



Parent Handbook Summer Fun Program





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Our Focus

Consistency of routine: We provide participants with the ability to maintain a routine over the summer, incorporating life skills maintenance with recreation.

Community awareness: We promote community awareness of the abilities and needs of our participants by actively engaging within the community of Delta.

Preparing for the future: We provide a quality training program for young adults considering a career in this field.

The Delta Life Skills Society believes that every participant and staff has the right to feel safe, secure and happy.

Accountability is important to fulfill this belief:

- On the part of the staff to do their best to provide a nurturing and safe environment
- On the part of the participant to exhibit acceptable behaviours
- On the part of the parents to work with and maintain communication with staff

Positive behaviours are encouraged and reinforced daily in our Summer Fun Program, and the staff focuses on positive social interaction, mutual respect and cooperation. The Delta Life Skills Society and the staff, along with the Program Director, work together to create a safe, secure environment for the participants.

The Summer Fun Program

The Summer Fun Program provides participants aged 6–20 with a large variety of recreational activities that promote life skills maintenance in a relaxed and stimulating atmosphere.

Our program runs for six consecutive weeks starting in July each year.

Our program goals are as follows:

1. To ensure that the life skills learned by the participants are maintained throughout the summer, so that they don't have to start over again every September
2. To promote the inclusion of children and youth within their own community
3. To provide recreational activities for children and youth who otherwise have limited access to community programs and services related to their disabilities.

All our programs are designed with the need to provide participants with the stability of a routine, similar to their school experience. Our program allows children/youth to explore the world around them in a safe and predictable setting. Participants are encouraged to be independent, make choices and tap into their own strengths. We strive to work with each participant as an individual while also guiding them to work responsibly in a group setting.

A big part of our program is social interactions. Our staff is committed to supporting your child/youth as they learn to negotiate and interact with others. Children and youth need positive reinforcement and encouragement as they explore their own feelings and the feelings of others.

Arrival and Departure

Summer Fun runs weekdays from 9:00 a.m. to 3:00 p.m. Participants are dropped off and picked up at the designated classroom within the assigned school location. We ask that you drop your child/youth off at 9:00 (not before), as staff meetings take place from 8:45 to 9:00. This often involves confidential discussion and it is not appropriate for participants to be in attendance at this time. It is important that staff members have time to work out the details of each day during this time in the morning.

If you are going to be late or your child/youth has an appointment on an out-trip day, feel free to meet the program at the destination or pick your child/youth up from there. This helps the rest of the participants enjoy a full day at their destination site. Similarly, if your child/youth needs to be picked up early, you may be required to meet the group at the destination site so that the group is not forced to return early.

At the end of the day, we will not release any participant to a person that we feel is unsafe or unfit to be transporting your child/youth. If you have called ahead of time to inform us of someone picking up your child/youth that we are unfamiliar with, please advise them to bring along identification.

If your child/youth is able to arrive at or depart from camp independently, written notice of permission must be signed by both parents. In the event that a child/youth who walks to camp does not arrive by 9:15 a.m., we will call parents, and then police.

Late fees will be charged at a rate of \$20 per each 15 minutes if you are late picking up your child/youth. Staff ensures the program is finished by 3:00 p.m., and they are asked by custodial staff at each school to be out of the building by 3:15 p.m. so they can lock up. If you cannot make it by 3:00 p.m., then please make alternative arrangements. Call your Site Leader at their designated phone number, who can help make arrangements if appropriate and possible. We appreciate you picking up your child/youth on time each day. It is often hard for a participant to wait when all the others have left.

What to Bring each Day

- ✓ Water bottle
 - ✓ Sunscreen
 - ✓ Hat
 - ✓ Spare change of clothes*
 - ✓ Lunch — if lunch may be purchased at an outing destination, we will let you know through your communication book
 - ✓ Snacks
 - ✓ Communication book**
- ✗ Please don't send spending money unless it's been noted as an option for that day.
This will also be made known through your communication books.
- ✗ Please don't send items from home ***

* Please encourage your child/youth to wear running shoes as we do gross motor activities each day. Also, please send a full change of clothes appropriate for the weather (pants, shirt, socks, undies).

