



Battlefords

PARENT/GUARDIAN HANDBOOK

TABLE OF CONTENTS

<i>Welcome</i>	pg. 4
<i>Introduction</i>	pg. 5
<i>Who We Are</i>	pg. 5
– Vision, Mission & Core Values	
– Communities We Serve	
– Partnership	
<i>Organizational Chart</i>	pg. 7
<i>Programs Overview</i>	pg. 7
– Program Philosophy	
– Staff Recruitment and Training	
– Member to Staff Ratios	
<i>Main Site Drop-in Program</i>	pg. 8
– Membership	
– Drop-off Procedure	
– Pick-up Procedure	
– Things to Bring	
<i>Satellite Site Programs</i>	pg. 11
– Registration	
– Contract Agreements & Fees	
– Invoices	
– Payment Information	
– Overdue Accounts	
– Refunds	
– Tax Receipts	
– Changes to Contact and Cancellations Policy	
– Arrivals	
– Drop-off Procedure	
– Pick-up Procedure	
– Departures	
– Things to Bring	
<i>Summer Adventure Day Camps</i>	pg. 20
– Registration	
– Daily/Weekly Fees	
– Payment Information	

- Refunds
- Tax Receipts
- Changes to Contact and Cancellations Policy
- Drop-off Procedure
- Pick-up Procedure
- Field Trip Participation
- Things to Bring

Summer Parks Drop-in Program pg. 23

- Membership
- Drop-off Procedure
- Pick-up Procedure
- Things to Bring

Special Programs pg.25

Custody and/or Court Order pg.25

Parent/Guardian Code of Conduct pg.26

Participant Code of Conduct pg.26

Membership Contract pg.28

Policies & Procedures pg.29

BGC Battlefords Contact Information pg.33

WELCOME TO BGC BATTLEFORDS!

We are so happy that you've joined our BGC Battlefords (BGCB) Family!

This manual contains important information about our organization, programs/services we offer as well as the expectations of members and their families in working with BGCB.

Due to the importance of the information contained here, all parents/guardians are required to review the handbook and sign the acknowledgement on the Membership Form.

If you have any questions and/or concerns about any of the information provided in this handbook, please contact our office via telephone (306-445-0002) or email (info@bgcb.ca). Our office hours are Monday to Friday, 8:30am to 3:30pm.

We look forward to working with you!



INTRODUCTION

BGCB is one of the largest and most responsive youth serving organizations in our community. Our Club offers educational, social, cultural, and recreational programming and we see over 33,000 visits from children and youth per year. Many young people, their families, and our community count on BGCB every day.

This handbook is designed to acquaint you, as the parent/guardian, with BGCB and to provide you with information that will assist you in our day-to-day operations. It is important that you read, understand, and adhere to the policies and procedures that are outlined in this handbook.

Please note that this handbook will be reviewed and will be subject to change periodically. BGCB, with support and direction from the Board of Directors, reserves the right to change, suspend or cancel any tasks outlined in this handbook, our policies, and procedures at any time.

WHO WE ARE

BGCB is a non-profit agency created to provide for the recreational, cultural, educational, and social needs of all children 5-14 years of age in our community. We work to provide opportunities where children can socialize with one another in a safe and nurturing environment.

Vision

All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

Mission

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

Core Values

BGCB is a value driven organization and member agency of BGC Canada. We use the core values of BGC Canada to assist in decision making regarding programming and special events. BGCB adheres to a code of ethical fundraising.

- *Belonging*: We welcome everyone into a safe, accepting environment based on belonging and positive relationships.

- *Respect*: We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.
- *Encouragement and Support*: We encourage and support every child and youth to play, learn and grow to achieve their dreams.
- *Working Together*: We work together with young people, families, volunteers, our communities, and government.
- *Speaking Out*: We speak out with children, youth, and families so that we can make our world better.

COMMUNITIES WE SERVE

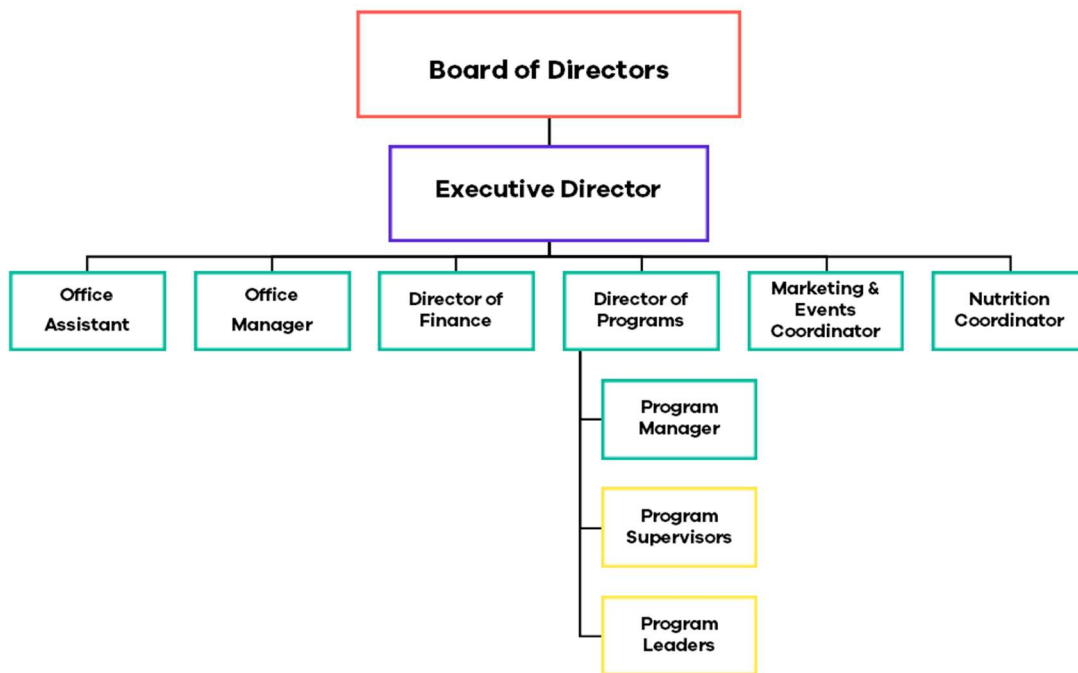
BGCB understands communities. We believe that neighborhood and community-based approaches that reach out to children, youth and families hold the greatest potential for fulfilling our agency mission. Our governance structure is based on developing community capacity, bound together by a common mission and values, and focused on community accountability. The success of our organization is based on a respect for the unique needs of our community, balanced with efficiency and critical mass. This approach allows staff to focus on front line service delivery and supervision at each site while understanding the different needs of the children/youth based on the community they originated from. Although all our current sites are located within The Battlefords, children, youth and families who access our services come from many of our surrounding communities including the seven surrounding First Nations Communities (Moosomin, Saulteaux, Red Pheasant, Mosquito, Sweetgrass, Little Pine and Poundmaker) as well as many who are new to Canada.

