

ACTIVE KIDS CLUB

2023-2024

PARENT/GUARDIAN HANDBOOK



Active Kids Club (AKC) is... Safe, Fun, Active, Inclusive



Active Kids Club (AKC) is licensed after school care for grades K – 7, located within schools in your local community. This school year we will be offering care at the following school sites:

- **Albion Elementary** 10031 240th Street, Maple Ridge
- **Laity View Elementary** 21023 123rd Avenue, Maple Ridge
- **Yennadon Elementary** 23347 128th Avenue, Maple Ridge
- **Kanaka Elementary** 11120 234A St, Maple Ridge

AKC operates from school dismissal 2:20 PM until 6:00 PM during the school year. The program is a partnership program with School District 42, licensed under Fraser Health and operated by The City of Maple Ridge – Parks, Recreation & Culture.

What we offer:

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| ✓ Classroom pick up's for K's | ✓ Active group games |
| ✓ Daily healthy snacks | ✓ Social & imagination play |
| ✓ Daily outdoor time | ✓ Trained Parks, Recreation & Culture staffing |
| ✓ Arts and Crafts | |

To Contact our Registration Team:

EMAIL: registration@mapleridge.ca

PHONE: 604-467-7422

To Contact the Active Kids Club Supervisor:

EMAIL: akc@mapleridge.ca

- PHONE: 604-467-7453 (LAITY VIEW & YENNADON)
- PHONE: 604-467-7478 (KANAKA & ALBION)

How to Register

Visit our Active Kids Club (AKC) webpage at www.mapleridge.ca/1469 to see details about how to register:

- ✓ **Step 1:** Submit Calendar & Add Finance Information to your Account
- ✓ **Step 2:** Complete Registration Waiver Package
- ✓ **Step 3:** Registration Confirmation

Please allow 10 business days after all steps are completed to process forms prior to children attending. An email confirmation will be sent notifying when your child's registration is complete.

How to Add Finance Information to your Online Registration Account:

- Navigate to cityofmapleridge.perfectmind.com
- If you have not registered with us before, click Signup
- If you have registered before enter your email and password. If you are having trouble logging in to your online account please reach out to our registration team at registration@mapleridge.ca or 604-467-7422. Do not create a new account as it will not be linked to any of your existing information or registrations.
- Once you have logged in click on your name in the Client List. Finance info is attached to the card holder and not the child.
- Scroll down to Finance Info and click the +New button
- Toggle Default on so we know this card is to be used as the default finance information on your account. Input your Credit Card details completely. Please note we do not accept EFT as a method of payment, only Visa or MasterCard.
- Click Save.

When to Register

Registration opens June 8th, 2023 for the 2023-2024 school year.
 Registration is first come first serve and space is limited.

Change to Register Dates

Changes to registered dates are accommodated based on space in the program, ratios and staffing. Cut off dates are assigned each season. Please see the cut off dates, after cut off dates' changes are not accommodated.

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|---|--------------------------------------|
| • Fall season (Sept, Oct, Nov, Dec 2023) must be made by: | August 3rd, 2023 |
| • Winter season (Jan, Feb, Mar 2024) must be made by: | December 7th, 2023 |
| • Spring Season (April, May, June 2024 + July *Kanaka) must be made by: | March 7th, 2023 |

Daily Fee

\$25 daily Per child

Early Dismissal Fee

(Parent Teacher Conference early dismissal days only, 11:30AM – 6:00PM)

\$33 daily Per child

Payments

The Active Kids Club only accepts the following sources of payment:

- Pre-Authorized **VISA** payments
- Pre-Authorized **MasterCard** payments
- **Cash or Debit** - payment must be collected prior to securing care and is available only by season. This payment is not available for monthly payments.

Families must upload Visa or Mastercard payment information on City of Maple Ridge Online Registration account. Scheduled pre-authorized Visa and Mastercard payments are processed on the first day of each month of care.

Declined Credit Card Payments

Automatic credit card payments that decline will be charged an NSF fee of \$25 per attempt to charge.

If alternate arrangements for payment are needed due to an expired credit card or financial situation please call our registration department to arrange an alternate payment method or to update your credit care information.

