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E-mail: info@whitestone.ca

Dear Parents:

**RE: After School Program – Whitestone Youth Recreation Club  
2017/2018 School Year**

Once again the After School Program – Whitestone Youth Recreation Club was successful and a very beneficial program for the children in our community, as this program enables these children to be exposed to several opportunities that assist them in developing healthy self-concepts, positive social attitudes and networking skills.

In the past, the Municipality of Whitestone has experienced parents that enroll their child/children in the After School Program, don't pay their invoices and then walked away from ever paying their invoices. To avoid this again, we are requesting that parents **pay ahead of time with post-dated cheques or cash prior to the 1<sup>st</sup> of each month until the end of May** so this very important program can continue to run successfully. Monthly reconciliations will be mailed out. **Any current outstanding balances will result in your child/children being unable to attend this program.**

We have enclosed registration form(s) for your convenience; **each child that was enrolled this past year will have to re-register.** Parent(s) must also sign the Behaviour Management Policy on page six (6) and seven (7) of the Handbook (which you will also find attached to this letter) and enclose them with your Registration form(s).

For your convenience, we have filled out parts of the registration form with information that you provided on last year's forms. Please verify this information for any errors and/or omissions, or in case the inserted information has changed since last year. **The remainder of the form must be completed by you prior to submission.**

If you have any questions or require additional information, please contact the undersigned at 705-389-2466.

Yours truly,

Tammy Wylie, CAO-Clerk-Treasurer

Yours truly,

Jennifer Wadden, Deputy-Clerk/Deputy-Treasurer

## Monitoring Program Staff

Written behavior management policies and procedures will be reviewed annually by the Municipality of Whitestone and with each member of staff, volunteers, students and any persons regularly on the premises where care is being provided.

- Review all the staff behavior management monitoring notes.
- Review of all staff and volunteer behavior management practices and techniques.
- Review any serious occurrence reports regarding behavior management filed by the Staff immediately to determine the steps to be taken
- Give directions to the Staff to follow any steps required
- Ensure that all directions and follow-up information has been documented and completed and filed as required.

I, \_\_\_\_\_ have read, understand and agree to follow the behavior management polices as outlined and agree to review the policies and procedures annually.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Discipline Actions

- Personal Time – removal of child from a situation for up to 5 minutes so they can regain control of their behavior.
- Verbal or written communication to parent/guardian regarding the child's behavior.
- Behavior Write-Up – a child's behavior may result in the child being given a behavior write-up. Three behavior write-ups in a school year will result in the suspension of the child. The parent/guardian is responsible for contacting the Supervisor to set up an appointment to discuss the child's behavior. If the child is reinstated and then receives a fourth behavior write-up, the Supervisor will suspend the child immediately and termination from the program may result.
- Behavior Action Plan/Improvement Plan
- Suspension – Serious behavior problems will result in immediate suspension, and you will be responsible for picking up your child immediately.
- Termination – The Whitestone Youth Recreation Club cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, the following:
  - ❖ Behavior that requires constant attention for the staff
  - ❖ Behavior that inflicts physical or emotional harm on other children or self
  - ❖ Behavior that abuses the staff and/or ignores or disobeys the rules.

If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program setting.

I have read the Behavior Management Policy and agree with all policies as outlined.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_