:

- Valid certificates;
- A valid CSW (Community Support Worker) or SETA certificate
- Equivalent education to work in Rec & Leisure programs
- First aid certification, CPRC, Foodsafe and Mandt
- Person Centred Thinking Course
- Class 4 Drivers License
- Core Training

14. Semiahmoo House Society Conflict Resolution

Grievance Procedure

The steps below are for the guidance of parents of Rec & Leisure participants. Please use this procedure if you have a concern or complaint about a staff member, volunteer, parent or participant in our programs.

If you are able to do so, please discuss your concern with the appropriate staff member, volunteer or parent involved. If you are unable to do so or you do not get a satisfactory response, please speak to the program manager (604-536-1242 ext. 255). If it is the program manager you are having concerns about and you do not get a satisfactory response, please contact Lise Boughen director of Programs at Semiahmoo House Society Head Office at 604-536-1242.

Once again, under no circumstances will concerns regarding staff, parents, volunteers, students or participants be discussed in the presence of others. These procedures ensure and respect the dignity of all.

15. Safety

Our employees maintain a safe environment. Parents and participants can help by bringing potentially unsafe situations to the immediate attention of staff. Semiahmoo House Society is inspected monthly to ensure facilities meet safety standards. Staff follow specific safety policies and procedures for Rec & Leisure for both in-house and while on outings.

Computer Safety

All staff are trained on internet safety and the organization's internet usage policies and procedures. Also, the organization has appropriate internet safety measures in place to prevent access to specific sites or inappropriate content. Staff discuss and review internet safety with all participants. Participants are closely monitored while using the internet.



16. Fire Drills and Earthquakes

Fire and earthquake drills must be conducted once per month. If you are arriving during the time of a drill, please participate. All parents, staff and participants must be committed to the safety of all concerned as well as the facility.



17. Accidents/Injuries

Minor accidents, such as scrapes and bruises, will be attended to by the staff. The incident will be documented and brought to the attention of the parents when the participant is picked up.

Major Accidents will be handled in the following manner:

- An employee will administer first aid
- All employees hold current First Aid Certificates
- Every attempt will be made to notify the parent or emergency contact
- If a child needs to go to the hospital, an employee will accompany him/her in an ambulance and someone will continue calling to try and reach a parent or emergency contact.
- The staff must complete a Licensing Incident Report

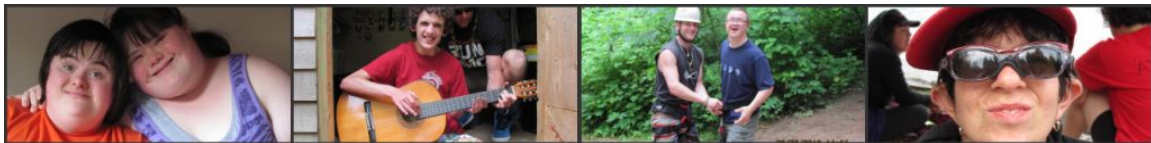
18. Impaired Pick-Up

If employees have a reason to believe drugs or alcohol is impairing the person picking up a child, the employee on duty will suggest they call a cab or ask if the person is walking. If the person chooses to drive they must be aware we are required by law to report the incident to the RCMP and the Ministry for Children and Families.

19. Policy on Abuse

We are required **by law** to report suspected/disclosed abuse to MCFD. When MCFD receives an allegation of abuse they will conduct an investigation. Failure to report abuse can result in prosecution under the Family and Child Services Act.

We are **not** permitted to contact the parent, unless specifically instructed to do so by the Ministry for Children and Family Development, or the Police. Reporting procedures are designed to protect the child.



20. Personal Hygiene

Semiahmoo House Society employees promote good personal habits. Participants must wash their hands with soap and water before food preparation, before eating and after using the washroom. Please ensure that your child's basic necessary daily hygiene functions are carried out at home before they arrive at their Rec and Leisure programs.



21. Medication

Non-prescription medication (i.e. aspirin, cough syrup, etc.) **will not** be given to children under **any** circumstances without consent from parents/caregivers

An employee can only give prescribed medicine to your child if it is specifically entered into his/her records and is properly prescribed by a licensed physician.

The procedure for giving prescribed medication is:

- Medication must be received in the original container, clearly labeled by the pharmacist, with current date and dosage, participant's name, prescription filled and specific instructions
- Parents must complete consent for medication to be administered form
- Medication must be kept locked up out of reach of any participants. Please notify staff directly when any medication is brought to a Rec and Leisure program.