Receipts

Receipts will be issued upon completion of payment via email. To obtain payment information for tax purposes please email our registration department at registration@mapleridge.ca

Add Days of Care

Please email registration@mapleridge.ca 24 hours prior (before 2:20pm the day before) to the program start time to request an additional day. If requesting consistently added days please complete a new Calendar Request form.

Add-ons are not guaranteed and subject to availability, ratios and staffing.

Reduce Days of Care

To decrease your child's attendance or withdraw from AKC, a written request must be emailed to akc@mapleridge.ca a month in advance to the month receiving care. If reducing days as part of a new schedule, a new Calendar Request Form will need to be completed to ensure an up date to date care schedule is on file.

Refund Policy

Active Kids Club is an exception to the regular Parks, Recreation & Culture Refund Policy and the items identified below will be adhered to:

- **No refunds** will be issued for participant cancellations after the registration intake cut off times.
- **Non-attendance is not accepted** as a request for refund or deduction in monthly attendance fees.

Medical Refunds

Requests must be accompanied with a medical doctor's note. AKC supervisor will review requests for serious medical conditions that prevent the child from attending school and/or program.

Individual Family Circumstance:

- Requests for refunds that are due to circumstances outside of a family's control will be reviewed on an individual basis.
- Applicable circumstances may include: a loss or change of job, sudden move, loss of a family member, workplace injury – temporary loss of work. These are some of the examples for refunds for individual circumstance.
- Doctors' and dentists' appointments, vacations/holidays and extracurricular commitments that impact AKC attendance will not receive refunds.

Notification of Non-Attendance

Failure to notify of non-attendance is not accepted. Any child on the AKC daily attendance list that does not attend the program at school dismissal will require a phone call home to confirm they are not coming to AKC and have been safely picked up from school.

If parent/guardians are not reachable, the child will be considered missing. Staff are required as per provincial licensing regulations to call 911 and report your child as missing to the police.

Late Pick Up's

Late pick-ups are a serious concern. We ask parents & guardians to pick children up by 6:00PM. Pick up after this time are subject to \$1.00 per minute charge.

If a child is not pick up within 30 minutes of program closure and a parent/guardian has not communicated with staff the Ministry of Children & Families Department will be called.

Extend Days, parent teacher conferences

AKC offers an extended day of care from 11:30AM – 6:00PM for Parent Teacher early dismissal days. An extra fee for extended care days applies. These dates are not released by SD42 prior to AKC registration opening. Fees will be applied if registered for extended days. AKC is closed on the full day dismissal day for Parent Teacher Conferences.

Closure Dates

AKC does not operate on:

- First and last half days of the school year
- Pro-D Days
- Statutory holidays
- Full day dismissal days
- Winter/Spring/Summer breaks

AKC does not operate for kindergartens during gradual entry due to varied schedules and attendance. Registration begins for this age group after gradual entry.

Unforeseen Closure Days

Early Notification

Impacts such as power outages, heavy snow fall, extreme heat & water access in schools will impact AKC. During outbreaks, and staffing shortages may also impact AKC from operating.

When advanced warning is available – parents/guardians will be called and notified the program is cancelled and pickup is required. If need for closure is known prior to the start of care, a refund will be provided.

No Early Notification

When advanced warning is not available prior to program start times (power outages, heavy snow falls or water access) parents will be notified of an early pick up request by either the parent/guardian or an alternate pick up person. Children will be kept safe and supervised in the AKC space until pick up and will close once all children have been safely picked up. A refund will not be provided.

Registration Minimums

AKC is a cost recovery program. Minimum daily registration must be maintained to sustain the program. If a program does not meet the thresh hold for a consistent season, parents and guardians will be notified 30 days in advance of the program location closure.

Subsidy

Affordable Child Care & Metis Benefit Program

AKC is a licensed child care program. Families are eligible to apply to the Affordable Child Care Benefit program.

How to Apply

To apply, email akc@mapleridge.ca and request an AKC Affordable Child Care Benefit form for the AKC location your child(ren) will be attending. An AKC site specific form and instructions will be emailed to you to complete and submit on behalf of your family to the Provincial Child Care Service Centre.

Subsidy Processing

Subsidy amounts vary and approval can take up to 6 – 8 weeks to process. Please contact the Child Care Subsidy Service Centre with questions regarding your child's application after submission.

