

Province of Ontario/Local Service Board Summer Program - Important Information

DROP OFF & PICK UP

The program hours are from 9:30 AM until 3:00 PM. Sign in runs from 9:15 until 9:30 AM; sign out is from 3:00 until 3:20 PM. An approved guardian must sign children in and out each day so please plan accordingly. Please record all emergency contacts and approved adults who will be dropping off and picking up your child(ren) on the registration form. Only those adults listed will be permitted to pick up the child(ren). Children are NOT allowed to leave early without a signed, written consent form from the parent or guardian.

QUALITY SUPERVISION

In order to ensure the safety of all children, program staff are certified in First Aid and require a criminal reference check, including vulnerable persons check. The LSB promotes a work environment that is harassment and drug free. In order to maintain an effective leader to child ratio, there may be limits to the number of "drop in" participants that can be accepted on a daily basis. Drop in participants will be accepted on a 'first come, first served' basis (no pre-booking). Early registration for the full program is recommended to avoid disappointment.

EXTREME WEATHER

In the case of extremely hot weather, precautions will be taken to keep children hydrated and in cool or air-conditioned areas where at all possible.

ILLNESS, ALLERGIES AND MEDICATIONS

Health and safety is our number one priority. Please ensure the Emergency Contact and Medical Information form is fully completed and that we have up to date information about medications, medical conditions and an emergency contact that can be reached during the hours of the program. If your child must take daily medication, please contact the program staff to discuss the details.

FALSE INFORMATION

Any false information provided at any time will automatically annul the registration, without recourse or penalty against, or refund, or reimbursement by the LSB.

METHOD OF PAYMENT

Payment must be made at the start of the program (if registered for the full 9 week program). Parents and guardians can pay by cheque (please make the cheque payable to the LSB of Loring, Port Loring and District,. Enter "Children's Summer Program" in the memo block). All others (for example, daily drop in participants or those who registered for partial participation) must pay in cash, at the start of their child(ren)'s involvement in the program.

REFUND POLICY

Refunds only apply to those who have registered and paid for the full program. A pro-rated refund will be issued at any time during the program with a medical note from the family physician.

PROGRAM READY

In order to support the success and safety of all individuals registered and participating in the summer program, it is important that participants are PROGRAM READY. It is important that children do not attend when symptoms of illness are present. If you are contacted to retrieve or withdraw your child(ren) for reasons of conduct or illness, you must do so promptly without dispute or right to refund or reimbursement. Issues or disputes must be directed to the LSB Recreation Chairman.

All parents/legal guardians must read and agree to comply with the LSB policy on concussions and the policy on Bullying and Harassment (available on the website or through the Argyle library)

PHOTOS AND CONSENT

The LSB Recreation Committee may occasionally take photographs of activities for promotion of the program. If you have any concerns regarding this, please contact the Program Coordinator.

CHILDREN'S CHECKLIST

For each day of the program, please ensure that your child(ren) has:

- lunch, two snacks and lots to drink ***PLEASE NO NUT, SEEDS OR EGG PRODUCTS*** (there will be refrigeration facilities in the recreation area for the children to use. Please ensure your child(ren)'s supplies are clearly labeled with his/her name)
- sunscreen and insect repellent (apply at home and pack in bag)
- a hat
- running shoes (no flip flops or sandals)
- any special item the staff may have mentioned (ie, mismatched socks, etc)

PROGRAM RULES

All rules will be clearly outlined to participants on the first day and throughout the week

- children must remain in the designated area, under supervision of the program staff at all times
- teasing, bullying, offensive language or violence will not be tolerated
- children must follow the instructions/listen to the program staff
- participants whose behavior violate the rules, or compromises their safety or the safety of others will be sent home for the day and may be withdrawn from the program