PARTNERSHIP

BGCB has been developed on a foundation of partnership, co-operation, coalition, and involvement of community leaders, funders, and youth. As well as being partners in a variety of related organizations, the BGCB staff, including the Executive Director, are active members of advisory and action groups locally, provincially, and nationally.



ORGANIZATIONAL CHART



PROGRAMS OVERVIEW

PROGRAM PHILOSOPHY:

BGCB is committed to providing quality programs that promote and support the healthy development of children and youth between the ages of 5 and 14 years. Programs are planned and implemented to provide an inclusive and respectful environment where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

STAFF RECRUITMENT & TRAINING:

A Criminal Record and Vulnerable Sector Check is required for all BGCB Employees upon recruitment. Program Supervisors hold appropriate certification in First Aid and CPR, along with other training that will assist them in their roles within the organization.

BGCB is committed to providing a work environment that respects all aspects of diversity and enables all employees to pursue their careers free of any discriminatory barriers. Although we do not have any age restrictions for employment, the majority of our Program Staff are high school students and post-secondary students.

All Program Staff receive training that ensures an understanding of how to support healthy child development. This includes: BGC Canada Model for Success, BGC Canada

online training, Principles of Healthy Childhood Development, BGCB Mission, Vision and Core Values and BGCB Child Protection policies and videos. Further training opportunities may include, workshops facilitated by BGCB or by any other non-profit organizations, external and online courses, Health & Safety Practices through drills and training, High Five training, refresher training following policy revision and program expansion, and any other mandatory training as relevant to the employee's job description.

MEMBER TO STAFF RATIOS:

BGCB will provide supervision that ensures the safety of members and enhances the quality of our programs. BGCB will strive to provide a ratio of 1 Program Staff to 10 members. If this cannot be achieved, the Program Manager and/or Director of Programs will be notified, and arrangements will be made for additional Program Supervisors/Leaders to be scheduled.

MAIN SITE DROP-IN PROGRAM

Our Main Site location, situated at 1301-104th Street, North Battleford, is where our Drop-in Programming takes place six days per week (Monday to Saturday) throughout the school year. Here, we provide a safe place for all children and youth, between the ages of 5 and 14, where they interact with positive role models (our staff) and engage in prosocial activities. At the Drop-in Program, our members have access to all our programs and services free of charge.

There are six components to our Drop-in Program:

- **After School Program:** This program operates Monday to Friday from class dismissal (typically 3:30pm) to 5:00pm. Here, the children are provided homework help, can destress and unwind from their day at school, have free time, play with toys/games and just have FUN! Our after-school program also includes a nutritious after-school snack which is served around 4pm.
- **Supper Program:** Our Supper Program takes place Monday to Friday from 5:00pm to 6:00pm and is a vital component of our programming. Wednesday meals (Innovation Federal Credit Union Grub Club) are homecooked by our Nutrition Coordinator and sponsored by Innovation Federal Credit Union. Monday, Tuesday, Thursday, and Friday meals are donated by generous local restaurants where they provide upwards of 60-70 food portions per month and rotate throughout the school year.
- **Evening Program:** This program runs from 6:00pm to 8:30pm Monday to Friday and involves structured, planned programming. Programming is designed to challenge the mind, build teamwork, and teach our members skills they may not

otherwise be taught. This program also ensures our children have a safe place to go to assist them in occupying their spare time positively when not in school.

- **Cenovus Energy Youth Program:** Sponsored by Cenovus Energy, this program operates Monday to Friday from class dismissal (typically 3:30pm) to 8:30pm and is designed for those ages 11 to 14 years. This program takes place in a designated space within our building (basement) and has designated staff. While programming is structured, it is planned and programmed with the assistance of the youth who participate in the program. We ensure their voices are heard and they help determine their wants, needs and interests. The youth in this program also receive an after-school and evening snack and can participate in the Supper Program if they choose.
- **Innovation Federal Credit Union Saturday Program:** Sponsored by Innovation Federal Credit Union, this program operates on Saturdays from 1:00pm to 4:00pm throughout the school year. Saturdays are a great day for cooking and baking and here, we teach our members just that while they prepare their own snack. Saturdays also include arts and crafts as well as free time to just PLAY!
- **Non-School Days Program:** This program operates during the school year on non-school days where both school divisions have the day off, which include PD Days, the Winter Break and Easter Break, ensuring children and youth have a safe place to go when they are not in school. We are also open during the Christmas Break; however, the Club is closed between Christmas and New Year's annually. Our hours of operation for the Non-School Days Program are 7:30am to 5:30pm and breakfast, lunch and afternoon snacks are provided. This program is free of charge.

MEMBERSHIP:

Any child between the ages of 5 to 14 is welcome to become a BGCB member and/or register in programs. All children and youth must be registered members of BGCB to attend programming offered by BGCB. In January each year, new Membership Forms are required to be submitted for that year (valid from January 1st to December 31st) except for Satellite Site registrants (as registration forms for satellite sites are valid for the entire school year; September to June). Effective 2024, there is no longer a \$5 annual membership fee. However, we would be grateful if parents/guardians could make a small donation in lieu of the Membership fee (tax receipts will be provided for donations over \$20). Upon registering your children, you will be signed up for our monthly newsletter which is sent out the first week of each month. Also, parents/guardians can follow us on Facebook and Instagram (BGC Battlefords) for updates/announcements on programs and services we offer. Further information can be found on our website: www.bgcbattlefords.ca.