Child Care Service Centre: 1-888-338-6622

If subsidy is pending prior to payment deadlines, families must pay full price for attendance until written subsidy is confirmed. The City of Maple Ridge will receive a letter from the Affordable Child Care Benefit program confirming the amount of coverage. Re-imbursement will be provided after the approval letter is received.

Subsidy Billing

To ensure payment is received prior billing, The City of Maple Ridge processes all subsidy payments with the province half a month prior to the month of care (around the 15th of the month prior).

Once subsidy has been applied and billed for, refunds and change requests for days of care are not adjustable at AKC as payment has already been allocated and collected for your child.

Active Kids Club Programming

Ratios

AKC staff will maintain ratios of 12 participants to 1 staff (12:1).

Provincial Health Orders

The AKC program will follow all Provincial Health Orders, Work Safe BC practices and align with School District 42 processes. For current child care health guidelines please see [Guidance Child Care.pdf \(bccdc.ca\)](#)

Outdoor Programming

AKC participants will recreate outdoors daily. Participants will experience 60 to 120 minutes of outdoor active play. This time may be broken into smaller segments throughout the day.

Please ensure your child comes prepared to play outside every day in the rain, snow, sun, heat or cold. Consider sending extra clothing, sunscreen or bug spray depending on the time of year and weather expected to ensure your child is comfortable recreating outdoors.

Please note: during extreme weather advisories the AKC program will recreate indoors where possible due to extreme conditions.

Cleaning & Disinfection

AKC will clean and disinfect frequently touched surfaces once day. General cleaning of the AKC room will occur once a day.

Hand Washing & Hand Sanitizer

AKC staff will initiate handwashing breaks during the program and will have hand sanitizer accessible when wash stations are unavailable.

Out Trips

AKC will only participate in walking out trips this year. Safety plans will be completed prior to visiting new spaces which will be shared with parents/guardians. Walking out trips will be to neighbouring parks, outdoor spaces and Parks Recreation & Culture facilities. Notification of out trips will be sent out via email.

Away Spaces

Active Kids Club programs are located at local schools throughout School District 42 in the community of Maple Ridge. These facility locations often have access to additional park spaces in the neighbourhood. If the AKC program utilizes off-site play spaces on a regular basis this will be communicated to parents and licensing to ensure regularly used play space away from the school are included in the daily licensing plan.

Playground Safety

Staff will complete a safety check of the playground each day before children play in the space. The playgrounds at the school are not fully fenced. To ensure the safety of the children while playing outside on the playground, staff will supervise children at all times and inform them of boundaries.

Staff will conduct frequent head and face counts to keep track of the number of children and ensure that the AKC participants are present and safe. A first aid kit, a cell phone and emergency consent cards are taken outside with the program staff.

If a child needs to use the washroom, staff will accompany 2 or more children to the washroom (but will remain outside of the washroom space). Remaining staff supervise the children outside. Ratios of 12 children to 1 staff will be maintained. If a staff needs to divide the group for the washroom break to maintain ratios they will do so.

Snack Time

The AKC program will provide daily snack for participants at the program. Fruits and/or vegetables will be provided each day along with other food items such as cheese, granola bars, crackers, etc.

If children are hungry outside of snack times they will be asked to first check their lunch for uneaten items and if none will be offered fruits or veggies.

Staff will ensure food safe preparation and storing of food is followed at all times. A staff at each site will have a Food Safe level 1 certificate. Food will not be used in this program for punishment or reward. Sweets may be given in addition to the daily snack on special occasions such as birthdays, holidays and events.

Active Play

Participants will learn to play different games, sports and recreational activities. During active play participants will learn fundamental movement skills through play to build competency and confidence in Physical Literacy.

Un-facilitated play will also be encouraged for portions of the day as this is child chosen, self directed activity which also encourages physical activity, creativity and imagination. An example of un-facilitated play is a group of children initiating an active imagination game or activity without a staff initiating play.

Screen Time

Active Kids Club values play, healthy relationships, social interaction and outdoor physical activities.

If participants access school use personal tablets for homework (books, music with headphones, digital puzzles or math apps) a designated time will be given to children to complete this work and will be limited to 30 minutes per day.

Health & Illness

Parent and guardians are required to assess their child(ren) DAILY for symptoms of common cold, influenza or other infectious respiratory diseases prior to attending AKC. Children exhibiting these symptoms must remain home.

