



# **The YMCA of Regina's Before and After School Program: *Parents Manual***

The YMCA of Regina is a charitable organization whose purpose is to foster the growth and development of people and communities in spirit, mind and body.

Welcome to the YMCA of Regina's Before and After School Program. We take the job of caring for your child seriously and believe that the partnership between parents/guardians and our childcare providers is essential to the healthy growth and development of your child. We understand that parents/guardians need to have peace of mind, knowing that their child is in a safe, nurturing environment that fosters healthy relationships.

Thank you for selecting the YMCA of Regina's Before and After School Program as your family's choice for childcare. ***Please note that enrollment is not continuous from year to year; therefore, you will need to register for each year that your child plans to enroll in the program.***

## **Our Philosophy and Values**

Our goal is to provide guidance in order to make your child's choices positive. We encourage problem solving and decision-making with an emphasis on verbalization of feelings, thoughts and ideas. We believe that children are capable and competent individuals. In order for children to learn, they must first feel good about themselves and secondly, feel confident in their capabilities. We strive to provide a variety of experiences that will encourage children to have the confidence that they need in order to successfully face new challenges.

Dedicated to quality service, our focus is on the family and the importance of providing a stimulating, nurturing and a secure environment - a special place where you are assured that your child will learn, in a happy, loving atmosphere.

Our values are based on ***honesty, caring, respect, responsibility and inclusiveness***. Not only do our Before and After School Program staff encompass these values on a daily basis, but they also teach and encourage the children in their care to use these values on a daily basis as well. Our values are an important aspect of our program. We believe that there are 3 pillars key to the development of a child. These pillars are the inter-related web of support developed by the relationship between **1) You, the parents/guardians 2) The host school and 3) Us, the YMCA of Regina Community.**

We see the role of the Before and After School Program as being a support system to the family. All programs have an 'open door' policy to encourage parents/guardians to spend time with their child. No appointment is necessary. It is important that there is open communication between staff and families and vice versa. We encourage you to become involved in your child's program through visits, sharing your expertise and talents, or by contributing to the weekly themes wherever possible.

## **Goals and Objectives**

### **To assist each child to develop a sense of dignity and self-worth:**

- By providing a wide variety of social activities and learning experiences that encourage the development of self-confidence and the ability to get along with others.
- By building warm relationships of trust between staff and children.

### **To assist each child to improve his/her cognitive skills and abilities:**

- By providing a variety of age-appropriate educational and social/life experiences.
- By providing stimulating space, equipment and resources.
- By encouraging creative activities that develop verbal/literacy skills, self-discipline, decision-making and problem-solving skills.
- By providing ways to aid in academic success as well as social and personal skill development.

### **To assist each child to maintain good health and develop his/her physical skills and abilities:**

- By providing an environment free from health and safety hazards.
- By providing health, nutrition and parenting information to families where available.
- By providing a daily period of physical activity.

### **To enhance family life:**

- By providing opportunities for family involvement.

## **Hours of Operation and Eligibility**

We offer programming 7:00 am to 9:00 am every school day morning and from 3:30 pm to 6:00 pm every school day afternoon. **Before and After School Program registrants are eligible for the member rate for programming offered by the YMCA of Regina.** This includes Schools Out Day Camps, the Home Alone Preparation Course and the Babysitter's Course from **September to June.** For a complete list of programming offered by the YMCA of Regina, please visit our website.

Before and After School care is provided to children in grade 1 through to grade 8. **Your child must be a student at the school that is host to the program prior to enrollment in the Before and After School Program. The parents/guardians must arrange all transportation needs as we are located directly in a specific school, we therefore, do not participate in any busing.**

If your child has physical, cognitive, behavioral or emotional special needs please contact the Director of School-Based Programs prior to submitting a registration package to ensure that we are able to meet your child's needs prior to registration.

## **Fees**

The fees for the program are as follows:

**\$305.00 Full Time Care**

**\$170.00 Part Time Care - Mornings only**

**\$215.00 Part Time Care- Afternoons only**

**\*Please note:** There is a **\$50.00 non-refundable administration fee that must accompany each registration form.**

**Teacher Professional Development Days (Schools Out Day Camps)-\$55.00 per day (Members), \$65.00 per day (Non-Members).**

**Fees are payable through:** Pre-authorized VISA, MASTER CARD, AMERICAN EXPRESS or bank account. All pre-authorized payments will be withdrawn or charged on the 1<sup>st</sup> of each month, no exceptions.