DROP-OFF PROCEDURE:

- Children can be dropped off at BGCB main entrance on 13th Avenue. If the doors are locked, ring the doorbell (located on the right side of the main door) and wait until our Program Staff arrives to take your child inside. If doors are open, you can come in and wait in the lobby area until Program Staff comes to open the doors to the programming area. Should programming be happening outside on the playground, signs will be placed on the exterior main doors, so parents/guardians are aware.
- They will be asked to remove their outdoor footwear prior to entering the programming area.
- The program staff will direct them to the relevant program area; Main Floor (ages 5 to 10) and Basement (Youth ages 11 to 14) and sign them in on the attendance sheet.
- The program staff will assign them a cubby where they will place all their belongings (backpack, jacket, etc.) and the outdoor footwear will be placed on a boot rack just underneath that cubby.
- They will then join the other kids on the program floor (the phone number to reach our staff during programming hours is **306-490-8435** for Main Floor & **306-490-8434** for Youth).
- During the Non-School Day Program, breakfast (9:00am), lunch (12:00pm) and an afternoon snack (3:00pm) will be served in the kitchen (these times may vary).
- During the Drop-in Program, the afternoon snack will be provided as soon as the members get to the Club. Supper is served around 5pm and the evening snack around 7pm (these times may vary). Although our Nutrition Coordinator does plan meals and snacks ahead of time, we do not send out a menu as it is subject to change based on food availability and donations received.
- If you're sending snacks/meals with your child, please ensure they do not contain nuts.

PICK-UP PROCEDURE:

- Ring the doorbell at the main entrance and your child(ren) will be escorted to the door.
- Should programming be happening outside on the playground, signs will be placed on the exterior main doors, so parents/guardians are aware.
- If parents/guardians wish to allow their child to walk/bike home or to another location (grandparents' house, home, etc.) from the Main Site, a Permission to Leave Form must be completed by the parent/guardian prior to it occurring. Please contact the office to request this form.

If a parent/guardian **does not** arrive to pick up their child at the end of the program, the following steps will be taken:

- Contact the parents/guardians.
- If unsuccessful after 15 minutes, one or both emergency contact(s) will be contacted to arrange for pick up.
- If all the above steps are unsuccessful, Program Staff will be left to contact the Ministry of Social Services Emergency Duty Worker.
- BGCB Staff are not allowed to transport children/youth in their own vehicles.

THINGS TO BRING:

- ☐ Water Bottle
- ☐ Seasonally appropriate clothing (rain jacket, toque, mittens, socks, etc.)

SATELLITE SITE PROGRAMS

BEFORE SCHOOL PROGRAM: BATTLEFORD CENTRAL/ST. VITAL, BREADY, EMBM, HOLY FAMILY SCHOOLS:

The Before School Program is a registration based, fee-for-service program that operates out of Battleford Central/St. Vital, Bready, EMBM & Holy Family Schools. A supervised walking school bus will take the St. Vital students to St. Vital School at program dismissal. This program operates throughout the school year, Monday to Friday (excluding stat holidays and PD Days) from 7:30am to 8:30am. BGCB is given a designated location within each school to operate the program. Further details on the assigned location will be provided in the confirmation email sent to each

parent/guardian upon registration. This program offers children a safe and welcoming environment to help them start their day. Sometime this means quiet time to read a book, or a high energy game to burn off some energy before it is time to sit at a desk.

AFTER SCHOOL PROGRAM: BATTLEFORD CENTRAL/ST. VITAL, BREADY, EMBM, HOLY FAMILY SCHOOLS:

The After School Program is a registration based, fee-for-service program that operates out of Battleford Central/St. Vital, Bready, EMBM & Holy Family Schools. A supervised walking school bus will take the St. Vital students to Battleford Central School at class dismissal. This program operates throughout the year, Monday to Friday (excluding stat holidays and PD Days) from class dismissal (typically 3:30pm) to 5:30pm. On early dismissal days, our program will begin as soon as class is dismissed. BGCB is given a designated location within each school to operate the program. The Bready After School Program is divided into two separate programs (Bready A & Bready B) due to the large number of registrants. "Bready A" includes children from kindergarten to Grade 2 and Bready B includes children from Grade 3 to 6. This is subject to change based on the number of children registered each school year at this location. This program design will be replicated at the other program sites, should the number of registrants warrant it. Further details on the assigned location will be provided in the confirmation email sent to each parent/guardian upon registration. The After School Program includes homework help, fitness, arts/crafts, experiments, and delicious, yet healthy snacks along with many other fun and exciting things! BGCB employs wonderful staff, ensuring the children have familiar faces and positive role models while giving them a safe place to be!

REGISTRATION:

Satellite Site Programs require a Registration Form which includes the Membership Form. Children who are not registered with a program will not be permitted to attend. Each program location has its own Membership Form and must be completed before the child can attend.

CONTRACT AGREEMENTS & FEES:

Once a child is enrolled in a contract, the parent/guardian is committed to the contract and the contract fees regardless of attendance. The program fees assist in covering program expenses such as training and employing qualified staff, purchasing supplies and nutrition, all of which are integral in offering quality programs and services.

Before School Care (7:30am – 8:30am):

- Full-time - child can attend the program on all school days (approximately 20 days per month) - \$125/month

- Part-time - child can attend the program a max of 12 days/month - \$80/month
- Casual – child can attend the program a max of 5 days/month - \$35/month

**If you require extra visits (beyond the 5 or 12 max days per month), additional visits will be provided at a rate of \$10/visit.*

After School Care (Class dismissal to 5:30pm, open early on Early Dismissal Days):

- Full-time – child can attend the program on all school days (approximately 20 days per month) -\$250/month
- Part-time – child can attend the program a max of 12 days/month - \$160/month
- Casual – child can attend the program a max of 5 days/month - \$70/month

**If you require extra visits (beyond the 5 or 12 max days per month), additional visits will be provided at a rate of \$15/visit.*

INVOICES:

- Invoices will typically be sent one month in advance, giving families time to review, send payment, change, or cancel the contract. Invoices for additional visits will be sent the following month, once attendance is complete. For the months with Christmas Break, Winter Break and Easter Break, a reduced rate will **only** apply to full-time contract members.
- Invoices will be sent to the parent/guardian listed as #1 on the Registration Form. Changes to this can be requested via email: payments@bgcb.ca.
- If you register your child as “full-time” mid-month, your invoice will indicate a pro-rated amount.

PAYMENT INFORMATION:

- Payments are due **prior to the 1st** of each service month and children are **not** able to attend the Satellite Site until the account is paid in full.
- **Payment methods:** E-transfers can be sent to payments@bgcb.ca. **Please include the child(ren)’s name and school in the memo section.** BGCB is set up for automatic deposit of e-transfers which means no password is required. When e-transfer is not available, the other forms of payment accepted at the office are: cash, debit or credit (office hours: Monday to Friday, 8:30am – 3:30pm).

OVERDUE ACCOUNTS:

- When a registration is received and payment has not been submitted, our office will send an email to the parent/guardian reminding that payment is due prior to services being received.
- Within one week of the service's start date, the office will text/email/call the parent/guardian reminding them of the outstanding payment.
- If payment is not received, the parent/guardian will be notified via email that the services are discontinued until the account is paid in full.