Please notify our registration department if your child(ren) will not be attending AKC due to illness at registration@mapleridge.ca. Children may return to AKC once parents/guardians have completed a self assessment for their child for COVID-19 symptoms and their symptoms have completely resolved.

Illness Policy

Children must remain at home until symptoms have resolved for the following conditions:

- Pain - any unexplained pain
- Colds (with these symptoms): coughing, fever, listlessness, runny nose, runny eyes (not caused by allergies)
- Difficulty Breathing
- Excessive Coughing
- Fevers
- Infected Skin or Eyes
- Undiagnosed Rashes
- Headache & Stiff Neck
- Unexplained Diarrhea
- Nausea and Vomiting
- Chicken Pox
- Infectious Respiratory Diseases

If a child becomes ill at the Active Kids Club

If a child becomes ill and/or is displaying symptoms of illness or communicable disease while at AKC the staff will phone the parent/guardian for immediate pick up and then child will be removed from the AKC group and supervised by a staff person until they are picked up.

If a staff becomes ill at the Active Kids Club

If a staff person becomes ill and/or is displaying symptoms of illness or communicable disease while at AKC, the staff will notify their team, remove themselves from the group immediately, and go home.

Immunizations

It is a requirement that parents provide the Active Kids Club with information about their child's immunizations, including if your child is not immunized, as required by Section 17(a)(1) of the Child Care Licensing Regulation.

To obtain an up to date immunization record please contact your local health authority and request a copy of the child's record.

Ensure you keep a copy for your records, if there are no changes the following year you can reprint a copy for you new AKC application. Maple Ridge and Pitt Meadows falls under the Fraser Health Authority.

To obtain a Fraser Health Immunization Record please contact Fraser Health.
<http://www.fraserhealth.ca> or 604-476-7000

Administration of Medications

All children that:

- require self administration of medications at AKC
- will be carrying medication on them in a fanny pack at AKC
- require staff assistance to administer medications at AKC
- require staff to administer medication to their child at AKC

This information must be noted on a child's registration form and if medications have been started after initial registration a new Administration of Medication Consent Form must be completed prior to attending AKC with medications. To receive a new Administration of Medical Consent Form please email akc@mapleridge.ca.

The form must be completed and signed by a parent/guardian and provided to either the program staff or emailed.

Staff are required by licensing to record the time & date medications are taken during the program. Staff must have knowledge of the name, dosage and time medications are to be given at AKC.

These steps must be completed prior to the child attending or bringing medication to AKC.

Daily doses of medications must be sent each day a child attends AKC. The medication will be stored in the AKC first aid kit or locked in a cupboard on site. If medications must be carried on a child for emergency situations such as an Epi-Pen or inhaler, the medications must be stored in a child fanny pack securely, please ensure this information is detailed on the medical forms. Refrigerated medications must be placed in a lockable box provided by parents and will be stored in the AKC fridge until administered.

Medications that do not require to be carried on a participant will be inaccessible to children, but will be readily accessible to staff. A child may have access to their medication if the parent/ guardian permits and it is explained on the Administration of Medication consent form and it is not at risk to other children. Please ensure medications are collected at pick up daily for your child. The AKC program is not responsible for medications left on site.

If a child will be self-administering their medication the parent/ guardian must include the instructions in the Medical Care Plan (please email akc@mapleridge.ca to receive this form) and staff must supervise. All medication administration needs to be documented.

Safety & Facilities

Release of a Child Procedure

Parents/guardians are advised that in accordance with the City of Maple Ridge and Community Care Facilities Licensing Act, Active Kids Club staff will only release children to authorized persons who are currently named on the registration form. It is the parent/guardian responsibility to inform staff of any changes to this information.

Active Kids Club staff will not release children in their care to authorized individuals who appear to be incapable of providing safe care. This includes anyone who staff believe may be intoxicated and under the influence of drugs, including marijuana or alcohol. Should this situation arise, staff will contact the emergency authorized person(s) and will not release the child to the person who is perceived incapable of care.

Children will not be released to any unauthorized persons. 911 will be contacted should such a person arrive to pick-up a child who is not authorized and persists in attempting to remove the child from the Active Kids Club.

Pick Up Procedure

Parents, guardians & authorized pick up people may pick up the child at the AKC room. The authorized pick up person must directly meet with a staff before a child is released. Children will not be released to an authorized pick up person who remains in a car or is at a distance from the staff. It is important to check in with staff prior to release of children.

