Activity Centre Program

We would like to extend a warm welcome to all new and returning participants to our Activity Centre Programs. An energetic and enthusiastic team of staff will ensure that your child has a safe and fun filled summer. Our program is based on Canada's HIGH FIVE® National quality standard for children's recreation and sport.

We have a caring and experienced staff who are carefully screened and selected to ensure that your child's needs are met while in our programs. All staff are trained in the HIGH FIVE® Principles of Healthy Child Development (www.highfive.org), policies and procedures, physical literacy, supervision, safety protocols and first aid.

Hours of Operation:

Morning session: 9:00 a.m. to 12 p.m.
Afternoon session: 1:00 to 4:30 p.m.

No lunch supervision provided.

Ages: 6 to 12 years (must be completed Kindergarten)

Cost: $35 for morning or afternoon session, or $70 for both AM & PM, per week

Program	Location
Larch Park/Rennies River	Pickup/drop off at Rennies River Elementary, 150 Elizabeth Ave.
Cowan Park/ St. Matthew's	Pickup/drop off at St. Matthew's Elementary, 119 Cowan Ave.
Parkside Community Centre	126 Barachois Street

Activities:

- Detailed newsletters will be emailed out with activities and reminders.
- Sports, low organized games, outdoor activities, arts and crafts, creative arts.
- Occasional field trips, guest speakers and special events.
- Activities may vary from site to site based on ages, site location, interest, needs and abilities, and weather.
- Weekly Newsletters with activities and reminders will be emailed or available on site.

Registration: Your online RECconnect profile account should be updated to include all current contact information, including people who are authorized to pick up your child(ren) or any medical concerns. It is the guardian's responsibility to ensure this information is updated prior to registering child/ren. If there are any changes to your contact information or alternate contacts, please update online or call our front desk staff for assistance at 576-8631/576-8499.

Waitlists: Through RECconnect you can place your name on a program waitlist and you will be contacted by email if any spaces become available. Registration will be on a first come, first serve basis.

Refunds: To obtain a refund or to switch to another location, an application form must be completed and submitted fourteen (14) days prior to the start date of the program or facility rental. Please refer to refund form for full details:
http://www.stjohns.ca/sites/default/files/files/forms/Request%20for%20Refund%20Credit_0.pdf

What to Bring:

- A back pack suitable in size to be carried by your child.
- Suitable clothing for weather (i.e. rain gear, change of clothes). Program happens rain or shine!
- Sneakers or closed toed/strapped sandals (No Flip Flops).
- Sunblock (30+), hat and reusable water bottle.

- Swimming attire (bathing suit, towel and brush), when applicable.
- Packed nutritious lunch and snacks (a.m. and p.m.) No access to microwave.
- Toys or electronic devices such as iPods and handheld games are not permitted at the program.

Ensure all personal items are marked with your child's name. The program is not responsible for lost items. We will only keep lost and found until the end of the summer when it will then be donated.

Arrival / Departure:

- Participant information will be confirmed and permission slips, allergy forms (if needed) will be completed on the first day of camp.

- **All children must be signed in and signed out by authorized person** (16 years or over) upon arrival and before leaving the program. Participants who are not signed in, are not considered to be under the supervision of staff.

- If someone other than those listed pick up your child, we ask that you give this information to the staff in writing. Staff will request a photo ID from that individual.

- Please advise us if there is something that may be affecting your child's behaviour (i.e. lack of sleep, feeling unwell, etc.) so that we can understand and work with your child while in our care.

- A **Consent for Leaving Form** is required for child(ren) **eight (8) years and older** to leave the program site unaccompanied by a parent / guardian. Without this form, children will not be granted permission to leave the site unattended.

- A supplementary fee of $1 per minute will be charged after five (5) minutes passes beyond the designated pick up time.

- For the participant's safety, the City of St. John's, as advised by the Royal Newfoundland Constabulary, will follow specific procedures should a parent or guardian arrive on site appearing to be under the influence. Staff will immediately contact their supervisor as well as the RNC.

Communication: Your RECconnect Account is used by staff to generate contact information for guardians, alternate pick up lists and medical needs. For the safety of your child, please ensure this account is up to date with current information. Email will be the main method of communication for program newsletters and other relevant information will be posted on the white/bulletin board at each site.

If for any reason your child will be absent, please contact staff or leave a voice mail (see contact numbers below).

Unexpected Closures: In the event that the facility is closed unexpectedly (poor weather, power outage, etc.), the program will be cancelled. Refunds will not be issued for unexpected closures due to weather or power outages, and phone lines will be updated to provide you with the information. See numbers below.

Nutrition: We encourage parent/guardians to bring healthy snacks and lunches to the program. For tips and resources on preparing healthy meals, snacks and satisfying your picky eaters, check out the following website: www.easternhealth.ca/Veggies&Fruit.