REFUNDS:

- We do **not** refund for missed attendance days or re-allocate unused attendance to other months.
- Registration fees are refundable only with adequate notice of changes /cancellation provided (please see "Changes to Contract and Cancellation Policy").
- Refunds will be issued to the payor **only** if the proper notice is given.
- Refunds can be provided as a credit on account (to utilize for future services) or given via cheque.

TAX RECEIPTS:

- Receipts issued for Satellite Site Programs are tax deductible.
- Tax receipts for all payments made within a calendar year (January to December) can be requested at the beginning of the following year. For example, payments made from January 2026 to December 2026 can be requested in January 2027.
- All receipts will be scanned into a PDF format and emailed to the parent/guardian. Note: any payment made after December 31st will not be included in your tax receipt for that year but will be included in the following year. We can only send receipts for payments made in the current tax year.

CHANGES TO CONTRACT AND CANCELLATION POLICY:

By registering your child at the Before & After School Program, you are committing to the contract agreement and the indicated fees for the entire School Year. Any changes/cancellations to this agreement require written notice **before** the 1st day of the month affected. For example, if you would like to change/cancel for October, you must submit the Satellite Site Contract Amendment Form by September 30th (or earlier). Please contact the office to request a Contract Amendment Form or visit our website (www.bgcbattlefords.ca). BGCB also reserves the right to terminate this program by providing one month's notice to families.

ARRIVALS:

- Upon arrival at the program location, the member is greeted by the Program Staff and signed in on the site's attendance sheet (see sample below).

	Name	B/G/T/N B/2 SP/	Age	Expected Today	Attended	Time Out	Contract Type	Notes
1	Jane Smith	G	11	Y			FT	
2	Rylan Fernando	B	8				FT	
3	Jordan Smith	B	5	Y			FT	
4	Katie Villanueva	G	10				PT	
5	Amelia Brown	G	7	Y			PT	
6	Sophia Jhonson	G	12				PT	
7	Tyler Adams	B	9				C	
8	Jude Thomas	B	6	Y			C	

- "Y" in the "expected today" column indicates that the child is registered for that day. If the child who is registered does not attend the program, the Program Staff will contact the parent/guardian to inform them and make all possible attempts to work with school administration to locate the child and ensure the child's safety.
- If a child attends that is not registered to attend on that day, the Program Staff will contact the parent/guardian to advise of their child's attendance and get further direction from the parent on what the child is supposed to do.
- **Full-time contracts** - please contact the office **by noon** if your child is going to be absent on a given day so that we can update the attendance as it's assumed that the child is attending the program on all school days if the office is not informed.

- **Part-time & Casual contracts** - It is **very important** that parents/guardians notify the office when your child is attending the program. If the office is not informed, and the child attends our program even if he/she was not supposed to, that attendance will still count as a visit.
- **Before School Program (Part-time & Casual contracts)** – contact the office **by noon** the **day prior** to pre-register your child. If you're unable to inform the office by noon, please text the site cell phone number to update your child's attendance for the next morning.
- **After School Program (Part-time & Casual contracts)** – contact the office **by noon** to pre-register/update your child's attendance for that day. If you're unable to contact the office before 3:00pm, please text the site cell phone number to update your child's attendance. Having accurate attendance ensures program staff have the appropriate number of snacks and supplies for the day.
- **Monthly Calendar (Part-time & Casual contracts)** – Parents/guardians can return a calendar to the office (this calendar will be emailed monthly), with expected attendance dates for the month.

DROP-OFF PROCEDURE (FOR BEFORE SCHOOL PROGRAMS):

Bready:

- The library door is open for parents/guardians, and we ask the child(ren) to be dropped off at the program room. Signs are put up directing you to the programming area.
- If you are unable to drop-off your child(ren) at the program room, please ensure to call/text 306-490-8436 (Bready A) or 306-490-8439 (Bready B) and wait until our Program Staff arrives at the library door to take your child(ren) inside. This is to ensure the safety of your child(ren) while attending our program as there are times when there are no other staff in the building.
- Upon arrival at the program, children will place their outdoor shoes at the boot/shoe rack assigned to their grade before they go to the programming room.

EMBM:

- Please ensure that you call/text 306-490-8437 and wait until our Program Staff arrives at the side door to take your child(ren) inside. This is to ensure the safety of your child(ren) while attending our program as there are times when there are no other staff in the building.

- Upon arrival at the program, children will place their outdoor shoes at the boot/shoe rack assigned to their grade before they go to the programming room.

Battleford Central/St. Vital Schools:

- The Before School Program is located at Battleford Central School (BCS).
- St. Vital students who attend the Before School Program are required to be dropped off at BCS in the morning. A St. Vital staff will supervise and walk these students over to St. Vital school at 8:30am (before school starts).
- The program is held in the north exterior classroom facing the staff parking lot & 25th Street at BCS and a sign will be placed on the double exterior doors to help identify the location.
- The double exterior doors will be open for parents/guardians, and we ask the child(ren) to be dropped off at the program room. **Please refrain from dropping your child(ren) off at the front entrance.**
- If you are unable to drop-off your child(ren) at the program room, please ensure to call/text 306-490-8402 and wait until our Program Staff arrives at the program door to take your child(ren) inside. This is to ensure the safety of your child(ren) while attending our program as there are times when there are no other staff in the building.
- Upon arrival at the program, children will place their outdoor shoes at the boot/shoe rack in the programming room.

PICK-UP PROCEDURE (FOR AFTER SCHOOL PROGRAMS):

Bready:

- The library door is open for parents/guardians, and we ask that your child(ren) be picked up from the program room. Signs are put up directing you to the program room.
- If you are unable to pick-up your child(ren) from the program room, please ensure to call/text 306-490-8436 (Bready A) or 306-490-8439 (Bready B) and wait at the library door until our Program Staff brings your child(ren). This is to ensure the safety of your child(ren) while attending our program as there are times when there are no other staff in the building.
- After school, their outdoor footwear will remain on their assigned boot/shoe racks until they go outside with staff or are picked up.
- Should programming be happening outside on the playground or inside the gym, signs will be placed on the exterior library doors, so parents/guardians are aware.

EMBM:

- Please ensure that you call/text 306-490-8437 and wait at the side door until our program staff brings your child(ren). This is to ensure the safety of your child(ren) while attending our program as there are times when there are no other staff in the building.
- After school, their outdoor footwear will remain on their assigned boot/shoe racks until they go outside with staff or are picked up.
- Should programming be happening outside on the playground or inside the gym, signs will be placed on the exterior side doors, so parents/guardians are aware.