Unknown authorized pick up persons will be asked to provide photo I.D. at pick up. Please come prepared to show staff picture I.D. (Drivers License or BC I.D. card) prior to staff release a child.

Custody Agreements or Court Orders

Any child/family attending the Active Kids Club program that has a custody agreement or court order must provide a copy of the agreement and written details confirming authorized arrangements with their child's registration package prior to attending the program. AKC staff will call 911 if assistance is needed to enforce a court order.

Emergencies

AKC staff are trained in and will follow established emergency procedures determined by Fraser Health, the City of Maple Ridge & School District No. 42. Staff and AKC participants will participate in regularly scheduled fire drills each month and earthquake drills twice with children in the program.

In the event of an extended power outage, heat failure, extreme weather conditions or an evacuation due to facility safety concerns: staff will notify parent/guardians for immediate pick up and may be required to transport the group to a safer space as per their evacuation procedures which are posted at each site location in the AKC rooms.

Active Supervision

The staff to child ratio for the Active Kids Club is 1:12. One staff will be provided for every 12 children.

Participant maximums are based on the physical space of each school site and determined by the Licensing Officers at Fraser Health in accordance with the BC Licensing Regulations.

AKC staff will supervise the children at all times and focus on the safety of all the participants. Staff will provide active supervision throughout the program. Staff are responsible for planning, organizing and implementing daily recreation activities, games, crafts and physical literacy development.

In accordance with the standards delivered by The City of Maple Ridge, staff will meet the following criteria:

- Criminal Record Check clearance
- Standard First Aid and CPR-C/AED
- Food Safe Certified staff at each location
- Experience working with children, able to demonstrate good interpersonal skills, communication and leadership
- Academic training in Child & Youth Care, Education, Recreation and/or Out of School Care for senior positions
- Other certificates and workshops such as: Inclusive Recreation, Managing Behaviours, Allergy Awareness, Conflict Resolution, Social Emotional Regulation, Healthy Development models: physical literacy, appetite to play, 5-2-1-0, High Five Training, Duty to Report

Guidance & Support

Inclusion Commitment

Active Kids Club (AKC) is committed to creating an inclusive program where children of all abilities are able to participate meaningfully in recreational and social afterschool activities. It is important to our organization that children are nurtured and have a sense of belonging within their community.

We value diversity and uniqueness. We strive to provide a meaningful and equitable environment for all children to play, socialize and be active together with the support of caring and responsible adults. We commit to modeling inclusion at AKC. We strive to maintain an inclusive environment with equitable access, support, and participation for all children. This commitment reinforces our dedication to providing equitable services to all children regardless of their abilities, physical or health needs, gender, race, ethnic origin, nationality, national origin, religion or belief.

In this commitment the following terms are defined:

- Accessibility – all children have access to care especially vulnerable or marginalized groups such as ethnic minorities and indigenous populations, women, children, people with diverse abilities and/or support needs including rural areas.
- Care Plan – created by AKC staff with a parents/guardians for a child requiring additional support during care. Supported Child Development (RMACL or FRIS) may also help create a care plan for children with the provider and parent/guardian. Licensing requirements require the following from a care plan:
 - Diagnosis - by a health care professional relevant to a child receiving support.
 - The instructions and type of care recommended - by a health care professional to address a child's needs and extra support.
 - The resources and recommended adapted physical environment to ensure the safety & comfort of a child.
 - Modifications to program activities for participation and benefit from a program.
 - Care plans are created to support the child and build capacity by encouraging their unique strengths and use proactive strategies
- Children with Diverse Abilities – inclusive of all children and positively focuses on all children being different, but able.
- Children with Support Needs – children who are experiencing, or at risk of developmental delay or disability in one or more of the following areas: physical, cognitive, social, emotional, communicative or behavioural.
- Cultural Safety – actively exploring, being aware of, and challenging power relationships including: bias, stereotype, discrimination, and racism impacts in how the program is delivered and received.
- Equity/Equitable – a value or goal that recognizes individuals and groups have different circumstances which may require different treatment. An equitable environment strives to reduce barriers so that everyone may access resources, opportunities, power and responsibility to lead full and healthy lives.
- Family – families are unique and are the constant in a child's life. Family is inclusive of but not limited to a single parent, adoptive parents, same sex couples, step-families, married/common law couples, intergenerational families and more. Families are an integral part of child care and support for children.
- Inclusion – supports individual regardless of their abilities to have equal access to programs and the support needed to fully participate.
- Meaningful Participation – being actively engaged and involved in programs, rather than just being present during activities.
- Language – inclusive language is free from words and tones that reflect prejudice, stereotype or discriminatory views.
 - Person First Language – put the person first then their traits, example: “children who are neuro-diverse” or “children who identify as non-binary”
- Adapt – the process of changing and/or adjusting an environment and/or activity to encourage equitable participation for children.
- Supportive Child Development – see page #18