22. Illness/ Sick Policy

The following is presented as a guideline to parents regarding when children will be sent home due to illness and when children should be kept home due to illness. Our intention in doing this is to make our programs as healthy a place as possible for participants. Participants will be separated from other program participants and staff will take proper health precautions when supervising the sick youth. Staff will then contact the parents/caregivers and the sick participant will be sent home and should remain at home if any of the following apply:

Disease	Symptoms	Notes
Cold with fever	Runny nose, lack of appetite, tired, hurts all over, severe cough, and fever above 37°C	Keep child at home until symptoms return to that of a common cold (no fever for 24 hours, mild symptoms only- runny nose, clear discharge, slight cough).
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes.	See physician. Keep children out of school 2 to 3 days while redness and discharge last.
Sore throat	Fever, red throat, hurts to swallow (could be strep throat)	Contagious; stay at home until it clears up or is seen by a doctor.
	Nausea/ vomiting	Stay at home until cleared up or for 24 hours.
Flu	Fever above 37° C, cranky, in pain, may have runny nose, nausea or vomiting	See physician, stay home until cleared up for 24 hours.
Herpes Simplex (Common cold sore)	Fever blister or sore around mouth	Avoid direct contact with secretions or infectious materials. For severe cases, see a physician.
Impetigo	Crusty rash, mostly on face, arms or legs	See physician. Stay at home until on antibiotics for 24 hours
Rashes	Red spots anywhere, may be measles, chicken pox, allergies, and ringworm	Stay at home until physician deems not contagious.



You are required to keep (or take) your child home when your child:

- Is suffering from one or more of the above noted symptoms
- Is not well enough to take part in the regular program

Parents are expected to make **immediate** arrangements to have their child picked up when requested by a Rec and Leisure employee. If the parents cannot be reached, the emergency phone numbers on the registration form will be called.

When a child returns after a lengthy illness of 3 days or longer or has a communicable disease, a doctor's letter is required to certify the child is not contagious and can once again participate in the regular program.



23. Nutrition

Our staff provides guidance on nutrition to children and parents as appropriate, and model good eating habits. Participants are expected to bring their own meal, if their program falls during either lunch or dinner time. Please ensure your child has enough to eat, as Rec and Leisure will not be providing any food. Participants will have access to water during programs offered at SHS, and are expected to bring a refillable water bottle when out-trips are scheduled. Semiahmoo House Society has a **strict no nuts policy** due to allergies, so please ensure that any food your child brings is entirely nut-free.

24. Schedules

Rec & Leisure's schedules are flexible and offer participants opportunities to participate in a wide variety of engaging and challenging activities. The schedules are sent home at the beginning of each semester and are emailed out. Within the programs, the programs are structured and predictable for participants to move and transition from one activity to another. Where necessary, picture symbol schedules will be provided to help with transitions. We aim to provide schedules that are suited to:

- The mission and philosophy of the Society and program
- The styles, abilities and interests of the participants in the program
- The age range of those registered in the program
- The languages and cultures of the participants in the program

Schedule Changes

All of Rec & Leisure's schedules will have a Rainy Day Alternative if there is an outdoor outing planned. Rec & Leisure does its best to follow the schedule; however there are times where for unforeseen circumstances and/or in the best interests of all of the program's participants, the scheduled activity is changed. Staff will contact families about the change ASAP.

25. Participant Involvement

Participants have the opportunity to choose the programs they would like to sign up for and when in a program, they are given the choice among program activities. Participants may opt out of any program activity or field trip. Staff provide alternative activities when participants choose to sit out.

We aim to include youth in the development, planning, and implementing of activities, program expectations, and initiatives that reflect their wants, needs and interests.



We do this by:

- Staff regularly involve participants in planning for activities and events
- Staff ask for feedback from participants during and after programs
- Staff informally assess the needs and interests of the participants

26. Parent Involvement

Families are strongly encouraged to be involved in the development and direction of the program. Family members are treated with respect, and helped feel welcome and comfortable.

Rec & Leisure supports family involvement by:

- Families keep personnel informed of any major changes at home or at school
- Staff inform families about injuries, accidents or illness
- Staff encourage communication with parents or guardians about a participant's development, and they too are included in these discussions where appropriate
- Staff and family members share information to support the wellbeing of participants and families are provided with information about resources and services that can help meet their needs, when appropriate.
- We value open communication and trust with families.
- We communicate with families in person, through email, by phone, newsletters, the website and through consumer satisfaction surveys.
- We will accommodate the communication needs of families, to the extent possible.
- Families are contacted immediately in the event of an emergency

27. What to bring/ what to wear?

Please note that these items are listed on your program schedule. It is expected that participants are dressed appropriately for the weather. Meals are not provided so if the program is offered over a mealtime, food must be sent.

Quick Reference Guide

Issue, concern or question	Who to contact?
Program registration	Register online at http://www.semi-house-society.com/class-registration.html
Daily program matters (i.e. if your child is sick, or inquiries about what activity your child will be doing that day)	Rec and Leisure cell is carried by program staff at all times during program hours 604-612-9344
Schedules	They will be emailed out and/or posted online at http://www.semi-house-society.com/rec-leisure-services.html
Program related questions/ issues/ concerns	Program Manager Julie Thiele 604-536-1242 (extension 255) j.thiele@shsbc.ca Emergencies only- 604-789-8543 (cell)

