

District of Vanderhoof Recreation Programs

Parent Hand Book



“Our goal is to provide a safe and fun environment for recreational programs for everyone to enjoy.”



Welcome to the District of Vanderhoof Recreation Programs! We hope that your child enjoys all of our programs and will continue to join us throughout the years! We are sure there are a few questions for parents such as “what to bring”, “when do we show up” and “what if we’re late” – don’t worry, we have some of these answers for you! If you have any other questions that are not answered in this handbook, please do not hesitate to contact the District of Vanderhoof for further clarification. We are happy to help!

Do I need to register my child for every program?

- Your child has to be registered for almost every program that the District of Vanderhoof hosts. You will have to fill out a registration form that must be filled out once a year (for updates to phone numbers, allergies, etc.) Some of our programs are “drop-ins” but it is best to have a registration form filled out and on file at the District of Vanderhoof for safety purposes.

What do I pack for my child who is going into a Recreation Program?

- Most of our programs will require that your child pack a healthy snack, lunch and drinks. Unless it is otherwise specified, please pack these with your child. We are happy to help with opening, peeling, etc if you child needs assistance.
- Also remember, a lot of our programs bring children outside! So please remember to pack extra layers for your child! As long as the weather is permitting we will always head outside! So being prepared for the day is best!

When can I drop my child off for a program?

- We are pretty flexible and are usually at a program location before the “start time”. In most cases you are welcome to drop your child off at a maximum of 15 minutes earlier than that program start time, and 15 minutes after the program ends. We ask that you abide by these times so we can clean up our facilities and prepare for the next exciting program!

How old does my child have to be to attend Recreation programs?

- Each program we offer varies in age requirements. Please check with the District of Vanderhoof to see if your child is able to attend specific programs.

When, where and what time does the bus leave for field trips?

- Throughout the school year, during most Pro D Days, students can be dropped off at the Nechako Valley Secondary School parking lot. The bus leaves at 8:55am and returns by 4:30pm, unless otherwise specified for particular programs.
- During the summer months (July & August) the summer recreation programs will be held Monday – Friday at the Vanderhoof Arena. Field trips in the summer will have the bus pick up and drop off children at the Vanderhoof Arena parking lot. Times will vary depending on the field trip please check in with Recreation staff.

Goals

The District of Vanderhoof Recreation Program goals are to:

- Support and enhance community based programs and optimize the utilization of recreation facilities available within the community.
- Create and deliver high quality Municipal Programming in response to the recreational interests of the citizens of Vanderhoof and the surrounding areas.
- Promote involvement in community recreation and leisure pursuits.

Required Information

For our information please complete our registration form including emergency contacts, phone numbers and allergies. Please be sure that this information is up to date and communicate with the program facilitator if there are any changes to your child's health and well-being (allergies, medical concerns, etc). Children will only be released at the end of the day to the parent or guardian on the pickup list. If there are any changes please notify the program facilitator. Please go to the District of Vanderhoof Municipal Office if there are any changes that must be made to your child's registration form.

Payments

If you have registered your child into District of Vanderhoof Recreation Program payments must be made by cheque, made out to "The District of Vanderhoof" or by cash at the Vanderhoof Arena (if you must pay by debit, please go to the District of Vanderhoof Municipal Office).

If you have prepaid and there is an unexpected cancellation of a program you can be reimbursed for that particular program or "rollover" the said amount into future programs. You can contact or go to the District of Vanderhoof Municipal Office for reimbursements and "rollover" options.

Stats and Holidays

The District of Vanderhoof Recreation programs run all year long during Pro D Day's, summer break and March break. The District of Vanderhoof Municipal Office is closed on all regular statutory holidays and no recreational programs will run on those days (unless otherwise specified).

Nutrition

When sending your child to a recreation program, we ask that you provide your child with healthy snacks/lunch to help sustain them throughout the day's activities. We believe that a healthy, nutritious snack and lunch are imperative to a child's activity level, energy and focus in activities. Kids are what they eat!

