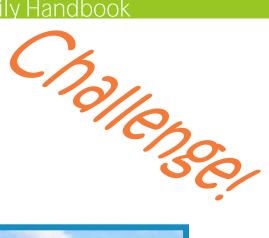
Creativity!

Independence!





Semiahmoo House Society Family Rec & Leisure Family

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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 Philosophy**

Semiahmoo House Society believes that people who have disabilities should be valued and included fully in their communities, with the same rights and responsibilities as all people living in Canada.

We believe that all people have the right to control their own lives through personal choices about relationships, jobs, living arrangements, spirituality, travelling, and recreational activities, and that all people have the right to give back to their communities through volunteering and helping others. Everyone is entitled to live a happy, full and meaningful life.

We also believe that these rights can be reinforced and protected by making sure that people are connected to and supported by friends, family, staff, and the community.

#### **Our Goal**

To provide the BEST services to the MOST people for the LEAST amount of money. We are committed to supporting the best quality of life for our clients possible in the most cost-effective, efficient manner possible.



#### 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 8 and up.

The program began over 8 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 music and theatre, photography, sports and fitness, and Bollywood dancing. Annually, the program offers a winter trip to Whistler for adults and a summer camping trip to Loon Lake for participants ages 13 and up. Bi-annually the program offers an international venture to places like Hawaii, Mexico, or California as well as 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

Recreation and Leisure Services offer a wide range of recreational programs adapted to the unique needs and abilities of youths and adults with disabilities, allowing them to participate in the same activities as other members of the community. As they pursue new interests, try new activities and have fun in the process, people report feeling more knowledgeable, confident, engaged and included.

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 (Afternoon Youth Program, 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.

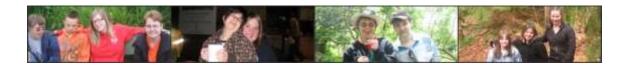


# 4. Our Service Philosophy

Our service philosophy is such that 'We strive to provide a safe and fun environment that enables 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 wellbeing 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 <a href="https://www.semi-house-society.com">www.semi-house-society.com</a>

Please also note that all classes/clubs require registration except Friday Flix

# 4) We are closed on all Statutory Holidays:

New Years Day
Family Day
Good Friday
Easter Monday
Victoria Day

Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

Canada Day

British Columbia 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 24 hours via an email confirmation whether your child/adult was successfully registered or waitlisted for the chosen program(s).
- New participants If your child/adult 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/adult, you must have an orientation to the program and to the Society. If you attempt to register your child/adult in a program without already having had an orientation, your child/adult may be moved to the end of the list and priority will be given to other participants.

### How do I register?

Families can register and pay online, in addition to accessing your account to change information, or print receipts. Registering online as is much quicker than in person! Registration is done on a first-come, first-serve basis. All programs except Friday Night Flix require registration.

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

Access the registration page online at www.semi-house-society.com. Once there, click register, follow the links to register for the desired semester. Once there you will be asked to *add* your desired program to your cart. Then, you will be asked to enter your child/adult's first and last name, birth date, your full name, address, phone number and email and other detailed registration questions. You will then skip to the billing page where you can pay with your credit card. You will be notified within 24 hours via an email confirmation whether your child/adult was successfully registered or waitlisted for the chosen program(s).

# 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/adult?

Anyone you trust can register your child/adult.



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

You will then skip to the billing page where you can pay with your credit card. You will be notified within 24 hours via an email confirmation whether your child/adult was successfully registered or waitlisted for the chosen program(s). Payment has been processed when you have received confirmation via email. The email will indicate if your child/adult is registered or wait-listed. Please note that if a payment withdraw is returned to Semiahmoo House Society as NSF, a \$10 fee will be charged to your account.

Payments using a payment plan with either post-dated cheques, or a pre-authorized credit card or paying in person must be set-up with the program manager **prior to registration day**. If you are using Autism Intervention dollars, you must also contact the program manager **prior to registration day**. We provide you with a code to enter at the end of the registration process which allows us to track who is paying with a payment plan, paying in person, or using Al funding.

#### Can I pre-register my child/adult?

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

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

Confirmation will be sent via email within 24 hours.

## 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. If needing to cancel due to illness please refer to page 11 (Payment Policy) and page 12 (Sick Policy)

### 7. Programs and Services

### Kids Club (ages 8-12)

This program offers purposeful and engaging activities in an upbeat and energetic environment. This program is structured, however it offers participants the chance to choose age appropriate activities such as baking, bowling, singing, board games, dancing, music therapy, arts, crafts and science. This program also offers adventures to arcades, the beach, parks, and the library. This program is completely tailored for children to have fun while making friends and belonging to a really cool club. Social skills, life skills, self-esteem and confidence are built into program objectives. Good times are emphasized at all times.

#### Afternoon Youth Program (13-19)

• This program offers structure with the flexibility for participants to choose what they want to do. Participants have the chance to gain a sense of ownership through providing input and developing responsibility. Skills and interests will be explored through age appropriate activities such as craft projects, service-learning activities, board games and sports. This program provides a safe and nurturing environment

for youth with developmental disabilities. Also, staff strive to support the development of social skills, life skills, health, well-being and community access through recreational, leisure and social activities. Activities include geocaching, rock climbing, laser tag, hiking, bowling, swimming, science experiments, baking, arts and crafts, and music jamming.