**NSF Fees** - You will be notified by email with the amount and date of your NSF'ed payment. If you NSF three consecutive months in a row, we will have no other option but to remove you from the program. You will need to repay these fees plus any

additional fees that may have occurred as a direct result of insufficient funds. Failure to do so will result in withdrawal of childcare services at that time.

**Non-School Days** - The Before and After School Program will be closed on all non- school days including all Teacher Professional Development Days and the following Statutory holidays:

- Thanksgiving Day
- Remembrance Day
- Good Friday
- Victoria Day
- Labor Day
- Family Day
- Christmas Day
- Boxing Day
- New Year's Day

**Vacation/Sick:** Childcare fees will not be reimbursed for vacation and/or sick days.

**Tax Receipts** –All income tax receipts will be located in your Active Net account. We will not print, mail or email any income tax receipts.

## **Enrollment and Acceptance**

Registration is accepted continuously throughout the program year. Registration for the following program year begins every year in April (for returning registrants) and May (for new registrants). Your child must be a student at the program’s site in order to qualify for registration at that site.

Please note that once available spots are filled, a wait list will be started. Number of available spots by site are as follows:

School Name	Full-time	AM OR PM	TOTAL
Centennial	20	5	25
George Lee	20	5	25
Henry Janzen	15	5	20
MacNeill	15	5	20
Massey Littles (grade 1-3)	20	5	25
Massey Bigs (grade 4-8)	20	5	25
McLurg	15	5	20
McVeety	15	5	20
St. Angela	20	5	25
St. Dominic	15	5	20
St. Jerome	13	3	16
St. Josaphat	20	5	25
St. Marguerite	20	5	25
St. Mary	15	5	20
St. Pius Littles (grade 1-3)	15	5	20
St. Pius Bigs (grade 4-8)	15	5	20

### **Priority Registration:**

Because there are a limited number of spaces at each site, registration is open for the following program year, and priority is based on fulfilling at least one of the following conditions:

- Returning registrant
- Sibling of returning registrant
- YMCA of Regina Childcare registrant

### **New Registration:**

Registration will open to the general public in May.

All registrations are accepted into the program on a "*First Come, First Serve*" basis, regardless if you are a returning registrant, sibling of a returning registrant, YMCA of Regina Childcare registrant or a new registrant. If you do not get your application in until after the designated time you are allotted, or spots have already been assigned, we unfortunately cannot hold, or guarantee, your spot. All registration forms are time and date stamped once they are received and are registered in that order.

We do not carry over waitlists from year to year. **Please note:** In order to be considered a returning registrant, a child must be registered in the program prior to April 1<sup>st</sup> or have been on a wait list. If you register for the program after April 1<sup>st</sup> of the current program year and secure a spot, you are not considered returning for the following program year and must register with the general public in May.

Registration is confirmed via email by the end of June, annually.

## **Arrivals & Departures**

Parents/guardians and children may **NOT** arrive before the designated time the program opens (7:00 am). Children must be accompanied into the program and signed in by a parent/guardian. This is non-negotiable. Failure to comply with this will result in withdrawal. Once the child is signed in, the child becomes the responsibility of the program staff and must remain at the program until being signed out by a parent/guardian. We ask that if a child wishes to leave the program to participate in extra-curricular activities, and then return to the program after they have finished their extra-curricular activities, that you contact the Director for the appropriate document that will need to be signed.

At the end of the day, parents/guardians must once again come in to the program and sign their child out of the program. Again, this is non-negotiable. Failure to comply with this will result in withdrawal. Once a parent/guardian signs out their child, their child is no longer the responsibility of the program staff.

Please note that our sign in/out procedures may look a little differently in light of COVID-19. Parents/guardians may call or text the site cell phone number upon drop off/pick up and a staff member will meet you outside to sign in/out your child on your behalf. Staff need to physically see the parents/guardians to ensure transfer of care.

