

Summer Children and Youth Programs

PARENT HANDBOOK

Welcome!

The next few pages will outline the policies, procedures and any other information that is important to share with parents and participants about the Town of Banff Children and Youth Summer Programs. Please read through this package prior to your child/youth's participation in the programs. If you have any questions or concerns, please do not hesitate to contact us at 403-762-1251.

General Program Overview

Program Philosophy:

Children and Youth Programs are a responsive and necessary part of our community. The purpose of our summer programs are to provide a variety of opportunities for the social, physical, creative and emotional needs of all children and youth in our community.

We take into consideration five themes to target the needs and interests of the children and youth when developing our programs. We plan to meet the needs and interests of children and youth through a variety of creative arts, gross motor activities and sports, outdoors and nature, field trips and other program content. Qualified staff will lead various diverse activities, encouraging exploration, experimentation and teamwork.

Program goals:

- To promote the child's/youth's overall development through a balanced program
- To ensure the child's/youth's well being and safety at all times
- To enhance the learning processes of each child/youth and nurture their curiosity about the world around them
- To develop in each child/youth a positive self image
- To foster an appreciation and consideration for others and their differences
- To promote knowledge, respect and appreciation for the environment and the National Park in which we live

- To maintain open lines of communication between staff, children/youth and parents
- To provide inclusive programs which embrace our community's sense of belonging

Program Objectives:

- Program plans will focus on all areas of child/youth development
- Policies, procedures and guidelines will be observed on a daily basis to ensure participant safety at all times
- Staff will actively participate in the program so that they may extend and expand the learning experiences of each participant
- Staff will plan and organize activities where the child/youth can feel successful
- We will promote responsible leadership within the National Park to all participants; all program activities will promote minimal impact practices and will uphold and adhere to all National Park rules and regulations

Operational Info

The staff/participant ratio for all Summer Programs is as follows:

- 1:8 for Playground Pals (age 3-5 years)
- 1:12 for Summer Fun (grades 1-6)
- 1:15 for Youth Camp (grades 7-10)
- Specialty Camp ratios may vary from those listed above depending on the contractor's request and judgement on adequate supervision

All summer programs run in the months of July and August with statutory holiday closures. For the 2017 season, summer programs will commence on July 3rd and finish September 3rd.

Playground Pals

- Mondays afternoons 1pm-4pm
- Tuesday and Wednesday mornings 9am-12pm
- Extended care is not available for the Playground Pals program

Summer Fun & Specialty Camps

- Regular Program runs Monday to Friday 8:30am-4pm
- Extended Care runs Monday to Friday 4-6pm
- Some program activities may run outside of the above times, in which case the hours will be communicated ahead of time

Youth Camps

- Monday to Friday with varying program times based on camp and activity details

Sample daily Summer Fun regular and extended program routine:

8:30-9am	<ul style="list-style-type: none">Regular program arrival and attendance in gymnasiumFree Play
9-11:55am	<ul style="list-style-type: none">Structured indoor/outdoor activities (see detailed group schedules)
11:55-12pm	<ul style="list-style-type: none">Attendance in gymnasium
12-12:30pm	<ul style="list-style-type: none">Lunch
12:30-12:55pm	<ul style="list-style-type: none">Leader assigned indoor/outdoor free play
12:55pm	<ul style="list-style-type: none">Attendance
1-3:45pm	<ul style="list-style-type: none">Structured indoor/outdoor activities (see detailed group schedules)
3:45pm	<ul style="list-style-type: none">Wrap-up & prepare for end of day
4:00pm	<ul style="list-style-type: none">Pick up of regular program participants
4:00-4:30pm	<ul style="list-style-type: none">Extended care attendanceGymnasium free play
4:30pm	<ul style="list-style-type: none">Extended program snack
4:30-5:30pm	<ul style="list-style-type: none">Centre activities (arts, sport, outdoors)
5:30-6:00pm	<ul style="list-style-type: none">Free play indoors or outdoorsClean-upPick up

Playground Pals Program follows a similar schedule pattern to the above Summer Fun outline.

All Specialty Camps and Youth Camp program routines may differ depending on program activities. Program schedules will be available prior to camp commencement.

Main Facility

All summer programs are based out of Banff Elementary School. The school can be accessed via the Big Horn Street entrance on the parking lot side of the building.

Participant drop off occurs in the BES gymnasium until 9am. Drop off after 9am will be to individual group rooms. Pick-up occurs in individual group rooms at 4pm. Extended care pick up after 4pm will be from the BES gymnasium.

Participants will be designated a locker on their first day of camp at BES if they will be attending on a regular basis during the summer. Our friendly staff will assist your child in finding a locker close to their group's room.

All summer programs regularly utilize the gymnasium, the school kitchen, various classrooms, as well as the outdoor playground, playing field, ball diamond, basketball courts and age appropriate play/climbing structure. There is also a tarmac for ball games and skipping as well as a grassy and treed area for relaxation. The entire perimeter of the yard is fenced.

Nutrition /Snacks

We strive to provide a nutritional snack each day for extended care between 4:00 – 4:30 pm. See sample menu below. Obvious consideration will be given to participants with food allergies or dietary needs. Please note, our facility and programs are nut-free.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Crackers and Cheddar Cheese	Veggies & Dip	Tortilla Chips and Salsa	Mini Bagels and Jam	Surprise Snack
Fruit	Fruit	Fruit	Fruit	Fruit
Juice	Juice	Water	Juice	Juice

Staffing

All summer programs are offered by the Town of Banff Community Services Department. One full-time Children & Youth Program Coordinator and a seasonal Summer Coordinator oversee staff, programmatic, budgetary and administrative functions. On-site seasonal program leaders oversee the daily details of their respected programs. Inquiries relating to fees and registration can be directed to Community Services administration at 403-762-1251.