**We do our best to inform you of the schedule on a daily basis through communication books and by giving you summer events calendar. It is important that you read the book each day in case there is a special request, such as potluck items, theme days, etc.

***We ask that participants don't bring toys or electronic equipment from home unless it is necessary (such as communication devices). Items from home can get lost, broken or soiled. They may also cause issues around sharing and ownership. **If you do choose to send toys or games from home with your child/youth, the Delta Life Skills Society will not be responsible if they are broken, lost or stolen.**

Health and Wellness Policies

When participants arrive at Summer Fun, there is an expectation that they will be ready for the day. This means that they come equipped with their sunscreen, water bottle, lunches, showered, with fingernails clean to avoid infection from scratches, teeth brushed, toileting done and deodorant applied. We expect that everyone will arrive in clean clothing, with an extra set in their backpack in case they get dirty either from playing or from washroom accidents. Staff do not have time to shower or bathe participants or launder their clothing.

If your child/youth has a bathroom accident during the day at Summer Fun, we will clean them up and change them into clean clothes that have been provided in their backpack. Any soiled clothes will be rinsed out and sent home in a plastic bag for laundering.

If your child/youth does not come prepared for the day, staff will send the participant home. Your child/youth is welcome to return once they are fully prepared. If it is a field trip day, then you will be required to meet the group at their destination for the day.

It is extremely important that the leaders are informed about your child/youth's allergies. As some participants may have life-threatening nut allergies, please note that **ALL our program sites are NUT-RESTRICTED ZONES**. Please check items for any nut products before you send them to the program. Nuts include peanuts, walnuts, hazelnuts, cashews, etc.

Children/youth who are not well enough to participate in the normal daily program or who have an infectious disease must remain at home. Please do not send your child/youth to the program if they have a fever or have vomited that morning. It can be stressful for the individual and puts other participants at risk. Although we understand the difficulty in finding alternate care for your child/youth, it is important to stay home if they're sick. If your child/youth is diagnosed with an illness that is contagious, please advise the staff immediately so we can ensure other participants are not at risk.

Examples include:

SYMPTOMS	POLICIES
Temperature of 38° C or above	Must be picked up immediately. May return after eight hours of normal temperature without medication (such as Children's Tylenol, etc.).
Untreated eye infection (pink eye)	Must take an antibiotic for a full day before returning to Summer Fun.
Rashes	Unidentified rashes need a doctor's written confirmation that they are not contagious. If treatment is needed, child/youth may return after 12 hours.
Scabies/Lice	May return 24 hours after treatment.
Diarrhea/repeat bowel movements requiring showering or significant clean up at camp	May return after 24 hours of no repeat incident or with doctor's confirmation that the condition is not contagious.
Vomiting	May return 24 hours after last vomit incident.

Chicken Pox	Parents will be notified for exposure. May return five days after the onset of the rash.
Strep Throat/Tonsillitis	May return after 24 hours of treatment with medication.

If at any time during the program a staff member feels your child/youth is not well enough to attend, you will be called and asked to pick them up. In the event that you cannot be reached, the alternate contact person will be called. Please ensure that someone is available at all times in case of emergency.

Day Program vs. Health Care

As you are aware, Summer Fun is designed as a day program for children and youth with special needs and varying abilities. As with behavioural situations, staff may find themselves in a difficult position, where the medical needs of the child cross the line from recreation to health care.

When a child is in school and in need of more complex care, such as but not limited to feeding tubes, trachea tubes, catheters, colostomy bags, recovery from surgery etc., in most cases a staff person working with that child receives some specialized training that is signed off by health care professionals, who ensure that staff has the capacity to care properly for a child's specialized need.

At Summer Fun, we do not have this kind of training, and DLSS is not prepared to require staff to have to deal with these delicate issues.

Toileting Expectations

We recognize that many of our participants need help with toileting, changing, etc., and this is an accepted and expected part of our everyday routine. We also understand that some of our participants are in various stages of trying to become independent in their toileting routines.