#### School Break Camps

- SummerDAZE (Summer Break), WinterDAZE (Winter Break) and SpringDAZE (Spring Break) run Monday though Friday from 9:30 a.m. 3:30 p.m. (except Holidays) for youth ages 13–19 with developmental disabilities. Youth 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 9:30 a.m. –
   3:30 p.m. for participants 13 and up. These are week-long hobby and learning-based camps such as adapted sports, musical theatre, band, or transit training.

### Trips

- Rec & Leisure organizes special trips for groups (generally age 13 and up) to a variety of exciting locations. Trips vary in ages, cost, duration, and staffing ratios.
  - Trips Annually: Whistler, Loon Lake, Vancouver. International trips are planned every other year and have included Hawaii, California and Mexico.
  - Day Trips Varied, occasional day trips throughout the year: Cirque du Soleil,
     Disney on Ice, Cultus Lake Waterslides, PlayLand

#### Friday Flix (Drop-in Movie Night)

• From 6:00 to 8:00 p.m. every Friday, drop by for a movie (starting at 6:15 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. Slices of Pizza are \$3.00.

#### Other Classes and Clubs

Rec and Leisure Adapted Classes and Clubs include:

- Musical Theatre
- Photography
- Rec Rockers Band
- Semi Famous Players Theatre
- I Am Game (In partnership with City of Surrey to teach Sports and Fitness)
- Adult Night Out
- Youth Night Out
- Bhangra Bollywood Dancing
- Health & Fitness Programs (yoga, weight training, box and fit, dance fit)



<sup>\*</sup>These programs are as of Spring 2014 and are subject to change.



#### 8. Newsletters

All Rec and Leisure newsletters are available online www.semi-house-society.com. If you wish to receive a newsletter and be added to the Rec & Leisure contact list, please email your request to <a href="mailto:rec.leisure@shsbc.ca">rec.leisure@shsbc.ca</a> with your contact information.

#### 9. Intake & Orientation

All new participants and families meet with the Program Manager for a Program Orientation prior to registering for classes/clubs/trips to determine suitability of the program. During your orientation, you will be introduced to staff, other participants in the programs you're interested in, and you'll be offered a tour of our facility. You will also learn about the many services and programs we have available to you, rules, and your rights and responsibilities;

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.

#### 10. Staffing Ratio

We aim to accommodate participants of varying needs in our out-of-school care programs (Afternoon Youth Program, 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 <u>does not</u> 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/adult up to ensure the continued safety and quality of program.

#### 11. One-to-One Policy

If a person requires more support than our determined ratio, we offer the family the option to provide additional support so their teen or young adult may attend our programs in a safe and effective manner. This one-to-one support is to be provided externally by the family. In addition to registration fees, any costs or wages for the support will be the family's responsibility. Additional costs such as admissions for activities or transportation costs will be provided by the Rec and Leisure program.

The support person must have employment experience working as a Community Support Worker. The support person will not be a family member. The program manager will meet with the potential one-to-one support prior to start of program. Roles and responsibilities of the one-to-one support worker as well as those of Rec and Leisure staff will be established at this time. Explanation of the proper lines of communication, going over what the program is, sharing safety plans and incident reporting procedures as well as any other related policies will also be clarified at this time. The one-to-one support will be required to submit a Criminal Record check (current within six months), as well as sign a Declaration of Confidentiality and an orientation checklist.

# 12. Payment Policy - 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 from our weekly semester programs, and participants may not switch days in lieu of absence.

If needed to cancel and withdraw completely from a program or trip due to illness, documentation from a doctor will need to be provided. A full-refund may be given if we are able to fill your spot. If we are unable to fill your spot, a partial refund may be given to cover any costs incurred due to the cancellation. This will be done on a case-by-case basis as costs for all trips vary greatly.

Refunds will not be given if at any time a participant requires more support than our said ratios or fall ill and the family is asked to pick up their child/adult to ensure the continued safety and quality of program.

#### Autism Intervention Dollars

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.

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

#### 13. 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/adult to Semiahmoo House. All scheduled outings in the community will be changed to on-site activities at Semiahmoo House Society.

#### 14. Pick-up/ Drop-off

Due to the high volume of traffic in our parking lot at the end of programs, it is essential that families/caregivers follow this policy to keep all participants safe. We ask that all families/caregivers please come into the building to pick up their child/adult at the end of their program and inform a staff member when they are leaving. Rec and Leisure staff will not allow anyone to exit the building until their family/caregiver has arrived.