Signing in and out is an important procedure, as the sign-in/out sheets are what is used to account for all of the children in the event of an emergency. The transfer of care is critical in keeping children safe.

Staff will not release your child to any person other than those persons listed on the registration form. In the event that a parent/guardian must have an adult other than those listed in his/her children's registration form sign in or out, notice must be given. Staff will record the request in the program logbook and the designated adult will be required to present identification to the staff before the child will be released into their care (government issued photo ID).

In the event that the person picking up your child is intoxicated, or indicates a potential threat to the child, staff will immediately contact the alternative emergency contact listed in your child's file, and request that this person pick up your child instead.

If any child does not arrive at the program *after school*, one of the child's parents/guardians will be contacted. As this process is time consuming and takes staff away from the group, thus, reducing the safety of the program, please leave a detailed voice message on the site-cell phone located at the program indicating that your child has been picked up from school early or will not be attending the program after school.

## **Registration Change/Withdrawal Policy**

During the regular program year, the YMCA of Regina requires 30 days' advance notice in order to adjust your child's enrollment status. The form (*Registration Change/Withdrawal Form*) can be downloaded from our website. Notice is due by the first of the month. Parents/guardians are responsible for the month's fees if proper notice is not given. You can email the completed form to [REG-beforeafter@regina.ymca.ca](mailto:REG-beforeafter@regina.ymca.ca) Please **note: *Non-attendance does not constitute withdrawal.*** If notice is not given, that month's fees will be charged.

**IT IS VITAL THAT WE ARE KEPT INFORMED OF ANY CHANGES IN WORK PHONE NUMBERS OR EMERGENCY/ALTERNATE PHONE NUMBERS. WE NEED TO KNOW WHERE YOU CAN BE REACHED AT ALL TIMES WHEN YOUR CHILD IS IN ATTENDANCE AT THE BEFORE AND AFTER SCHOOL PROGRAM AND SCHOOLS OUT DAY CAMP. PLEASE CONTACT THE DIRECTOR OF SCHOOL-BASED PROGRAMS WITH ANY CHANGES.**

## **Staff/Volunteers**

All Before and After School Program staff are trained in First Aid and CPR. A criminal record check (including vulnerable sector) is completed prior to employment with the YMCA of Regina and all staff must participate in mandatory Child Protection training.

Volunteers are a valuable resource to our Before and After School Programs. Our volunteers are given the opportunity to experience the responsibilities of a childcare professional. We encourage participation of volunteers in order to provide opportunities for career exploration, community involvement and self-development. The program and the children receive tremendous benefit from the effort and commitment of volunteers.



Volunteers are not included in the child/staff ratio and are never left alone with children. Program volunteers must provide a criminal record check (including vulnerable sector) prior to working in the program as well complete additional child protection training.

### **Children's Programming: A Place to Connect**

We strive to provide quality childcare in a safe, convenient and caring environment for children in grade 1 through to grade 8.

Our programming builds on the YMCA of Canada *Playing to Learn* Curriculum and was specifically designed for school-aged children. Our programming is called, *A Place to Connect* and provides opportunities for children to connect, participate, learn and have fun by providing opportunities for choice, discovery and exploration.

Children's needs (emotional, physical, developmental) are pivotal to our curriculum. Meaningful experiences are also pivotal to our curriculum. Our curriculum is meant to be a "*living curriculum*" in which children and staff both work together to develop it.

We reinforce the YMCA of Regina Core Values as well as the 40 Developmental Assets throughout our programming. Our goal is to encourage and foster creativity, while exploring imagination. All of our staff are trained in *A Place to Connect* and includes, an introduction to child development and *A Place to Connect*, relationship building, program planning as well as physical activity training.

At the YMCA of Regina we focus on promoting healthy child development. Healthy child development focuses on: providing opportunities for children to be engaged in their community, creating positive impacts on growth and development through learning, creating and fostering opportunities for each child to belong, to be themselves and to succeed. Resulting in children building confidence, being engaged and becoming empowered to be the person that they were meant to be.