We understand that some parents are trying not to use disposable briefs, but it needs to be recognized that we are in the community much of the time and often don't have ready access to facilities in case of a toileting accident. This means that you may be asked to pack whatever incontinence product you choose, so that your child/youth can maintain dignity and respect in public places, such as on transit or many of the destinations that we visit.

We acknowledge that some parents feel that this may be a regression of a child/youth's progress, but it is far worse that anyone be embarrassed or humiliated when toileting accidents occur while they are among the general public. We always have our

participants use the washroom before leaving the sites and before getting on the bus when returning from a field trip, and anywhere in between when a participant has the need to use a washroom.

Aggressive Behaviour

Over the course of the summer, we may run into aggressive moments when your child/youth is frustrated, tired, hungry or cannot express their needs. To a point, aggression is an accepted behaviour when dealing with developmentally delayed children. A participant's aggression is defined as **habitual and constantly disrupting the activities of the day** when it takes staff time away from the others or makes other participants afraid. Summer Fun is not designed nor equipped for dealing with habitually aggressive children or youth.

Although we have some very skilled and experienced staff working with our children, we also have some less-experienced staff members. This is part of our program's philosophy to help develop and train employees looking for a career in the social services field. **We also believe that all staff has the right to feel safe from harm during their work day.** It is our collective responsibility to support and ensure the safety of our staff. **Please review the Accountability Procedures and Behaviour Management Guidelines below, as well as the Behaviour Management Policy.** We would love to be able to meet all the needs of all the children/youth all the time, but some of our children and youth's needs are beyond what our staff capabilities are, and go beyond what Summer Fun is designed to offer.

Accountability Procedures and Behaviour Management Guidelines

1. In the case of a participant showing **repeated** aggression toward a staff, you, the parent, will be informed both verbally and in writing. The incident will be written in the daily communication book. The Program Director will also be informed. Aggression toward staff will be evaluated on an individual basis, as each staff person has a different set of tools to deal with aggression and a different opinion on what is acceptable and what is not. If the aggression becomes habitual and is deemed to be disruptive to the group, or takes up too much staff time, your child/youth may need to be withdrawn from the program.
2. In the case of a participant being aggressive toward another participant(s), you will be informed verbally and in writing through the daily communication book, and the Program Director will be informed. If the aggression comes to a point where others become afraid or we feel their right to enjoy Summer Fun is compromised, we will be required to remove the aggressor from Summer Fun.

Delta Life Skills Society: Behaviour Management Procedure

1. An incident report will be filled out. One will be put in the participant's file and a copy will be given to the Program Director and the parents. Staff will discuss strategies for managing behaviour with the parents.

If the behaviours are repeated:

2. Another incident report will be filled out, one put in the participant's file, one given to the Program Director and the last one given to the parents. Staff will discuss further strategies of managing the behaviour with the parents.
3. The Program Director, depending on the behaviour, will contact the parents and advise them that the behaviour will be monitored closely and there may be a possibility that if their child/youth continues to interfere with the safety and well-being of others, they may be asked to withdraw from the program.
4. The Program Director will contact the Society President and advise them of the situation, and together they will come to a decision.
5. The Program Director will then contact the parent and advise them of the decision made by the committee.

The Society, or representatives thereof, reserves the right to withdraw a participant from the program if the safety of another participant(s) has been compromised or if the program as a whole has been affected by a individual's inappropriate behaviour.

All options, where there are any, will be made available to the parents by the Program Director.

Visitors

We feel that parents have the right to drop by the program, join a field trip, ask questions and offer suggestions. We want you to feel welcome at your site. Please feel free to talk to your leader. We are committed to making your child/youth's Summer Fun experience as positive as it can be for your participant and your family. We would like to extend to you a warm welcome to Delta Life Skills Summer Fun Program. We are happy to have you!

Contact Information

Please be sure to get your Site Leader's telephone number or contact the Program Director, Denise Sheridan, at 604-763-5815 or by email at programdirector@deltalifeskills.net for any information you may require.

Alternatively, additional contact information can be found at www.deltalifeskills.net.

Refund Policy

If a child needs to be withdrawn, refunds will not be given as staff will not be let go if a child is withdrawn.