To provide an inclusive child care program at Active Kids Club, we strive to provide:

ACCESS

AKC is available to all families within a school community. Registration is flexible and there are no minimum days required to register in the program. We support families based on their need for care and the needs of their children.

AKC operates in local elementary schools in Maple Ridge. Schools are a safe accessible place for children and have existing infrastructure to support the needs of their students with ramp access, adaptive equipment for children needing support, wide doors, elevators or single floor designs with adaptable spaces and furniture. AKC is able to access these resources to support the school community of children in licensed afterschool programming. AKC also has access to gym spaces, outdoor playground equipment and play spaces on school grounds for children to recreate during the program.

Options are also offered within our programming to increase access to program supplies and resources. AKC uses visual boards and symbols to communicate the daily plans with the children. Books, activities and program plans are created and selected for the group based on their interests and strengths. Children in AKC are able to choose activities and access supplies during the program based on their interests that day. Supplies and resources are available for solitary, parallel or cooperative play and there is time throughout the day for unstructured play to encourage social interactions. A number of sensory supplies are also available at each location for children to explore and use to develop fine motor skills and for calming use.

PARTICIPATION

At AKC encouraging and supporting all children to engage in social programming and developing relationships through active participation in recreational activities is a priority. We help to connect children together and encourage a supportive environment where they can develop a sense of belonging and curiosity to learn respect for diversity, dignity and equity for others.

The programming and activities provided at AKC are non-competitive, team focused. Games selected for group play are non-eliminating to avoid participants being out or eliminated from play. Adaptations are made to support the group by providing options for re-entry to games, team building and cooperative play.

Options for self-directed play is offered throughout the day at AKC. Children are able to choose the types of activities they would like to engage in with others or as an individual. Choices offered range from imagination play, building activities, table games, arts & crafts and more. Staff offer choices based on the group's preferences and request for activities. Time is also available for the group to engage in self-directed play outside through imagination and creative play.

AKC staff guide children's behaviour during the program by reinforcing positive behaviour, encouraging team work and valuing children's unique skills, talents and strengths. Verbally praising participation and individual efforts as well as creating opportunities for children to utilize their abilities in play are key to building confidence in our program.

If a child struggles to participate and engage in activity at AKC, staff, supervisors, parents/guardians, teachers and supported child development will discuss options, ideas and strengths of the child to create a plan to support the child and encourage meaningful participation. Healthy relationship building and rapport are at the heart of our goal to support children to reach their full potential.

SUPPORT

AKC is a community program. We support families in Maple Ridge to provide quality afterschool opportunities for children in kindergarten to 12 years old. Operating out of local elementary schools allows our staff and supervisors to connect with not only parents/guardians and supported child development but also the school teachers, education assistants and administration teams. AKC is able to connect with school teams with permission from families to provide additional resources and tools to support children in the program.

AKC works with Aboriginal Supported Child Development through Fraser River Indigenous Society and Supported Child Development through Ridge Meadows Association for Community Living to support children with individual care needs. Support

from ASCD & SCD helps our staff teams to create individual programming and support resources for children who require support and may also provide dedicated staffing for children in the program. The support of these organizations helps our AKC teams to provide resources for children to successfully participate in programs, provide adaptations and provide individual care needs during the program.

AKC participates in regular staff trainings seasonally. Trainings include topics such as cultural safety, inclusion, physical literacy and social emotional learning. In addition to dedicated trainings seasonally, workshops opportunities are offered to staff through Child Care Resource and Referral during the year. AKC recognizes the importance of capacity growing for children and the staff that work in the program. We support our staff to be as knowledgeable, diverse and educated to support the needs of all children in our program.