Holy Family:

- Please ensure that you call/text 306-490-8438 and wait at the main entrance until our program staff brings your child. This is to ensure the safety of your child while attending our program as there are times when there are no other staff in the building.
- After school, their outdoor footwear will remain on their assigned boot/shoe racks until they go outside with staff or are picked up.
- Should programming be happening outside on the playground or inside the gym, signs will be placed on the exterior of the main door, so parents/guardians are aware.

Battleford Central/St. Vital Schools:

- The After School Program is located at Battleford Central School (BCS).
- A St. Vital staff will supervise and walk the St. Vital school students over to BCS at class dismissal (3:30pm).
- The program is held in the north exterior classroom facing the staff parking lot & 25th Street at BCS and a sign will be placed on the double exterior doors.
- The program room door is open for parents/guardians, and we ask that your child(ren) be picked up from the program room. **Please refrain from coming to the front entrance to pick-up your child(ren).**
- If you are unable to pick-up your child(ren) from the program room, please ensure to call/text 306-490-8402 and wait until our Program Staff brings your child(ren).

This is to ensure the safety of your child while attending our program as there are times when there are no other staff in the building.

- After school, their outdoor footwear will be in the program room until they go outside with staff or are picked up.
- Should programming be happening outside on the playground or inside the gym, signs will be placed on the program room door, so parents/guardians are aware.

DEPARTURES:

- Members attending satellite sites are only released from programming when the parent/guardian arrives to pick them up.
- The safety of your child is of utmost importance to us. Therefore, until BGCB staff become familiar with the child's parents/guardians, you will be asked for a release password OR government issued photo ID.
- If someone other than the parent/guardian is picking up the child, staff must be informed beforehand, and the individual will be required to provide the same release password and/or their government issued photo ID prior to the child being released. If no notice was provided of someone else picking up the child, Program Staff will contact the parent/guardian to confirm these arrangements prior to releasing the child.
- If parents/guardians wish to allow their child to walk/bike home or to another location (grandparents' house, dance studio, etc.) from programming, a Permission to Leave Form must be completed by the parent/guardian prior to it occurring. Please contact the office to request this form.

If a parent/guardian **does not** arrive to pick up their child at the end of the program, the following steps will be taken:

- Contact the parents/guardians.
- If unsuccessful after 15 minutes, one or both emergency contact(s) will be contacted to arrange for pick up.
- If all the above steps are unsuccessful, Program Staff will be left to contact the Ministry of Social Services Emergency Duty Worker.

- BGCB Staff are not allowed to transport children/youth in their own vehicles.

THINGS TO BRING:

- ☐ Water bottle
- ☐ Seasonally appropriate clothing (rain jacket, toque, mittens, neck warmer, socks, etc.)

SUMMER ADVENTURE DAY CAMPS

For the months of July and August, we offer our Summer Adventure Day Camps at our Main Site. This is a registration-based, fee-for-service program offered Monday to Friday (excluding stat holidays) from 7:30am to 5:30pm. This program ensures families have access to affordable programming for their child(ren) during the summer months. The camps are highly active and feature weekly themes, field trips, and plenty of outdoor fun. Our on-site playground and splash park are a huge asset during the summertime and our registered campers and staff enjoy spending their time outdoors. Included in the weekly rate is breakfast, lunch and afternoon snack. However, if you decide to send snacks/lunch with your child(ren), please do not send any products which may contain nuts. During our Summer Adventure Day Camps, BGCB is a nut free facility.

REGISTRATION:

Summer Adventure Day Camps require a Registration Form. As we have limited camp spaces available, registrations will be accepted on a first come, first served basis. Payment, along with the registration form, is required to secure your child's spot. Child(ren) cannot attend the Summer Adventure Day Camps **until** parents/guardians receive a confirmation email from BGCB administration. A cancellation/waitlist is maintained in the event capacity is reached and parents/guardians will be contacted in order of registrations received (if applicable). Field trips and special activities are included in the registration fees, but additional permission forms will be required to participate in field trips.

DAILY/WEEKLY FEES:

Our weekly rate is \$165, and the daily rate is \$55. The fee for weeks with statutory holidays will be reduced to \$135. Once a child is registered for specific weeks/days, the parent/guardian is committed to the required fees regardless of attendance.

PAYMENT INFORMATION:

Payment is due by 12:00pm (noon) Monday of the week before attendance at camp. If we do not receive full payment one week in advance, your child risks losing their registration spot, and may not be able to participate in our Summer Adventure Day

Camps. If payment is received after 3:30pm on Friday and/or over the weekend for the following week's camp, you cannot drop-off your child(ren) until after 8:30am, Monday morning as the office staff needs to verify payment and update attendance.

Payment methods: E-transfers can be sent to payments@bgcb.ca. **Please include the child(ren)'s first and last names in the memo section.** BGCB is set up for automatic deposit of e-transfers which means no password is required. When e-transfer is not available, the other forms of payment accepted at the office are: cash, debit or credit (office hours: Monday to Friday, 8:30am – 3:30pm).

REFUNDS:

- We do **not** refund for missed attendance days or re-allocate unused attendance to other weeks.
- Registration fees are refundable only with adequate notice of changes /cancellation provided (please see "Changes to Contract and Cancellation Policy").
- Refunds will be issued to the payor **only** if proper notice is given.
- Refunds can be provided as a credit on account (to utilize for future services) or given via cheque.

TAX RECEIPTS:

- Receipts issued for all Summer Adventure Day Camps are tax deductible.
- Parents/guardians may request their receipts upon payment or at the conclusion of Summer Adventure Day Camps.
- All receipts will be scanned into a PDF format and emailed to the parent/guardian.

CHANGES TO CONTRACT AND CANCELLATION POLICY:

By registering your child for the Summer Adventure Day Camp, you are committing to the contract agreement and the indicated fees for the week(s) you've selected. Any changes/cancellations require written notice **before** 12:00pm (noon) Monday of the week prior to the changes being required. For example, if you would like to cancel for week 4, you must submit the Summer Adventure Day Camps Contract Amendment Form by 12:00pm on the Monday of week 3 (or earlier). Please contact the office to request a Contract Amendment Form or visit our website (www.bgcbattlefords.ca).

