



## **PROCEDURES MANUAL**

### **Procedures Related to Policy No. 110**

Section:	Administration
Title	Supervision of Children

As part of its mandate to serve and care for its clients, the North Vancouver Recreation and Culture Commission (NVRC) will, within the limits of available resources, provide for the safety and well being of all children attending NVRC-sponsored programs.

#### **PROCEDURES:**

1. The general care and supervision of children is the responsibility of the parent or guardian until the commencement of the program with appropriate NVRC staff in attendance.
2. Parents or guardians of preschool children 5 years and under are expected to remain in the facility during their child's 30 to 45-minute program (e.g. swim and skate preschool lessons). In the event the parent must leave the facility during that interval, the parent or guardian is required to notify the child's instructor and to complete and return to staff an Emergency Consent Card.
3. In all NVRC preschool (5 years and under) programs that are 45 minutes or greater in length, parents or guardians are required at the first class to complete and return to the instructor an Emergency Consent Card. At the last class (or at the end of a session for daycamps, licensed preschool and child minding), the instructor can choose three options for handling the Emergency Consent Cards:
  - a) return the cards to the parent or guardian;
  - b) destroy the cards; or
  - c) childminding and licensed preschool classes may keep the cards and store in a locked file, in alphabetical order.
4. It is the responsibility of the parent or guardian to inform appropriate NVRC staff of any special care required for the child.
5. The NVRC administration shall attempt to provide staff supervision that, in its judgment, is appropriate for all NVRC-sponsored programs. If an instructor or supervisor is concerned about the level of staffing, they shall advise the NVRC administration so that other arrangements can be made.

6. It is the responsibility of the parent or guardian to arrange with and instruct a child on when and how the child will be picked up from a program. If someone other than the parent or guardian will be picking up the child, this must be communicated to the instructor/leader and noted on the sign-in sheet. Staff will watch to determine if any children are not picked up.
  
7. The following procedures will be observed for any child not picked up at the completion of the program:
  - a) NVRC staff will attempt to reach the parents, guardian or any authorized alternates.
  - b) If NVRC staff are not able to reach the parent, guardian or authorized alternative, the instructor will remain with the child and contact the Recreation Programmer or Coordinator.
  - c) If the program is within an un-staffed satellite facility, the instructor will remain with the child until the arrival of their Recreation Programmer or Coordinator. The instructor will be paid for the time spent to ensure the safety of the child.
  - d) The Recreation Programmer or Coordinator will transport the child to a staffed NVRC facility for safe keeping, with the parent and or guardian being notified.
  - e) If not picked up within a reasonable time, the RCMP or the appropriate Provincial Authority responsible for these matters will be called to assume custody of the child.
  
8. Parents of a child with a severe allergy are responsible to inform NVRC staff prior to or at the time of program registration. The NVRC cannot guarantee nor be accountable to provide an allergen-free environment for a child with a severe allergy (e.g. nuts, shellfish, fish, bee stings, latex, etc). The NVRC will not ban a child's allergens from an NVRC program, as the NVRC cannot enforce compliance and such a practice may create a false sense of security. The NVRC will meet and work with the parents to take the following steps to reduce the risks for the child:
  - Prior to the child's first day of class or camp, the parent/guardian will meet with the Recreation Programmer to establish a plan for supporting the child's safe participation and to establish an emergency plan in case of an allergic reaction.
  - The parent/guardian will provide a photo of the child for easier identification.
  - If applicable, the parent/guardian will ensure the child always carries their EpiPen/Ana-Kit.
  - NVRC instructional staff who work with children for extended hours (e.g. licensed preschool, summer daycamps, spring break camps and professional days) will be trained in the proper use of EpiPens.
  - The parent/guardian will ensure the child is wearing a Medical Alert bracelet at all times during the program, specifying their allergies and medication to give in an emergency.

- The NVRC will ensure program staff are aware of the child's allergy and how to respond to an emergency.
  - The NVRC will post and distribute a letter to parents on the first day of class requesting cooperation in refraining from sending food allergy products with their children.
  - NVRC staff will ask all program and daycamp participants not to share or trade their snacks or lunches with other participants.
  - The parent or guardian will communicate with NVRC staff the child's allergy each time the child is registered for a program.
9. NVRC staff will only administer medications to a participant in a daycamp program if the parent or guardian has completed in writing, a Medication Request form. All medications will be kept in a secure first aid container, not accessible to children. The medication must be provided in the original container, with the child's name, the medication and the dose clearly identified on the container. Staff will return unused medication to the parent or guardian.
10. NVRC instructors and staff will not administer medications to participants participating in recreation programs and classes other than item #9 noted above.
11. To limit sun exposure, daycamp participants and NVRC staff wear a t-shirt at all times during outdoor activities. Parents are asked to provide a hat and extra t-shirt and to apply sunscreen to their children prior to their arrival at camp. Parents will complete in writing a permission form allowing daycamp staff permission to re-apply sunscreen when necessary.
12. To ensure children's safety on out trips, NVRC staff will:
- Ensure each child is wearing something that identifies the child as a NVRC participant, e.g. camp t-shirt, wristband, nametag, etc.
  - Discuss with children, prior to leaving the facility, the safety rules and "what if" situations if a child gets separated from the group.
  - Identify a safe meeting place at each out trip location.
  - Assign a buddy for each child.
  - Perform regular head counts.
  - Survey a site prior to the start of the program to ensure there are no safety concerns (e.g. damaged playground equipment, needles, condoms, broken glass, sharp objects, animal excrement, etc.). Staff will remove any identified hazards or re-direct children's play to another space.
  - Staff leaders who are also certified lifeguards will not be considered lifeguards during program out trips. Swimming is only permitted in public swimming areas with on-duty lifeguard supervision. Swimming is not permitted in Lynn Canyon. Cliff jumping is not permitted at any time.

13. The NVRC will practice the British Columbia Recreation and Parks Association standards for recreation programs for children aged 5 years and under for the following ratios and schedules:
- Individual recreation programs will not exceed 2.5 hours a day and 12 weeks per session.
  - Child/instructor ratios will be:
    - 0-2 years: 1 instructor per 12 children who must each be accompanied by a parent or guardian
    - 2-3 years: 1 instructor per 8 participants
    - 3-5 years: 1 instructor per 12 participants
14. The NVRC's unlicensed childminding services provide supervised group care for children up to 5 years of age whose parents or guardians are participating in an activity on site. Parents or guardians must remain within the facility when using this service. Parents or guardians using these services must complete Emergency Consent and an Authorization Pick Up forms for each child.
- Unlicensed Childminding services child/instructor ratios for infants and toddlers will be (0-24 months is an infant; 2-5 years is a toddler):
    - 1 instructor per 4 infants
    - 1 instructor per 3 infants and 2 toddlers
    - 1 instructor per 2 infants and 4 toddlers
    - 1 instructor per 1 infant and 6 toddlers
    - 1 instructor for 8 toddlers
15. All NVRC staff and volunteers must be briefed on the Policy and Procedures for the care of children, which must be included as part of new staff orientations and training.
16. Staff may develop specific procedures for special programs or circumstances as the need arises.

Approval Date:	November 8, 2007	Approved by:	Director of Recreation & Culture
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