AKC will inform all employees that an inclusion commitment is in operation and staff are obligated to comply with the requirements and promote inclusion in the program. AKC will inform all families we serve that an inclusion commitment is in operation and they are welcome to inquire about the requirements for promoting inclusion in AKC. The inclusion commitment is fully supported by Senior Leadership. It will be monitored and reviewed annually to ensure that inclusion is continually promoted at AKC.

Supported Child Development Program

Supported Child Development, through Ridge Meadows Association for Community Living (RMACL) or Fraser River Indigenous Society (FRIS) are local organizations that support Active Kids Club participants. These organizations provides funding support and resources to assist children in AKC who have, or are at risk of having a developmental disability or require additional support to attend AKC .

Supported Child Development recognizes that as parents/guardians, you know your child best and work in collaboration with parents and the Active Kids Club staff program to best support your child in this recreation-based program.

Supported Child Development Referrals for Indigenous & Non-Indigenous Participants

Active Kids Club supervisors may refer participant families to ASD or SCD for additional supports and resources for children in AKC. Requests and referrals to access these resources require permission from parents and are made by parents, physicians, public health nurses, childcare programs and other community professionals.

To find out more about the program please call the Supported Child Development office at Ridge Meadows Association for Community Living 604-466-8761 or visit the website at, <http://rmacl.org> or Fraser River Indigenous Society at 604-458-0151 or visit the website at, www.frisociety.ca

Please note: that if you are already working with SCD and plan to register for the AKC program to notify an AKC supervisor as soon as possible at akc@mapleridge.ca . The ability to provide additional support for children depends on staffing available at the time of registration. Advance notification that your child will require additional support will allow for program supervisors to ensure adequate staffing is available. This may result in an additional hiring process and could delay a child's attendance at the program. Ensuring staff are in place prior to attendance will ensure your child has a positive, supported and safe experience during the program.



Licensing Incident Reporting

Reportable incident forms are kept in the AKC office at the Maple Ridge Leisure Centre (MRLC). Each AKC location has a list with details of the definitions regarding what is a reportable incident.

If a reportable incident has occurred an incident form must be completed and a licensing officer will be notified within 24 hours. The form will be completed by the staff who was most directly involved in the incident and given to the AKC supervisor. The AKC Supervisor will review and sign the form. Please note that depending on the severity of the incident, the Licensing Officer may reach out to the parent/guardian for further information and follow up.

Non-Reportable Incidents: Minor incidents, illnesses or unusual events are documented and submitted on a City of Maple Ridge Parks, Recreation & Culture Incident Form. Daily occurrences, site location communication and daily group dynamics are recorded daily in the AKC Log Book and are dated and signed daily.

Reporting Abuse & Duty to Report

As per the Community Care Facilities Licensing Act, any allegations of abuse while your child is in the care of a licensed child care facility will be reported to the CCFL Licensing Officer at Fraser Health.

Child care staff are required to report suspected abuse or neglect to the Ministry of Children and Family Development for further investigation.

Definitions of abuse:

- *"The Licensee shall ensure that a person in care is not, while under the care or supervision of the licensee, subjected to emotional abuse, physical abuse or sexual abuse or neglect as those terms are defined in Schedule H."*
- *"Emotional Abuse" is defined as "Any act, or lack of action, which may diminish the sense of well-being of a person in care, perpetrated by a person not in care (ie. verbal harassment, yelling, confinement)."*
- *"Physical Abuse" is defined as "Any physical force that is excessive for, or is inappropriate to, a situation involving a person in care and perpetrated by a person not in care."*
- *"Sexual Abuse" is defined as "Any sexual behavior directed towards a person in care by an employee of the licensee, volunteer or any other person in a position of trust, power or authority and includes: Any sexual exploitation whether consensual or not, and Sexual activity between children if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child, but does not include consenting sexual behavior between adult persons in care."*
- *"Neglect" is defined as "The failure of a child provider to meet the needs of a person in care (ie: food, shelter, care, supervision)."*

As required by law, any suspected or disclosed abuse or suspected harm to a child will be reported to the Ministry of Children and Family Development. The caregiver is not permitted to contact the parent or guardian regarding any report. The caregiver's responsibility is to report any disclosures; it is NOT to determine if abuse has occurred.