Physical literacy will also be a primary focus in the YMCA of Regina Before and After School Program. Physical literacy addresses the need for a return to basics and helps learning movement fun and meaningful in a way that promotes feelings of success, self-esteem, and accomplishment. Through games, obstacle courses and activities geared towards building physical skills and abilities, we hope to encourage and foster a life long active lifestyle. All of our staff will be trained in the YMCA Physical Literacy competencies and will be able to plan and build the fundamental movement skills into their programs.

## **Indoor/Outdoor Play**

Being housed in a school, there are opportunities for indoor play; therefore, we ask that you provide indoor footwear for your children to wear during program hours. There are also plenty of opportunities for outdoor play, unless wind-chill factors exceed - 25 C or the temperature is -25 C (winter) +28 C (summer) or if there are other forms of inclement weather. We ask that families dress their children according to existing weather conditions, particularly, in light of COVID-19, where we will be spending as much time as we can outdoors. We recommend the following:

- Spring** - **Wet days:** splash pants, jacket, rubber boots, hat and raincoat.
- Summer** - **Hot days:** shorts and t-shirt or sundress, hat and running shoes.  
**Cool days:** pants and t-shirt, running shoes, hat, jacket or sweater.
- Winter** - Parka, ski pants, scarf, hat, warm boots, mitts.

## **Personal Belongings and Toys from Home**

Please label all personal items with permanent marker. If something gets lost but has your child's name on it, you are more likely to have it returned.

Children must have appropriate outdoor footwear (boots, runners, etc.) and indoor footwear (clean non-marking runners for the gym) at all times. If children do not have appropriate indoor footwear, they will be asked to sit out when playing in the gym.

We ask that parents/guardians not allow their children to bring their own toys to the program. Toys from home are often lost, broken or stolen. If a child does bring a toy from home into the program, they will be required to put it away until they are picked up.

We are not responsible for lost or damaged personal items.

## **In-Direct Supervision**

A permission form is located in the registration package that must be signed by a parent/guardian in order for their child to be without direct supervision for short periods of time. Examples include, finding their way to the Before and After School Program in the afternoon, going to the washroom or going for a drink of water, etc.

## **Behavior Management Policy**

Our program staff recognize and respect the uniqueness of each child and we work with families to provide behavior management strategies to create a safe, healthy and happy environment. We use a variety of proactive and preventative strategies to help children become self-directed and self-disciplined. Our staff work as a team to provide consistent positive guidance to each child.

Children are given an opportunity to express themselves in a socially acceptable manner and are encouraged to determine solutions to problems. Staff assist by providing positive discipline and re-direction and by establishing well-defined, fair and age-appropriate expectations. Reasons for rules and limitations are clear and concise.

When staff must intervene, they do so in a respectful manner. They clearly define what the behavior was, why it was unacceptable and suggest alternate means of handling the situation. This is reinforced through consistent role modeling and positive feedback, including reiterating the YMCA of Regina core values.

Children are encouraged to recognize and verbally express their needs and emotions. If a child is unable to interact in an appropriate manner, they may be asked to sit away from the group for a short period of time (being monitored by a leader). This *'quiet time'* may assist the child in regaining control.

We encourage children to accept responsibility for their own behaviors and emphasize that the child's choice determines the results.

Physical punishment, the denial of physical necessities and verbal/emotional abuse is not permitted.

We work with families as a team to promote social-skill development. Please share your concerns and suggestions with us. When an incident occurs, staff will do their best to provide the family with a written report. Our *'Behavior Incident Reports'* are signed by the parent/guardian and kept in the child's file on-site and in the Directors' office.

Our program staff are committed to providing a safe and happy environment for children in their care. If a child's behavior compromises the quality of care for children in the program, staff will deal with the situation in a child-sensitive manner. The goal is for the parent/guardian and the staff to work together in order to change the negative behavior for the benefit of the child and other children enrolled in the program. Program staff will discuss the situation with the child's family to review and develop a plan of action. Further discussions may be scheduled to review progress as the family and staff work together to develop and implement a specific behavioral modification program. If, after implementing the new strategy, there is still no change in behavior, the child may be withdrawn from the program.

Any abusive, violent or aggressive behavior that endangers the child, other children, staff, equipment, property or the facility will not be tolerated and care will be immediately withdrawn.

