

Whitestone Youth Recreation Club

(After-School Program)

Handbook

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**Whitestone Youth Recreation Club
(After-School Program)**

Behavior Management Policy

The Whitestone Youth Recreation Club will use positive methods to guide the child(ren's) behavior. It is important for the Supervisor dealing with children on a daily basis to have an enjoyment of and respect for each child as an individual.

Inappropriate Behavior & Activities

- Creating disturbances
- Fighting/harassing/bullying
- Using profanity/obscene language directed at/or disturbing others
- Vandalism
- Intimidating/threatening others
- Disrupting the program or event
- Engaging in horseplay causing unsafe conditions
- Littering
- Blocking doorways/exits, etc.
- Causing unsanitary conditions

The Positive Approach

- Tell the child what you want him/her to do rather than what you don't want them to do (i.e. "I want you to come down from that chair because I don't want you to fall and get hurt.")
- Praise the child for successfully following through on a direction (i.e. "I'm really glad you are using the chair for sitting on, good for you!") Catch the child in the act of doing something right and let them know you're pleased by their behavior. We can increase the amount of appropriate behavior by giving the child praise for it.
- Use natural consequences to provide the children with opportunities to learn from the behaviors they exhibit (i.e. "If you're going to hit the other children, you'll need to spend time playing by yourself where you won't be able to hurt anyone. When you're ready to play with the children in a safe way we'd be glad to have you join us again.")

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

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Sanitary Practices

Young children have immature immune systems and therefore need protection from the spread of disease. A high standard of housekeeping is essential and the following sanitary practices should be observed.

Indoor Cleanliness Policy

- Daily maintenance of floors, bathrooms and kitchen.
- A solution of 9 parts water to 1 part chlorine bleach must be used to sanitize toys and equipment.

Washing Policy

- Disposable toweling or individual wash cloths and towels shall be used for each child.
- Sanitary dishwashing practices must be used, i.e. use of dishwasher or add a cap full of bleach to the dishwater.
- Toilets must be disinfected daily.
- Hands must be washed after toileting and before and after food handling.

Children's Personal Belonging Policies

- Parents are responsible for providing necessary changes of clothing for each child.
- Individual drinking containers must be used for each child.

- The Parent must complete the *Consent for Emergency Administration of an EpiPen by the Supervisor* form annually.
- On the Child's admission to the Youth Recreation Club, the relevant Supervisor will discuss the Child's allergies with the Parent. The Supervisor will receive a demonstration of EpiPen administration by the Parent.

Availability and Location of EpiPens

The EpiPen is an auto-injector containing epinephrine (adrenaline). This medicine is an alpha-and-beta-receptor stimulant used to treat severe allergic reactions. It may also be used to treat severe allergic reactions that affect breathing.

Parents of an anaphylactic Child must provide a minimum of two (2) EpiPens to be left at the Youth Recreation Club. The Parent must promptly replace the EpiPens when the expiry date is reached.

Because some children are too young to carry their own EpiPen, the two (2) EpiPens will be stored in the first aid cupboard in the kitchen. Both EpiPens will be placed into a small colored zippered bag and will be clearly labeled with the Child's name, class, EpiPen expiry dates, specific allergy and a picture of the Child. All staff are made aware of its location, and the location is recorded on the allergy alert form.

- Youth Recreation Club Staff are trained on procedures for each child directly from parent/guardian or physician and ready at all times to administer the EpiPen.
- Posters describing the signs and symptoms of anaphylaxis and the use of the EpiPen are posted in the kitchen.
- Children who are no longer allergic, or not longer require an EpiPen, must present a letter of explanation from their doctor or allergist so their name may be removed from the program's allergy lists.
- The Supervisor will check the EpiPens monthly to ensure they have not reached their expiry date. If the EpiPen has expired, the Parent will be required to supply another by the next day of class.
- The Parent must sign a *Consent for Emergency Administration of an EpiPen by the Supervisor* form. The Supervisor will receive a demonstration of EpiPen administration by the Parent and both the Parent and Supervisor must sign the consent form indicating this has been done.