If the alleged abuse has occurred when the child is in the after-school care setting: Staff must report this immediately to the local Licensing Officer. Licensing staff will then conduct an investigation under the Community Care Facilities Act and Child Care Licensing Regulations.

The governing legislation for the reporting of abuse that has allegedly occurred elsewhere in a child's life is the Child, Family and Community Services Act. If the alleged abuse has occurred when the child is NOT in the afterschool setting: The caregiver must report this immediately to an intake Social Worker at the Child Protection Division of the Ministry of Children and Family Development.

Helping Children through Behaviours

Guidance & Discipline

Discipline and guiding children's behaviour is done while appropriate behaviour is occurring, as well as before, during and after socially unacceptable behaviour is displayed. The goal of guidance and discipline is to assist children in developing respect, self-control, social emotional regulations and sensitivity in their interaction with others. Strategies and techniques to guide children's behaviors are as follows:

Prevention:

- Clear and simple limits are in place to protect self, others and the environment.
- Limits are explained to children, in a positive way.
- The focus is on the behaviour not the child.
- Expectations will be stated (not posed as questions).
- Choices will be offered.
- Children will be given time to respond.
- Appropriate behaviour will be acknowledged.
- Minor incidents will be ignored when appropriate.
- Children can ask staff for help.
- Staff will be alert and close by.

Intervention:

- Gain the child's attention in a respectful way.
- Reminders of expectations.
- Feelings will be acknowledged before setting limits.
- Redirecting or diverting may be used.
- Staff will model problem solving skills.
- Appropriate choices will be offered.
- Natural and logical consequences may be used.
- Limiting the use of equipment may be used.
- Opportunities for children to make amends will be provided.

Challenging Behaviour Interventions:

- Redirection.
- Time away - when a child loses self-control, a quiet place will be selected by the child (if possible), when the child has regained control they may choose to return to the group. A guideline of one minute per child will be used to check if the child wants to rejoin the group.

Harmful Actions Not Permitted:

AKC must ensure that a child, while under the care or supervision of the program is not subjected to any of the following:

- Shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;
- confinement or physical restraining by an employee, except as authorized in a child care's plan if the care plan includes instructions respecting behavioural guidance;
- harsh belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self respect;
- spanking or any other form of corporal punishment;
- separation, without supervision by a responsible adult, from other children;
- As a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.

Parents Will Be Informed If:

- Time away/out is used - when, where and how the break was used will be reviewed with the parents.
- Child's behaviour requires an individual care plan to help the child meet program goals.
- Care plan will be developed with parents, staff and AKC supervisors.
- Holding is used – this technique maybe used if a child is physically out of control and is in high risk of danger to themselves or other participants. It is very rare that this procedure is ever used and requires a care plan to implement. If this technique is used parents will be notified and the incident will be documented in a log book and incident report.

Consent to Disclosure of Information

The Active Kids Club program operates in partnership with School District 42 and as such AKC supervisors may ask parent/guardians for permission to approach classroom or school support teachers for additional techniques and tools that work well for your child. This is a great resource for the AKC staff as well as participants as it provides consistency for the children between school and AKC.

Individual Care Plans

If a child at Active Kids Club needs additional support with guidance, behaviours or care from staff that is outside of the regular group care an AKC staff and supervisors will create a care plan for the child with parent's assistance. The plan will help set individual expectations, encourage strengths of the child and guidance when individual support is needed. Plans will be created and reviewed with the child and families prior to implementing. It is required that AKC staff and parents sign the care plan prior to implementing.

Violence and Aggression Procedure

It is the responsibility of the Active Kids Club to ensure that all children and staff in the program feel safe. If a child in the Active Kids Club is physically or verbally aggressive, or is exhibiting unsafe behaviour i.e. running away from the program or following unsafe practices the parent/guardian will be notified for immediate pick up. If staff are unable to reach a parent/guardian, the emergency contacts will be notified. If the same child continues to exhibit aggressive or unsafe behaviour towards other children, themselves and/or staff, the Active Kids Club program will be unable to continue care for the child and reserves the right to withdraw registration for participants exhibiting these behaviours once a parent has been notified.

Freedom of Information

Families may request information from the City based on the BC provincial Freedom of Information and Protection of Privacy Act ("FOIPPA"), which defines the type of information that public bodies in BC can collect or control, and the privacy rights of individuals and corporations. For more information, please visit: www.mapleridge.ca/160