### 15. 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
- TB Test
- References

In addition, all employees must have:

- Valid certificates (i.e.: CSW-Community Support Worker, or SETA or EA certificate)
- A combination of equivalent education and experience
- Foodsafe
- Mandt
- Person Centred Thinking Course
- Class 4 Drivers License
- Core Training

## 16. Semiahmoo House Society Conflict Resolution

#### **Grievance Procedure**

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

If you are able to do so, please discuss your concern with the appropriate staff member, volunteer or family 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 ext 227). Once again, under no circumstances will concerns regarding staff, family/caregivers, volunteers, students or participants be discussed in the presence of others. These procedures ensure and respect the dignity of all.

#### 17. Safety

Our employees maintain a safe environment. Family/caregivers 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.

### 18. 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 family/caregivers, staff and participants must be committed to the safety of all concerned as well as the facility.



#### 19. 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 family/caregiver when the participant is picked up.

Major Accidents will be handled in the following manner:

- An employee will administer first aid (all employees hold First Aid Certificates)
- Every attempt will be made to notify the family/caregiver or emergency contact
- If a person 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 family/caregiver or emergency contact.
- The staff must complete a Licensing Incident Report and contact the Program Manager

### 20. Impaired Pick-Up

If employees have a reason to believe drugs or alcohol is impairing the person picking up a child/adult, 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.

## 21. Policy on Abuse

We are required **by law** to report suspected/disclosed abuse to MCFD or CLBC. When MCFD or CLBC receives an allegation of abuse they will conduct an investigation.

Children - We are **not** permitted to contact the family/caregiver, 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. Failure to report abuse can result in prosecution under the Family and Child Services Act.

#### 22. 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/adult's basic necessary daily hygiene functions are carried out at home before they arrive at their Rec and Leisure programs.



#### 23. Medication

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

An employee can only give prescribed medicine to your child/adult 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 a bubble pack in clearly defined doses, clearly labeled by the pharmacist, with current date and dosage, participant's name, prescription filled and specific instructions
- Family/caregivers 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.

## 24. Illness/ Sick Policy

The following is presented as a guideline to family/caregivers regarding when participants will be sent home due to illness and when participants 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 sent home and should remain at home if any of the following apply:

Illness	Symptoms	Notes
Cold with fever	Runny nose, lack of appetite, tired, hurts all over, severe cough, and fever above 37°C	Contagious; Stay at home until symptoms return to that of a common cold (no fever for 24 hours, mild symptoms onlyrunny nose, clear discharge, slight cough).
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes.	Contagious; See physician. Stay out of program 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.
Stomach illness	Nausea/ vomiting	Possibly Contagious; 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	Contagious; See physician, stay home until cleared up for 24 hours.
Herpes Simplex (Common cold sore)	Fever blister or sore around mouth	Contagious; Avoid direct contact with secretions or infectious materials. For severe cases, see a physician.
Impetigo	Crusty rash, mostly on face, arms or legs	Contagious; See physician. Stay at home until on antibiotics for 24 hours
Rashes	Red spots anywhere, may be measles, chicken pox, allergies, and ringworm	Possibly Contagious; Stay at home until physician deems not contagious.

Adapted from "A Quick Guide to Common Childhood Diseases" (Ministry of Health, 1998)

# Families/Caregivers are required to keep (or take) your child/adult home when your child/adult:

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

Families/Caregivers are expected to make **immediate** arrangements to have their child/adult picked up when requested by a Rec and Leisure employee. If the immediate contacts cannot be reached, the emergency contacts on the registration form will be called.

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



#### 25. Nutrition

Our staff provides guidance on nutrition to participants and families/caregivers 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/adult has enough to eat, as Rec and Leisure will not be providing any food. Semiahmoo House Society has a **strict no nuts policy** due to allergies, so please ensure that any food your child/adult brings is entirely nut-free.

### 26. 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 as soon as possible.

## 27. What to bring/ what to wear?

It is expected that participants are dressed appropriately for the weather. If a child/adult arrives without proper clothing, the family/caregiver will be called to drop off the required clothing. Meals are not provided so if the program is offered over a mealtime, food must be sent. If a child/adult arrives without a meal and the program is offered over a mealtime, the family/caregiver will be called to drop off a meal.

Semiahmoo House Society is a "fragrance free" building, so please refrain from wearing strongly scented colognes or perfumes.

#### 28. Quick Reference Guide

Issue, concern or question	Who to contact?
Program Information, newsletter, current events and Friday Flix schedules	www.semi-house-society.com
Program registration	Register online www.semi-house-society.com
Daily program matters (i.e. if your child/adult is sick, or inquiries about what activity your child/adult will be doing that day)	Rec and Leisure cell is carried by program staff at all times during program hours 604-612-9344 rec.leisure@shsbc.ca
Schedules	They will be emailed out by the Friday before program start date
Program related questions/ issues/ concerns	Program Manager: Lindsay Green 604-536-1242 (extension 255) I.green@shsbc.ca
Other resources: current events, pictures, stories, program reminders, society events	Facebook: https://www.facebook.com/SemiahmooRecAndLeisure Or https://www.facebook.com/SemiahmooHouseSociety Twitter: @SemiahmooHouse Blog: http://semiahmoofoundation.com/



# Our Chant:

"Rec & Leisure, Rec & Leisure!" "Rec & Leisure, Rec & Leisure!"

# ...and repeat!



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