Training and Parent Notification

The policy and procedures will be reviewed annually, in September, by the Supervisor and the Municipality of Whitestone. The Supervisor is required to maintain Emergency First Aid Certification. This must include training and review of anaphylactic reactions and EpiPen administration.

A letter will be sent home with each child in the program which an anaphylactic child has been identified. All parents are required to sign the second page of the letter indicating that they have read and understood the policy and will adhere to it. They will return this page to the Youth Recreation Club on the next day of class. This page will be filed and each Parent will be contacted by the CAO-Clerk of the Municipality of Whitestone. Children of parents who refuse to sign the letter will be contacted by the Youth Recreation Club.

Snack Serving

Parents will use good hand washing practice at home when preparing snacks. They will check all ingredient lists and ensure they are **NOT** bringing ...

- **Peanut and tree nut products.**
- **Any product with any allergic ingredient(s) specific to their class.**

- The child care provider has a plan to record administration of medication and to inform the parent of daily medication administration.
- When no longer needed all medications are returned to parent.

Most Frequently Given Medications in Youth Recreation Club

- Antibiotics (given by mouth) – used to treat bacterial infections of the ear, respiratory tract, urinary tract or skin.
- Acetaminophen – used to treat fever and pain
- Bronchodilators – used to prevent or treat asthma attacks. Special equipment such as inhalers or nebulizers is also needed to give bronchodilators. When a nebulizer is needed, a special form must be completed by the parent and Supervisor.
- Decongestants – used to reduce stuffiness in ears, nose, chest.
- Eye Medication – used to treat bacterial eye infections or “pink eye”
- Iron – used to treat anemia
- Cough Medicine – suppressant for dry cough or expectorant for wet cough.
- Topical medications – used to treat skin conditions such as rash or infections.
- Medications for Chronic Conditions – used to treat seizure disorders, cystic fibrosis and other chronic illnesses.

Medication Storage

Medications should always be stored in the original container in a secure place out of reach of children. Refrigerated medication should be stored in a plastic or zip-lock bag in the food section of the fridge. Storing medication in clear plastic containers where it can be seen will help providers remember to give it. Do not freeze medication. If the medication is left unrefrigerated for a long period of time, check with a pharmacist to see if it is still effective. All medication is required to be stored in a locked container (including if in refrigerator).

Reactions

Children may react to the medications you administer. Typically reactions include rashes, tiredness and irritability. It's also very common for children to have diarrhea during antibiotic treatment. If you have concerns about a reaction, notify the parent and seek advice from the health care provider or pharmacist.

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Playground Policy

Play is an integral part of personal expression, interpersonal growth, and community building. To foster creative play in our students, Whitestone Youth Recreation Club has play areas outside and inside the school. The Whitestone Youth Recreation Club wants play time to be safe, fun and a positive learning experience for our students.

Guidelines:

- Children will be encouraged to partake in physical play outside in all kinds of weather, as long as safety is not compromised by doing so.
- Children must understand and respect the physical boundaries of Whitestone Lake Central School.
- Children must be directed to inform the Supervisor of their whereabouts at all times.
- Children must be encouraged to take responsibility for the appearance of the school, both inside and out.
- No gun play with sticks, shovels, or other improvised media is allowed. The Supervisor must redirect violent play into constructive and peaceful interacting.
- Children must respect the property and building of Whitestone Lake Central School.
- Discipline of students is to be handled, whenever possible through children considering their behavior, communicating with each other, and thinking through a reasonable resolution. Verbal name calling and/or physical violence of any kind is never tolerated between either students or adults. A cooling down time, when the child/children are removed from the area of conflict, may be required for extremely "hot" situations.
- Any concerns regarding student discipline, including but not limited to, name calling, intimidation, and physical violence, should be communicated to the Supervisor.