DROP-OFF PROCEDURE:

- Children can be dropped off at BGCB main entrance on 13th Avenue. If the doors are locked, ring the doorbell (located on the right side of the main door) and wait until our Program Staff arrives to take your child inside. If doors are open, you can come in and wait in the lobby area until Program Staff comes to open the doors to the programming area. Should programming be happening outside on the playground, signs will be placed on the exterior main doors, so parents/guardians are aware of the location to drop off their child(ren).
- They will be asked to remove their outdoor footwear prior to entering the programming area.
- The Program Staff will direct them to the relevant program area (main floor or basement) and sign them in on the attendance sheet.
- The child(ren) will be assigned a cubby where they will place all their belongings (backpack, jacket, etc.) and the outdoor footwear will be placed on a boot rack just underneath that cubby.
- They will then join the other kids in programming (the phone number to reach our staff during programming hours is **306-490-8435**).
- Breakfast (around 9:00am), lunch (around 12:00pm) and an afternoon snack (around 3:00pm) will be served in the kitchen.

PICK-UP PROCEDURE:

- Ring the doorbell at the main entrance and your child(ren) will be escorted to the door.
- The safety of your child is of utmost importance to us. Therefore, until BGCB staff become familiar with the child's parents/guardians, you will be asked for a release password OR government issued photo ID.
- Should programming be happening outside on the playground, signs will be placed on the exterior main doors, so parents/guardians are aware and know where to pick their child(ren) up from.

- If parents/guardians wish to allow their child to walk/bike home or to another location (grandparents' house, friend's house, etc.) from the Main Site, a Permission to Leave Form must be completed by the parent/guardian prior to it occurring. Please contact the office to request this form.

If a parent/guardian **does not** arrive to pick up their child at the end of the program, the following steps will be taken:

- Contact the parents/guardians.
- If unsuccessful after 15 minutes, one or both emergency contact(s) will be contacted to arrange for pick up.
- If all the above steps are unsuccessful, Program Staff will be left to contact the Ministry of Social Services Emergency Duty Worker.
- BGCB Staff are not allowed to transport children/youth in their own vehicles.

FIELD TRIP PARTICIPATION:

Please note that all scheduled field trips are mandatory for registered Summer Adventure Day Camps participants. On field trip days, the Summer Adventure Day Camps Program at the main site will be closed, and no staff will be available to supervise children who do not attend the trip.

If you choose not to send your child on the field trip, you are welcome to access our free Summer Parks Drop-In Program, which will be available from 11:00am-4:00pm, weather and air quality permitting.

Thank you for your understanding and cooperation.

THINGS TO BRING:

- | | | | |
|---|--------------------------------------|--|---------------------------------|
| ☐ Water bottle | ☐ Sunscreen | ☐ Insect repellent | ☐ Jacket |
| ☐ Swimming suit | ☐ Towel | ☐ Change of clothes | ☐ Hat |
| ☐ Outdoor/indoor shoes | ☐ Water shoes | | |

SUMMER PARKS DROP-IN PROGRAM

Offered during July & August annually is our Summer Parks Drop-in Program. This program is offered at three locations: Kinsmen Park, Centennial Park, and Senator Herb Sparrow Park (park adjacent to the Main Site). The Summer Parks Drop-in Program is free of charge for our members and no registration is required; however, it is weather

permitting and only offered between the hours of 11:00am and 4:00pm, Monday to Friday (excluding stat holidays). In addition to a ton of outdoor fun and water games, staff lead programming such as crafts and activities built around each weeks' theme. Nutritious bagged lunch and balanced snacks are provided daily to those in attendance.

MEMBERSHIP:

All children and youth must hold a current membership to attend the Summer Park Drop-in Program. Membership Forms can be requested from Program Staff at any of the splash parks (Kinsmen, Senator Herb Sparrow, Centennial). They are also available in-person at our Main Office, or online by visiting our website (www.bgsbattlefords.ca).

DROP-OFF PROCEDURE:

- Children can be dropped off at any of the splash parks.
- Upon arrival at the location, the member is greeted by the Program Staff and signed in on the site's attendance sheet.
- A bagged lunch (around 12:00pm) and snacks (around 3:00pm) will be provided to all attendees.
- Phone numbers to reach our staff during programming hours: **Centennial Park** (306-490-8437), **Kinsmen Park** (306-490-8436), **Senator Herb Sparrow** (306-490-8438)

PICK-UP PROCEDURE:

- Children **must** be picked up by 4:00pm.
- If the program is cancelled due to adverse weather conditions (special air quality statement, thunderstorm warning, etc.), the parent/guardian or designate **must** be available to come and pick up their child(ren) once Program Staff have contacted them.
- If parents/guardians wish to allow their child to walk/bike home or to another location (grandparents' house, friend's house, etc.) from the splash park, a Permission to Leave Form must be completed by the parent/guardian prior to it occurring. Please contact the office to request this form.

If a parent/guardian **does not** arrive to pick up their child at the end of the program/day, the following steps will be taken:

- Contact the parents/guardians.

- If unsuccessful after 15 minutes, one or both emergency contact(s) will be contacted to arrange for pick up.
- If all the above steps are unsuccessful, Program Staff will be left to contact the Ministry of Social Services Emergency Duty Worker.
- BGCB Staff are not allowed to transport children/youth in their own vehicles.

THINGS TO BRING:

- | | | | |
|--|------------------------------------|--|---------------------------------|
| ☐ Water bottle | ☐ Sunscreen | ☐ Insect repellent | ☐ Jacket |
| ☐ Swimming suit | ☐ Towel | ☐ Change of clothes | ☐ Hat |
| ☐ Water shoes | | | |

SPECIAL PROGRAMS

BGCB offers a variety of Special Programs to our members. Although they are registration-based, they are free of charge. Further information such as program schedule and registration are available on our website: www.bgcbattlefords.ca

The current Special Programs being offered are:

- *Hip Hop Dance Program*
- *Hockey Program*
- *Soccer Program*
- *Girl Power & 2B Boys (partnership with Battlefords & Area Sexual Assault Centre)*
- *Lacrosse Program*
- *Music Program (piano and guitar)*
- *Family Food Program*

CUSTODY AND/OR COURT ORDER

If a custody or court order exists, a copy of the order must be given to BGCB. The parent/guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. **Without a custody or court order on file, BGCB cannot deny access to the non-enrolling parent.** Please attach a copy of the court order to the membership form or submit via email to info@bgcb.ca. You will also be required to list anyone who is not allowed to pick up your child on the Membership/Registration form.

