



**POLICY No. REC 02: Recreation Programs Behaviour & Expectations**

**EFFECTIVE DATE:** May 14, 2025

**RESOLUTION#** 2025-229

**Purpose**

The purpose of this policy is to establish clear expectations for participant behaviour across all Grassland Recreation programs and to ensure a safe, respectful, and inclusive environment for everyone. By setting these guidelines, we aim to promote positive interactions and prevent conflicts. Grassland Recreation is committed to providing a fun, welcoming, and safe environment for all participants, staff, and volunteers.

**Behaviour Expectations**

All participants in Grassland Recreation programs are expected to:

1. Respect Others – Treat fellow participants, staff, and volunteers with kindness and respect. No bullying, teasing, or exclusionary behavior will be tolerated.
2. Respect Property – Take care of facilities, equipment, and the belongings of others.
3. Follow Instructions – Listen to program leaders, follow rules, and participate in activities as instructed.
4. Stay Safe – Follow safety guidelines, use equipment properly, and remain in designated areas.
5. Use Appropriate Language & Actions – No swearing, rude gestures, or inappropriate physical contact.
6. Be Inclusive & Cooperative – Encourage teamwork and ensure all participants feel welcome.

**Incident Consequences**

While we aim to guide positive behaviour through encouragement and redirection, the following consequences will apply if expectations are not met:

**First Incident:**

- Verbal warning and discussion with program leader about expectations.
- Participant (s) are reminded of appropriate behaviour.
- A note is made in program records.

**Second Incident:**

- Time away from activities (appropriate to age and situation).
- Discussion with program leader and notification to parents/guardians (if applicable).
- Behaviour agreement may be put in place.

**Third Incident:**

- Meeting with program supervisor, parents/guardians (if applicable), and participant.
- Possible suspension from the program (length determined by severity and frequency of incidents).
- No refund will be provided in case of suspension or expulsion.

## Serious Incidents

Grassland Recreation reserves the right to bypass steps and immediately suspend or remove a participant in cases of severe misconduct, including but not limited to:

- Physical violence or threats
- Destruction of property
- Repeated bullying or harassment
- Endangering the safety of others

## Electronics

- The use of personal electronic devices, unless for medical reasons, will not be permitted during recreation programs. This includes but is not limited to tablets, cell phones, and gaming devices.
- If an electronic device is brought to a program, it will be safely stored until the end of the session.

## Medication

- Recreation program staff are not trained or authorized to administer medication of any kind. Participants who require medication should take it prior to arriving at the program.
- Lifesaving or emergency medications (e.g., inhalers, EpiPens, insulin) may be carried and self-administered by participants as needed. Parents/guardians must ensure the participant is capable of managing their medication independently.
- If a participant has medical or behavioral needs that require one-on-one support or assistance with medication, it is the responsibility of the parent/guardian to arrange and provide a qualified support person.

## Day Camp Specific Policies

### Drop-Off & Pick-Up:

- Drop-off will start at 9:00 AM.
- Pick-up will be at 4:00 PM, with no later than 4:15 PM.
- Late pick-up fees:
  - After 4:15 PM: 50% of the daily fee in addition to the regular daily fee.
  - After 4:30 PM: Full additional daily charge.

### Snack & Mealtime:

- Morning and afternoon snack times will be arranged within the daily schedule.
- Participants must bring a bag lunch and snacks. No participants will be allowed to leave the premises for lunch unless picked up by a parent or guardian.
- Our facility cannot guarantee a nut-free environment.

### Required Daily Items:

- Lunch, two snacks, water bottle
- Weather-appropriate clothing
- Clean indoor shoes
- Change of clothes (for younger participants or where necessary)

**General Guidelines**

- Parent/Guardian Communication: Parents/guardians will be informed of behaviour concerns and serious incidents promptly.
- Behavioural Needs: If a participant has special behavioural concerns, parents/guardians should inform staff in advance to ensure proper support.
- By registering for any Grassland Recreation Program, participants and/or their parents/guardians agree to follow this policy to create a safe and enjoyable environment for everyone.