**Whitestone Youth Recreation Club
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Criminal Reference Check Policy

Policy Statement

In the interests of hiring staff with the personal and professional qualification essential to ensuring quality child care, the Whitestone Youth Recreation Club will include criminal record checking as part of the hiring process for all position within the Program. This information will be acquired only for candidates to whom a conditional offer of employment has been made. The Whitestone Youth Recreation Club also requires criminal reference checks for all volunteers who have direct access to children.

Purpose

The Ministry of Community and Social Services' guidelines state:

...criminal reference checking is a precautionary measure designed to ascertain whether certain groups of employees have record of criminal convictions which would make them unsuitable for positions of trust (i.e. sexual assault, drug trafficking). Such checks assist the Ministry in attempting to ensure the safety and well being of those for whom it has the responsibility to provide and ensure proper care.

Positions Affected

- All full-time and part-time staff
- Volunteers, who have direct access to the children

Even after a criminal reference check has been performed, volunteers/students will at no time be left with children unsupervised, and cannot accompany children to the washroom without a staff member in attendance.

- The nature of the offence(s)
- Sentencing received
- The length of time since the offences were committed
- The candidate's employment record, qualifications and references
- Any rehabilitative efforts made
- Whether a pardon has been requested
- The specific duties and responsibilities associated with the position applied for and the relevance of the particular conviction to the position
- The risk posed to the Program and children if the candidate were hired.

A decision will be made based on the committee's assessment and recommendations.

The committee will document its discussion and the reasons for its decision.

The applicant will be advised verbally and in writing of the committee's decisions.

Volunteers

Any volunteer who has direct access to the children will have a criminal reference check performed.

Volunteers may start in the classroom before a negative criminal reference check has been received, but will never be left alone with a child.

A person with a positive criminal reference check will not be permitted to volunteer in our program.

Documentation

All information obtained through a criminal reference check is confidential. Only the hiring committee members who are criminal reference checked will have access to this information.

The Supervisor will note in the employee's file the date of the criminal reference check and the date the check was accepted by the hiring committee. Any other documentation, including that of the committee's discussion, will be kept in a secured file.

If a candidate is not suitable for employment all information regarding the criminal reference check will be kept in a closed file.

“Enhanced” serious occurrence reporting procedures will be followed when a serious occurrence affects clients and/or staff, involves emergency services and/or significant media or public attention is likely or has already occurred.

Notification

We are required to notify the Ministry of Children and Youth Services – North East Regional Office and the Municipality of Whitestone (705-389-2466) of any “Enhanced” serious occurrences with 3 hours following the format on the Serious Occurrence Initial Notification Report. This not the written report but the format to be followed when the report is phoned in within 3 hours. This written format must be kept on file.

We are required to notify the Ministry of Children and Youth Services – North East Regional Office and the Municipality of Whitestone (705-389-2466) of any serious occurrences within 24 hours following the format on the Serious Occurrence Initial Notification Report. This is not the written report but the format to be followed when the report is phoned in within 24 hours. The written format must be kept on file.

We are required to report all serious occurrences to the Ministry of Children and Youth Services within 24 hours. 24 hours starts at the time when Staff first becomes aware of an incident and/or deems the incident to be a serious occurrence.

Note: See Serious Occurrence – Quick Reference as per Schedule “A”

Follow-Up

We are required to submit the Serious Occurrence Inquiry Report within 7 working days via Fax 1-888-495-3813 to The Ministry of Children and Youth Services – North East Regional Office Serious Occurrence Specialist and the Municipality of Whitestone via Fax 705-389-1855.

An **annual summary** and **Analysis** Report is required to be submitted to the Ministry of Children and Youth Services – North East Regional Office.

- ❖ Coroner in all cases of death
 - ❖ Police/CAS as applicable
 - ❖ Parents/others as appropriate
- Further action recommended:
- ❖ Specific to immediate situation; and/or
 - ❖ Related to potential underlying factors (e.g. review of particular internal policy/procedure, review of program/treatment plan for client, staff training need, modification to physical plant, etc.)
8. If on the basis of the inquiry there is reason to suspect that the child has been abused (and/or in need of protection) the designated person shall ensure immediate contact with: The Children's Aid Society, and police as appropriate. [Note: it is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the CAS].