If a child runs away from the program, a staff person will contact the parent/guardian immediately and the parent/guardian will be asked to come and pick up their child. It is not the responsibility of the staff to chase after the child; staff must stay with the other children in their care. If a child continually runs away, they may be withdrawn from the program.

## **Accident Procedures**

Staff make every effort to reduce the possibility of accidents and injuries.

Staff are trained in Emergency First Aid and CPR.

All injuries will be recorded on a '*Minor Injury Report*' (except for minor scratches, etc.).

Parents/guardians will be informed of any injuries. If staff feel that it is necessary for the child to be picked up by a parent/guardian, you will be called immediately. If the minor injury only needs cleaning, a Band-Aid or a hug, you will not be called, but you will be informed when you pick up your child.

If an injury requires medical care, we will contact parents/guardians immediately to pick up the child to take them to the hospital. If we feel that the injury is too severe for the child to be transported by car, we will attempt to contact you and an ambulance will be called immediately. You will be billed for any costs incurred, especially if you chose to call the ambulance yourself.

## **Dismissal Policy**

The following circumstances will warrant immediate termination or expulsion from the program:

- Failure to sign in/out your child or to ensure adequate transfer of care.
- Assault or threat of assault by parents/guardians will result in immediate expulsion.
- Non-payment of fees and/or three consecutive months of NSF fees.
- Non-compliance with the policies and procedures of the center.
- Use of abusive language or any inappropriate behavior towards others.
- Any destructive, violent behavior by a parent/guardian or child that is harmful to other children or staff.
- Consistent tardiness in picking up your child.
- Challenges due to undisclosed special needs.
- Child consistently runs away from site staff and the program.

***If your child is dismissed from the program, there will be no refund of fees and they will not be eligible to enroll in any Schools Out Day Camps.***

## **Late Pick-Up Policy**

If your child has not been picked up five minutes past closing time (6:05 pm), and we have not been notified, the following steps will be taken:

1. We will call your home and/or your place of work.
2. If we are unsuccessful in contacting you, we will notify the individuals listed as emergency contacts in the registration form you submitted.
3. 30 minutes after closing (6:30 pm), staff will phone the Director of School-Based Programs and they will decide if they are to wait up to another 30 minutes (7:00 pm) or to phone Mobile Crisis at that time.
4. We will contact Child and Family Services if we are unable to reach family or emergency contacts one hour after closing (7:00 pm).
5. Staff will wait with your child until a Social Worker arrives or alternate pick up arrives.

*\* If tardiness persists, we may ask you to make alternative child care arrangements. \**

## **Transportation Policy**

Except in the case of medical emergencies not requiring an ambulance, employees of the YMCA of Regina are not permitted to transport children in their vehicles.

## **Guardianship/Child Custody**

If you have a court order that limits the rights of one parent/guardian in matters such as custody or visitations, please provide us with a copy. Unless your court order is on file with us, we must provide equal rights to both parents/guardians.

## **Communication**

Communication is vital in promoting a healthy childcare environment. Our staff will be happy to discuss your child's day and deal with any concerns that you may have.

## **Research, Photography and Videotaping**

Parents/guardians must sign a permission form before any research project, photography or videotaping is carried out by any person with respect to the children in the Before & After School Program. This form is in the registration package for you to sign and hand in. In the event of research situations, you will be informed in advance as to the nature of the research and the extent of your child's involvement and will be requested to give written consent for your child to participate in the specific study.

Parents/guardians sign a general release in the registration package giving permission for their child to be photographed or videotaped while attending the program. Pictures may be used for promotion of the program. This form is included in the registration package and is **optional**.

## **Nutrition & Snacks**

We will be offering an after school snack to our B&A children. There is an additional fee of \$25.00 per child, per month to participate in the snack program. If this is something that you are interested in utilizing, please select the snack option on the registration form.

**EVERY CENTRE WILL BE PEANUT/NUT FREE.** Please be certain to inform childcare staff of any, and all, allergies.

We recommend that you provide your child with a refillable plastic bottle that they can use to drink water throughout the day.