Registration

All registrations and payment take place at Town Hall. Registration must be fully completed for each child/youth through the Community Services front desk prior to attending the program. This includes waivers and additional consent forms, as well as updates to registration information. Registrations are accepted on a first come first serve basis.

Fees

- Summer Fun Regular Program Fees (8:30am-4pm)
 - Resident fee: \$41 /day or \$161/week
 - Non-residents fee: \$55/day \$219/week

- Summer Fun Extended Care Program Fees (8:30am-6pm)
 - Resident fee: \$46/day or \$183/week
 - Non-residents fee: \$65/day \$261/week

- Summer Fun Overnight Trip Fees
 - One night campout
 - Resident fee add-on: \$38
 - Non-residents fee add-on: \$59
 - Two night campout
 - Resident fee add-on: \$60
 - Non-resident fee add-on: \$81

- Playground Pals Fees
 - \$20 per drop in session
 - Cash only payment upon arrival

- Youth Camp Fees
 - Weekly Camps
 - Resident \$228
 - Non-resident \$283

- Speciality Camps - please visit www.banff.ca/kids for up to date information

Absenteeism and Late Fees

We ask that ALL absences be communicated to program staff via the on-site cell phone line at 403-762-1927. Absence notifications can be left at any time, including after hours on voice mail. Extended hours fees will be applied if your child is picked up from the regular program after 4pm. Late fees of \$5.00 per minute apply to parents who fail to pick children up by 6:00pm.

Please review our Children and Youth Program registration policy at www.banff.ca/kids for cancellation and refund details.

Holiday Schedule

Our programs are closed on statutory holidays.

Parent Information

Parent Orientation

The Community Services administration at Banff Town Hall will provide you with the necessary forms needed to register your child/youth in the program. All forms and documents, including program schedules, this Parent Handbook and program waivers can be found online at www.banff.ca/kids.

Our children and youth program team believes it is essential that parents feel familiar and comfortable programs. For this reason, we welcome all parents to take a tour of the summer facility and introduce themselves to program staff.

Parent Involvement

If you have a skill, craft, talent or ability to share, we welcome your participation. Your occupation may be of interest to children; your cultural background may suggest an activity our participants would enjoy; your musical talent or interest in home crafts could enrich our program. You will be delighted with your child's excitement and pride in your presence as much as the class will enjoy your contribution. Your participation in various field trips is also welcome. Please let us know - we would be happy to have you when possible.

Open Door Policy & Feedback

Questions, concerns or feedback are always welcome! Various avenues are available to provide feedback, including in person, via phone or email as follows:

- Playground Pays & Summer Fun program cell phone: 403-762-1927
- Youth Camp program cell phone: 403-431-3193
- Children & Youth Program Coordinator
 - Jessica LaBonte 403-762-1229 or jessica.labonte@banff.ca

Communication

Open communication between parents and staff is what helps us serve you and your child/youth. We are happy to support you in any way we can.

Please visit our parent information board located in the entry hallway to BES. There you will find program information, parent reminders and special notices. Weekly emails are also used to communicate important reminders for specific program activities.

Confidentiality

Personal information and that which is discussed in regards to children/youth and parents will be kept confidential. Child specific information is shared only with parental consent via our program waivers.

Parent Evaluations

Formal program evaluations are emailed out at the end of the summer. All feedback is anonymous and useful in developing and improving our programs. Informal feedback is always welcome at any time.

Attendance and Release of Children

Children/youth will be released only to those listed on their contact sheet. If another person is to pick up a child/youth, written or verbal permission from the parent/guardian must be received prior to scheduled pick up. Staff may ask any person for photo identification if they are unknown to them. Child/youth release details can be updated at Town Hall or with program staff.

Independent Departure

Children/youth will be permitted to leave the program independently in accordance to their contact sheet completed at the time of registration.

Children/youth must sign themselves out with a program staff prior to their independent departure.

Emergency Procedures

Emergency phone numbers and evacuation procedures will be posted by the phone in all rooms used by our programs. Seasonal fire drills will be conducted to familiarize children/youth of evacuation procedures.

At all times, a complete first aid kit is kept on the premises and portable first aid kits will accompany each group regardless of their location.

Health Standards

Children who are ill are not permitted in the program. Signs or symptoms of illness exhibited by a child include the following:

- Vomiting, having a fever, diarrhea or a new or unexplained rash or cough
- Requiring greater care and attention than can be provided without compromising the care of the other children in the program
- Having or displaying any other illness or symptom the staff member know or believes may indicate that the child poses a health risk to persons on the program or premises

We ask that sick children/youth are kept home during these instances. If a child/youth becomes sick while in care, parents will be notified and asked to remove the child/youth from the program immediately to ensure all participants and staff remain healthy. If staff are unable to reach parents, they may call the child/youth's emergency contact individual for pick up.

Accident/Incident Reporting

All incidents and accidents are reported in written format. Parents are to review and sign all incident/accident report forms. Forms are then passed on to the Children and Youth Program Coordinator for review and any necessary follow up.

Medication/Self-Administration Policy:

Generally we do not administer medication at our programs. There may be incidents that need to be dealt with on a case-by-case basis. The Children & Youth Program Coordinator will review parent requests, make decisions in these instances and inform staff accordingly. Parents will be required to complete the necessary Medication Administration forms on a seasonal basis.

Medications will be inventoried and stored in a locked location. All medications must be in their original labeled container and any administration of medication will be documented. Parents, children/youth and staff will review all dosage requirements and medication information.

Policies and Procedures

All of our program policies and procedures are available for your viewing and feedback. Please contact our administrative assistants or the program coordinator if you would like to request a copy of our current policies and procedures.