PARENT/GUARDIAN CODE OF CONDUCT

The purpose of the **Parent/Guardian Code of Conduct** is to provide a mutual understanding regarding conduct expectations. BGCB staff are committed to providing a caring and supportive environment for all families by acting with integrity and holding themselves to the highest standard of ethical conduct. We recognize the importance and value of a mutually supportive and respectful relationship between the staff and parents/guardians. Parents/guardians play an important role by supporting the efforts of the staff in maintaining a safe environment when they follow protocols.

Please note that by signing the acknowledgement on the Membership Form, you're confirming that you have read, understand and agree to the Parent/Guardian Code of Conduct.

BGCB prohibits the following behaviors:

- Abuse and harassment of any kind towards staff and volunteers will not be tolerated.
- Unpaid fees for services. Suitable arrangements must be mutually agreed upon.
- Unsatisfactory attempt to resolve an issue using the conflict resolution steps.
- A participating child/youth's inappropriate behaviors which cause a risk to themselves and other participants on a continual basis, even after supportive care plan meetings with Management.
- Parents/guardians that choose to post grievances and criticism publicly on social media that disparages the reputation of BGCB or its employees and have not sought direct communication with the Executive Director or Director of Programs for clarity and/or conflict resolution.

Anyone not respecting the above guidelines may be suspended from program registration and/or asked to leave BGCB premises and/or have services terminated. In less severe situations, where remediation is viable, a warning will be provided, either verbally or in writing.

If BGCB plans to terminate service, a phone call will be made to the family by either the Director of Programs or the Executive Director. Additionally, a detailed note regarding the termination will be placed in the Membership File.

PARTICIPANT CODE OF CONDUCT

This Participant Code of Conduct has been crafted by BGCB to ensure the safety and enjoyment of all participants at our programs. It balances the safety of participants,

staff, and volunteers with respect for our participants and the desire to see everyone succeed while having fun. It is our expectation that all children and youth will follow these guidelines, as will our staff and volunteers.

Please note that by signing the acknowledgement on the Membership Form, you're confirming that you have read, understand and reviewed the Participant Code of Conduct with your child(ren).

Participant Code of Conduct

- Show respect for others:
 - No running indoors
 - Maintain a low volume indoors
 - No name calling, profanity, or aggressive language
 - No shoving, pushing, hitting, fighting, or any other aggressive physical contact
 - Ensure you have the consent of other participants before touching them in any way (including hugs, patting, etc.)
 - Be kind and polite
 - Join in on the day's activity/program
- Show respect for Club staff and volunteers:
 - Always listen to staff
 - Always get permission to leave the group before leaving (let them know if you need to use the washroom, get a drink, etc.)
- Show respect for the facility and equipment:
 - Always get permission before going into another room
 - Always get permission before taking out equipment or supplies
 - Take part in the clean-up of toys, supplies, equipment, etc.
- Show respect for yourself:
 - Ask questions
 - Speak out when you have an idea
 - Let staff know if you're not having fun

Bullying and Harassment

BGCB has a zero tolerance for bullying, and staff will act accordingly when they believe that this is taking place. Bullying and harassment are defined as any inappropriate conduct, comment or behaviour that intimidates, demeans, humiliates or embarrasses a person, and that a reasonable person would know is unwelcome. It may be a single incident, or continue over time, typically between individuals with an imbalance of power.

Suspension

The following behaviours may result in the immediate suspension of a participant. Depending on the severity of the behaviour or repeat offences, the suspension may, at the Club's discretion, last a day, week, or the remainder of the program year.

- Derogatory comments regarding someone's race, religion, sexual orientation, or gender identity.
- Endangering the health or safety of a participant and/or staff, members, and volunteers.
- Stealing or willfully damaging Club or personal property
- Leaving the program without permission

Other infractions of the Participant Code of Conduct may also, over time, lead to the suspension or dismissal of participants. Parents/guardians of children will be made aware of these infractions and asked to provide assistance in finding solutions before suspension or dismissal are considered.

Commitments

We commit to teaching these guidelines to all participants and to enforcing them fairly. We ask that parents/guardians help us by reinforcing these expectations with their children and by helping their children understand the importance of showing respect to others, the organization, and themselves.

MEMBERSHIP CONTRACT

Parents/Guardians are required to read and agree to the following statements. Some of these statements are reflected in the Membership Form for the parent/guardian to initial.

- I understand that any violations of the above Codes of Conduct may result in services being terminated.
- I understand that BGCB staff and volunteers will be supervising activities and programs during the hours of operation, and that it is my responsibility as parent/guardian to ensure my child's safety before and after the hours of operation.
- I understand that should my child leave BGCB premises before authorized to do so by a parent/guardian and/or staff, staff will make all reasonable efforts to contact me. I further understand that once my child has left BGCB premises, BGCB, its staff, volunteers, and/or Board of Directors, are not liable for my child.

- I understand that should my child not be picked up prior to the closing hours of BGCB, the staff may be in contact with authorities such as Battlefords RCMP and/or the Ministry of Social Services.
- I agree that under no circumstances are BGCB staff members, volunteers or board members responsible for lost or stolen belongings.
- I further understand that my child has my permission to attend programs offered through BGCB, some of which will require transportation to another location.
- With full knowledge of the existence and nature of my legal right and in consideration for the opportunities provided to my child by BGCB, I waive my legal right against BGCB, its staff, volunteers, or Board of Directors for any injury or damage suffered during or by reason of practicing, participating or assisting in a BGCB service, program, or experience.
- I further authorize the application of emergency medical attention and undertake to be responsible for any hospitalization, medical, ambulance or other expenses.

POLICIES AND PROCEDURES

To ensure BGCB is providing quality programs and a safe place for our members, the following procedures/policies have been implemented:

- **Child Protection** - BGCB is committed to protecting children and youth from abuse and is obligated, by law, to report cases of suspected abuse. BGCB will support all employees and volunteers and those associated with BGCB in gaining knowledge about and taking specific measures to protect children in the course of their work. This includes ensuring an understanding and fulfilling their obligation for reporting suspected abuse.
- **Physical & Emotional Safety** – BGCB will provide a welcoming environment for all children and youth by ensuring Program Staff and volunteers strive to make all children and youth feel welcome, valued, and included while involved in all programs. We are committed to protecting the physical and emotional safety and security of children and youth, ensuring treatment that protects their self-worth and self-esteem.
- **Behaviour Management** – BGCB aims to provide a safe and supportive environment for all members within our programs. We recognize the importance of positive behaviour support in promoting member's safety and development. BGCB believes that relationship development is the foundation of positive behaviour support. Through the development of strong relationships, staff can learn the reasons for behaviour, and their comforts, likes, and dislikes of

individual members and can therefore implement a preventative and proactive practice of care.