Health / Illness: Children who exhibit symptoms of diarrhea, vomiting or fever are requested to stay out of the program until they have been symptom free for at least twenty-four (24) hours. If program staff feel your child is not well enough to participate in the program or exhibits any of the above noted symptoms, you may be called to pick up your child.

Medications / Allergy Information: Please do not bring nuts or nut products to the program. Additional food related allergies or restrictions will be shared with guardians at the start of the program.

If your child requires medication, has allergies or any medical condition please complete the appropriate form located on our website or email recreation@stjohns.ca or call 576-8630/8499.

Prescription medication for your child must be in its original container with the physician's instructions on the label. Over the counter medication **will not** be administered.

Inclusion – Support Services: If your child requires support to participate in our programs, please contact Inclusive Services Staff at (709)576-4450 or (709)576-6972 or email inclusion@stjohns.ca or visit our website http://www.stjohns.ca/living-st-johns/recreation-and-parks/inclusive-services.

Recreation Division program staff, including Inclusion Counsellors, are NOT able to provide support for the following:

- Personal care (E.g. toileting, hygiene)
- Feeding
- Extreme behavioural issues (e.g. Aggressive behaviour which compromises the safety of the participant, other participants and staff).

If younger children experience an occasional "accident" surrounding toileting, staff will determine if the participant is developmentally ready to clean themselves and change their clothing independently. If so, they may do so with staff encouragement. If not, the guardian must be called to come to the site to provide the personal care required.

Staff Contact Information:
If you have any questions or concerns on any of the programs, please contact the **Paul Reynolds Community Centre at (709)576-8631** or the **H.G.R. Mews Community Centre at (709)576-8499** or recreation@stjohns.ca.

On site staff will have cell phones once program begins and numbers will be listed on the newsletter.

Location	Program Number
Larch Park/Rennies River Elementary	709-576-2273 (CARE)
Cowan Park/St. Matthew's Elementary	709-576-2273 (CARE)
Parkside Community Centre	709-726-0180

BEHAVIOUR CODE OF CONDUCT FOR PARTICIPANTS

Staff have been trained in 1-2-3 Magic as an effective method of guiding behaviours. 1-2-3 Magic is a simple, precise and effective tool to address undesirable behaviours, and to encourage positive behaviours. If you are interested in learning more about 1-2-3 Magic, the City of St. John's has resources available.

Please read and discuss the following Behaviour Code of Conduct for Participants below with your child:

The City of St. John's Recreation Division is committed to providing quality programs in which participants may develop socially, cognitively, physically and emotionally. The Recreation Division maintains appropriate staff to participant ratios and makes every reasonable effort to ensure success for participants.

Inclusive Services

Inclusive Services may be available for those who require support to participate. When barriers prevent successful participation, Inclusive Services staff may be consulted to modify the program and/or put supports in place to foster successful participation. For further information please contact Inclusive Services at inclusion@stjohns.ca or 576-4450.

Acceptable Behaviour

The behaviour code of conduct has been developed to ensure there is a mutual understanding of acceptable behaviours and the consequences of unacceptable behaviours. Guardians, participants and staff should be aware and aware and demonstrate the following:

Respect	Honesty	Kindness
Responsibility	Safety	Healthy Choices

Unacceptable Behaviour

Behaviour with intent to harm self, others or property or with would otherwise negatively impact program quality will not be tolerated. Participants displaying harmful behaviour will be removed from the program immediately. Such behaviour includes leaving supervised program areas without staff permission. Guardian refusal to pick up participant may result in partial or full removal from the program. Should unacceptable behaviours occur staff will use discretion to take appropriate action. Unacceptable behaviour will be discussed with participants on a regular basis. If unacceptable behaviour occurs the outcomes are listed below:

Frequency	Outcome
1st Incident of Unacceptable behaviour	Behaviour will be discussed with participant. Guardians will be notified of participant's unacceptable behaviour and must arrange immediate pick up. Staff and guardians will identify solutions to assist the participant in displaying expected behaviours.
2nd Incident of Unacceptable Behaviour	Behaviour will be discussed with participant. Guardians will be notified of participant's unacceptable behaviour and must arrange immediate pick up. Participant may be re-introduced to program following a meeting with guardians to establish an individualized plan to prevent further incidents.
3rd Incident of Unacceptable Behaviour	Behaviour will be discussed with participant. Guardians will be notified of participant's unacceptable behaviour and must arrange immediate pick up. Participant may be removed from the program on a part-time or full time basis.
If the Recreation Division is unable to ensure the safety and well-being of a participants and others, the security of property or program quality, we reserve the right to remove the participant exhibiting unacceptable behaviour from the program.	