If an individual staff member has concerns that a child may have been abused it is that person's responsibility to phone CAS and ask to speak to a counselor and then follow that counselor's advice. The staff member does not need to consult with fellow staff members before taking action. It is that staff member's responsibility to write up the report regarding any suspected abuse. The staff member should inform the Supervisor of the situation but is not to be discouraged from calling CAS to speak to a counselor, the police, as appropriate and in accordance with applicable service provider policies/practices.

Action/Recommendation from the Preliminary Inquiry

The Supervisor is responsible for determining whether an incident described in a preliminary inquiry is deemed to be a serious occurrence as defined by these procedures and whether, therefore, it should be reported to the Municipality of Whitestone.

The Supervisor shall ensure that:

1. Where applicable, the Coroner, Police and/or CAS have been informed.

Upon review of the Inquiry Report, the Ministry may request additional information or a further review, by the Supervisor, of the serious occurrence incident. The service provider is then expected to submit any related follow-up or outcome report(s) to the Ministry, in accordance with approved timelines. If required, the Ministry may also initiate its own review.

Annual Summary & Analysis Reports

An annual summary and analysis report of all serious occurrences is to be provided by the Whitestone Youth Recreation Club to the Municipality of Whitestone. This report is to be submitted annually, reflecting the serious occurrence record from the previous one-year period. Specifically the report is to be submitted by the end of the first month following the reported one-year period, by January 20th, using the standard reporting forms.

Ongoing Monitoring

The school is expected to monitor their performance in-year, on an ongoing basis, with respect to the reporting management, and follow-up of serious occurrences.

SCHEDULE "A" SERIOUS OCCURRENCE - QUICK REFERENCE

<u>"REGULAR"</u> <u>SERIOUS OCCURRENCES</u>	<u>DUE</u>	<u>FAX</u>	<u>PHONE</u>	<u>E-mail</u> *
<u>Weekdays</u> Mon-Fri (8 am-5pm)	Within 24 Hours	North East Regional Office 1-888-495-3813	North East Regional Office 1-800-461-6977	<u>Electronic Submission</u> NERGEN.SORS@css.gov.on.ca
<u>Evenings/Overnights/Weekends</u> Friday 5pm - Monday 8am	Within 24 Hours	North East Regional Office 1-888-495-3813 *must also notify Near North Youth Centre via phone	Near North Youth Centre (705) 497-5944 *must also fax report to 1-888-495-3813	<u>Electronic Submission</u> NERGEN.SORS@css.gov.on.ca *must also notify Near North Youth Centre via Phone
<u>"ENHANCED"</u> <u>SERIOUS OCCURRENCES</u>	<u>DUE</u>	<u>FAX</u>	<u>PHONE</u>	<u>E-mail</u> *
<u>Weekdays</u> Monday thru Friday 8am - 5pm	Within 3 Hours	North East Regional Office 1-888-495-3813	North East Regional Office 1-800-461-6977	<u>Electronic Submission</u> NERGEN.SORS@css.gov.on.ca
<u>Evenings/Overnights</u> Monday thru Thursday - after 5pm and Sunday - after 9pm	Within 3 Hours	North East Regional Office 1-888-495-3813 *must also notify Near North Youth Centre via phone	Near North Youth Centre (705)497-5944 *must also fax report to 1-888-495-3813	<u>Electronic Submission</u> NERGEN.SORS@css.gov.on.ca *must also notify Near North Youth Centre via phone
<u>Weekends</u> 5pm Friday to 9pm Sunday and <u>Government Holidays</u>	Within 3 Hours	Weekend Early Alert Staff 1-866-262-8881	Weekend Early Alert Staff 1-877-444-0424	N/A



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