- **Incidents** – BGCB will respond to an incident in a manner that protects the safety and well-being of children, youth, families, volunteers, and employees. When incidents occur, Program Supervisors, Leaders and volunteers will ensure the safety of all involved and then will contact the Program Manager and/or Director of Programs immediately for consultation and will follow their direction.
- **Parent/Guardian or Individual Behavioural Concerns** – Program Staff will monitor the behaviour of individuals who are dropping off and/or picking up children and youth from program to check for any behavioural concerns such as impairment, violence towards the child and/or youth and signs of abuse. When necessary, Program Staff and volunteers will report the situation to the Program Manager and/or Director of Programs, as well as the appropriate agency.
- **Diversity, Equity & Access** – BGCB will work with children, youth, and their families to try to provide access to all our programs. BGCB has no control over any physical barriers that may prevent participation in our satellite site programs as they are held within the elementary school. BGCB employees and volunteers will work with children, youth, and their families to provide inclusive programs and activities that celebrate children's unique and diverse needs. BGCB will exhaust all options to provide programming to all children and youth except when the health and safety (physical and emotional) of members is questionable.
- **Bullying, Racism & Harassment** – All children and youth who participate in BGCB programs are expected to treat others in a respectful manner. BGCB is committed to providing an environment free of all forms of bullying, racism, harassment, and disrespectful behaviour between children and youth.
- **Change of Information** – Parents/Guardians are required to inform the office of any changes in the information provided in the initial submission of the membership form (e.g. contact numbers, emergency contacts, health information, etc.) to ensure we have the most updated information. This form is available in-person at our Main Office or online by visiting our website (www.bgcbbattlefords.ca).
- **Medication** – No member medication will be administered by, or be in the possession of staff, without written consent in the form of an Administration of Medication form signed by the parent/guardian as well as a completed Medical

Emergency Plan Form. These forms are available in-person at our Main Office or online by visiting our website. Verbal consent over the phone will not be accepted. In emergency situations, BGCB employees can help children and youth administer inhalers and Epi-pens. BGCB employees will ensure the safe administration, storage and transportation of prescription and non-prescription medications. Once the Administration of Medication form has been completed, BGCB will rely on the information provided, unless the parent/guardian provides an update.

- **Contagious Conditions & Illnesses** – Children, youth, Program Staff, and volunteers may be restricted from a program if they have contracted a contagious illness or condition that could affect the health and safety of others, or if their continued attendance in an activity or program could have negative implications for their own safety.
- **Head Lice** – Head lice are common among school aged children. BGCB encourages parents/guardians to routinely check their child for head lice and treat if found. Children and youth can return to programming once they have been treated.
- **Safety Drills** – BGCB will ensure that everyone associated with the program is familiar with the safety drill procedures so that the risk of personal injury in real life circumstances can be reduced. The Program Manager and/or the Director of Programs will run safety drills once per month which include Evacuations, Lockdown, and Hold and Secure.
- **Severe Weather & Natural Emergencies** – If severe weather conditions or a natural emergency threatens to disrupt programs and/or administrative office schedules, the primary concern will be the safety and welfare of the program members, employees, and volunteers. Announcements of building closure will be posted on the Club's Facebook page.
- **Program Closures** – In exceptional circumstances, BGCB may have to temporarily close a program or programs. Satellite Site programs are hosted within elementary schools; therefore, our program may need to be closed if school is cancelled. BGCB will not run the program if the school is not open.
- **Photos & Videos** – For various reasons, parents may wish to have their child and/or youth's identity protected and to restrict situations where unknown

individuals may be taking their photograph/video. Parents/Guardians will state their wishes on the registration form.

- **Allergy Awareness** – There are children, youth, employees, and volunteers involved in BGCB, who have severe allergies. To protect their safety, we do not allow any nuts or tree nut products at any of our satellite site programs. Snack during BGCB programming will be nut free, tree nut and/or allergen free whenever possible. During our Summer Adventure Day Camps, BGCB is a nut free facility.
- **Prohibited Equipment & Electronics** – To ensure the physical safety of members, BGCB prohibits the use of bicycles, rollerblades, scooters, skateboards, etc. during program time. To provide members with quality experience in our programs, BGCB prohibits the use of personal electronics during program time.



BGC BATTLEFORDS CONTACT INFORMATION

Main Site Drop-in Program

Address: 1301-104th Street, North Battleford, SK S9A 1N9

Office Phone: (306) 445-0002 (Monday to Friday, 8:30am to 3:30pm)

Email: info@bgcb.ca

Website: www.bgcbattlefords.ca

Main Site Cell Phone: (306) 490-8435

Youth Program Cell Phone: (306) 490-8434

Innovation Federal Credit Union Saturday Program

Address: 1301-104th Street, North Battleford, SK S9A 1N9

Program Cell Phone: (306) 490-8435 (Saturdays, 1:00pm to 4:00pm)

Bready Before & After School Program

Address: 9001-17th Avenue, North Battleford, SK S9A 2V1

Bready Before School Program Cell Phone: (306) 490-8436

Bready "A" After School Program Cell Phone: (306) 490-8436

Bready "B" After School Program Cell Phone: (306) 490-8439

EMBM Before & After School Program

Address: 1651-96th Street, North Battleford, SK S9A 0H7

EMBM Program Cell Phone: (306) 490-8437

Battleford Central & St. Vital Before & After School Program

Address: 252-23rd Street, Battleford, SK S0M 0E0

BCS Program Cell Phone: (306) 490-8402

Holy Family After School Program

Address: 9201-19th Avenue, North Battleford, SK S9A 2W2

Holy Family Program Cell Phone: (306) 490-8438

Special Programs

Program Cell Phone: (306) 490-8435

Summer Adventure Day Camps

Address: 1301-104th Street, North Battleford, SK S9A 1N9

Program Cell Phone: (306) 490-8435 & (306) 490-8434

Summer Parks Drop-in Program

Centennial Park: 18th Avenue & 104th Street, North Battleford, SK S9A 4A8

Program Cell Phone: (306-490-8437)

Kinsmen Park: 18th Avenue, 92nd & 96th Street, North Battleford, SK

Program Cell Phone: (306-490-8437)

Senator Herb Sparrow: 1301-104th Street, North Battleford, SK (306-490-8438)

Program Cell Phone: (306-490-8436)

Thank you for choosing BGC Battlefords!