The YMCA of Regina believes that eating well, being active and feeling good about oneself are key principles to ensuring the healthy development of all children. We provide a homelike environment for snack times that promote opportunities for children to socialize, learn and model good eating habits. When bagged snacks are at the program it is an expectation that the following guidelines are followed:

### **Parent's/Guardian's Responsibilities:**

- ✓ The bagged snacks are nutritious and follow Canada's Food Guide.
- ✓ Snack is provided in a labeled lunch bag with an ice pack if needed.
- ✓ Foods that contain or may have come into contact with peanuts/nuts are not in the child's snack.
- ✓ No microwavable snacks.

- ✓ Will not bring food-related items to share with other children in the program.

**Staff Responsibilities:**

- ✓ Staff will ensure that children wash their hands before and after eating.
- ✓ Staff will ensure that children do not share food.
- ✓ Staff will encourage children to have something to drink at snack time.
- ✓ Staff will not bring any food related items to the program to share with the children.
- ✓ Staff will model healthy eating behavior.

Below, please find a variety of different suggestions to create interesting, healthy and delicious peanut/nut free snacks for your child.

**Breads**-Bagels, bagel crisps, bread sticks, whole wheat bread, buns, melba toast, pita pockets, whole grain crackers.

**Fruit**-Dried fruit, apples, bananas, blueberries, oranges, pears, frozen grapes, frozen bananas, fruit salad.

**Vegetables**-Broccoli, carrot sticks, cherry tomatoes, vegetable juice, radishes, cucumbers, celery sticks.

**Milk and Dairy**-Cheese slices, cottage cheese, dips, milk, yogurt, fruit smoothies, pudding.

**Meats**-Cold cooked chicken, hardboiled eggs, tuna, turkey, roast beef, hummus, falafel.

**Extras**-Dried cereal, muffins, nachos and salsa, pizza, granola mix, pretzels.



## **Illness**

If children are not well enough to participate in the program activities, they should be at home. If children become ill at the program (fever, severe congestion, and symptoms of contagious disease), the parent/guardian will be contacted and will be expected to pick up their child as soon as possible. If we cannot contact the parent/guardian, we will contact the person indicated as the emergency alternative. If your child has a communicable disease, we must follow Public Health Regulations regarding incubation and/or isolation and a doctor's note may be required upon returning to the center. Notice of contagious diseases will be posted at the center.

## **Infection Control: Communicable Illnesses YMCA of Regina** **COVID-19 Illness Policy**

Parents/guardians must assess their family daily for symptoms of the common cold, influenza, COVID-19 or other infectious diseases (including fever, cough, headache, difficulty breathing, sore throat, nausea, vomiting, diarrhea) before sending their child(ren) to the Before and After School Program. Anyone displaying ANY symptoms WILL NOT be allowed to attend and will need to be symptom-free before attending again. Anyone who has been in direct contact with anyone who has been, or is sick, or not feeling well should also consider not attending. If any of these symptoms are present, parents/guardians are encouraged to use the online Saskatchewan COVID-19 Assessment Tool or contact 811, prior to attending the program, and follow those instructions.

Checklist for Daily Self-Assessment:

- Is anyone in your household experiencing, fever, cough, headache, difficulty breathing, sore throat?
- Has anyone in your household returned from out of province in the past 14 days or been in close contact with someone who has?
- Has anyone in your household had close contact with someone who is ill with cough and/or fever?
- Has anyone in your household had close contact with someone who is being investigated or confirmed to be a case of COVID19?

If a child develops any COVID-19 symptoms while at the program, the child will be isolated from other children, and the parents/guardians will be contacted to pick up

the child immediately. We will follow all of the school's guidelines, procedures, protocols and policies.

## **Health Guidelines**

- Contagious Skin Rash** - Your child's rash must be diagnosed by a physician and treatment started before the child may return.
- Head Lice** - You will be notified and treatment must be applied before child can return.
- Warts/Open Sores** - If the program includes swimming, children may be prohibited from entering the pool. The head Lifeguard has complete authority in ensuring public swim health guidelines are met.
- Conjunctivitis/Pink Eye** - Your child will need to be picked up and will not be admitted until they feel well enough to participate in program activities.
- Chickenpox** - Children are infectious prior to the onset of the rash. They may attend if they feel well enough to participate in center activities.