A healthy snack should include:

Drink – water, milk or juice (one that is not high in sugar). Please no sugary or carbonated drinks. We will always have water to provide children with at our programs.

A healthy snack is considered fruit or vegetables, whole grain snacks (granola bars), or real fruit bars. Healthy lunches could include sandwiches, pasta, crackers – all of which contain whole grains.

We ask all parents while packing lunches to be mindful of other children with allergies.

Sick Child Procedures

The health, safety and well being of your child and other are highly important to us. To ensure a healthy environment for your child, we insist on the following policy.

A child who is ill should not attend Recreation Programs until the illness has subsided. If the child is experiencing any of the following symptoms, please notify the program facilitator or the District of Vanderhoof to confirm the child's absence from the recreation program:

- ✓ Diarrhea, (three or more water stools in 24 hours)
- ✓ Vomiting (two or more times in 24 hours)
- ✓ A fever (40°C/104°F)
- ✓ An eye/ear infection
- ✓ Rash (especially with redness and itching)
- ✓ Lice or nits
- ✓ Feeling ill
- ✓ Discharge from eyes, ears or nose (with color from nose)

Please do not bring your child to a recreation program if they are showing any other indication of an illness. A child who is brought to the preschool with any of these conditions or symptoms will not be permitted into any program and will be asked to be taken home by the parent/guardian.

If any of the symptoms develop during the time a child is in a program, the parent/guardian will be called and informed of their child's symptoms and asked to pick up their child. The child will be made as comfortable as possible while waiting to be picked up.

Please call and let us know if your child will be unable to attend on any given day, and notify us if there is a health concern.

Program Leaders are not to administer ANY medication without prescription or parent consent. A parent must fill out a consent form for medication for a child. Please do not leave any medication in your child's bag or cubby.

The District of Vanderhoof will do the utmost possible to ensure the safety of children, staff and families by monitoring the facility and those in it including safe storage or clean products and maintenance and repair to equipment, etc. The District of Vanderhoof will also be following the safety procedures set out by the Child Care Licensing Regulations and the Community Care and Assisted Living Act on a daily basis.

Health and Hygiene

Common sicknesses can be categorized on how they spread. Here are the examples:

Airborne: These are usually respiratory infections which are spread through coughing, sneezing, secretions from the nose or mouth. Examples of these illnesses would be Chicken Pox, Hand Foot Mouth disease, Measles, Mumps and rubella.

Fecal: Intestinal infection which causes Diarrhea caused by transfer of fecal matter to the mouth usually way of hands or foot or other objects contaminated with fecal matter. Examples: salmonella, Hepatitis A, Giardia, and E-coli.

Blood/Body Fluids: Transferred directly through infected blood or body fluids to an uninfected person. Examples: HIV, Hepatitis B and Hepatitis.

Direct Contact with skin, nasal or oral secretions. Examples of these types of infections would be impetigo, lice, scabies ringworm, or pink eye in conjunction with airborne infections.

For more information regarding health and hygiene please contact your health authority for more information or go to www.bchealthguide.ca.

Concerns for Child Welfare

Release of Child:

Children will only be released to their parents and primary caregivers as it is written in the registration forms. Children will NOT be released to anyone not listed on the pickup list or on the registration form that is signed by the parent or guardian. Children will not be released to any person under the age of 16, unless otherwise specified in a signed document by the parent or guardian of the child. In no circumstance will a child ever be released to person thought to be under the influence of drugs or alcohol. Parents/guardians are to specify in a written and signed document any custody orders, restraining orders, or Ministry of Children and Family orders to the facilitator/manager of The District of Vanderhoof.

By law, staff is required to report any possible act of physical, sexual or emotional abuse toward a child. Any reporting or follow up with the Ministry of Children and Families will be done by the program manager. Investigations will be done by the Ministry of Children and Families.

Contact Information:

District of Vanderhoof Municipal Office
P.O. Box 900
160 Connaught Street
Vanderhoof, BC V0J 3A0

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