## **Health and Medication**

The staff cannot administer non-prescription drugs unless a note accompanies them from your physician, recommending their use for a specific period of time.

Prescription drugs will only be administered when a '*Medication Form*' is completed by the parent/guardian (these can be found at each program site).

All medication must be contained in the original pharmacy container, labeled with the child's name, dosage, name of medication and expiry date. We suggest you request the pharmacist to put medication into two labeled containers so that one can be left at the program and one at home.

All medication must be given directly to staff and will be stored in a secured area. Each time a new medication time frame becomes necessary for your child, you will be asked to complete a new '*Medication Form*.'

Labeling and medication form requirements also apply for asthma and allergy medications. Children with asthma or allergies must have their medication at the program at all times.

## **Child Abuse and Child Protection**

Staff and volunteers receive mandatory training in child protection. Any suspicion of child abuse is immediately reported to Child and Family Services. Screening processes are in place to ensure that all staff and volunteers are adequately hired and trained in child protection.

In Saskatchewan, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is/or might be in need of protection.

The Child and Family Services Act (1989) requires that a Child Care Professional who has reason to suspect that a child has suffered or is suffering from abuse (neglect, emotional, physical, sexual) that may have been caused or permitted by a person who has or had charge of the child, must report the suspected abuse to Child and Family Services immediately.

Parents/guardians are encouraged to communicate with staff if they have concerns or require advice regarding any concerns that they have about their child.

## **Confidentiality Policy**

Access to a child's information record is given only to the legal guardians of the child and the staff at the program. In the case of an emergency or injury to the child, information may be released to the proper authorities, medical staff attending to the child, or, in the case of suspected abuse, the appropriate child protection agency. Otherwise, no information, verbal or written, regarding a child or his/her family shall be released to anybody other than the parents/guardians of that child, without the permission of the parents/guardians. All staff will respect the confidentiality of all families.

Parents/guardians should be aware that, in the case of non-payment of fees, pertinent information will be provided to an external collection agency and may be shared with other children's programs at the YMCA of Regina.

No other information, verbal or written, regarding a child or his/her family can be released to anyone other than the parents/guardians of that child, without the written permission of the parents/guardians.

Parents/guardians are responsible for updating their child's file (with the Director of School-Based Programs) when there are changes to address, work/home phone number, etc.

## **Registration Package**

Now that you have finished reading over the *Parents Manual*, all that you need to do for your child to attend the program is to complete **all** of the following forms, which can be found downloaded from our website. They are all PDF-fillable and will need to be emailed to the email address listed on the registration form.

All forms are required for us to consider your application complete. If we receive your registration and some forms are missing/incomplete, we will email you and ask that you to send in the missing paper work. Once we receive your paperwork and process your application, we will confirm your registration by email. Please use the checklist below to make sure that all sections are completed in the registration form and emailed in:

### **ALL NEW, SIBLING, YMCA CHILDCARE REGISTRANTS (7 PAGES including Child Care/Before and After School Pre-Authorized Payment Agreement):**

- \_\_\_\_\_ **YMCA School-Age Program Registration**
- \_\_\_\_\_ **Child's Emergency Information**
- \_\_\_\_\_ **School-Age Resume**
- \_\_\_\_\_ **Child and Parent Contracts**
- \_\_\_\_\_ **Field Trip, Research, Photography & Videotaping Permission Form, Indirect Supervision Form**
- \_\_\_\_\_ **Child Care/Before and After School Pre-Authorized Payment Agreement**

### **ALL RETURNING REGISTRANTS (1 PAGE):**

- \_\_\_\_\_ **YMCA School-Age Program Registration**

**Please note:** We review each account as we process the registration form; therefore, there must not be any outstanding fees on the account. All outstanding fees must be paid in full before enrollment in the program will be allowed. You will be notified if you have any outstanding fees owing prior to registering your child in the program.

***If your child has physical, cognitive, behavioral or emotional special needs please contact the Director of School-Based Programs prior to submitting a registration package. We want to ensure that we are able to meet your child's needs prior to registration. Registration will be based on the child's functioning level and their ability to look after their own activities.***