Schedule “B”
Children’s Recreation Program Schedule

Program Goals

- To address the child care needs of school-age children
- To provide fee subsidies for children aged six\(^1\) to twelve who are enrolled in Children’s Recreation Programs (e.g., sport, recreation, fitness, arts and culture activities, youth leadership, camping and outdoor education) and whose Parents are in financial need, as determined by the income test. Special Needs Resourcing may also be provided for Children eligible for Inclusive Child Care attending an eligible Children’s Recreation Program.

Service Description

Children’s Recreation Operators shall provide recreation programs for such children as are approved by the County through a Fee Subsidy Approval Letter provided by County staff, and the recreation program shall be carried out in accordance with the terms of such letter.

The following rate schedule is applicable for The Corporation of the Municipality of Arran-Elderslie (Chesley & Tara) effective Summer 2019.

Funding Conditions

1. **Safe Arrival and Safe Dismissal:**

Operators of Children’s Recreation Programs must have policies and procedures in place to ensure the safe arrival and safe dismissal of each child enrolled. At a *minimum* these should include:
   - Daily sign-in/sign-out procedures so that staff are aware of which children are in attendance and which are not;
   - Procedure to be followed if a child does not attend and staff have not been notified in advance of the reason why (e.g., contact parent if child has not arrived by a certain time, etc.);
   - Process by which parents must inform the service provider in writing of who is or is not allowed to pick up their children; and
   - Process by which parents must give their written consent for children who are 12 year old, to sign themselves in and out.

2. **Criminal Reference Checks**

Operators of Children’s Recreation Programs must have a policy in place requiring criminal reference checks to be completed for all successful candidates for full-time, part-time, or volunteer positions who will have direct contact with children. This requirement includes new agency board members, non-direct service staff, or any other person regularly on the premises where occasions

\(^1\) For the purpose of defining school age children in approved recreation programs, “6 years of age” can mean a child that turns 6 years of age in the current year (i.e., by the last day of December).
of unsupervised contact with the children may be expected (drivers, cooks, facilities/maintenance staff, etc.).

3. **Adult Supervision**

Children’s Recreation Programs must have on-site adult supervision at all times.

At minimum, groups of children may be supervised directly by trained staff members 16 or 17 years of age, provided that:

- At least one qualified adult (i.e., age 18 or older) is on site;
- That adult is easy to locate in the event of an emergency; and
- Staff are trained in CPR and First Aid.

The need for additional on-site adult supervision may be necessary taking into consideration the following:

- The number, ages and any special needs of children participating in the program;
- The size and type of the program site (e.g., school, campground, etc.);
- The risk level of program activities (e.g., aquatics, wall/rock climbing etc., would be considered high risk);
- The degree of experience and/or training required for and possessed by program staff and volunteers;
- Children must be supervised at all times; and
- Adequate and competent supervision for the ages and developmental levels of the children enrolled must be assured and maintained at all times.

4. **Quality Assurance**

Operators of Children’s Recreation Programs must be either:

1. Accredited by the *Ontario Camping Association* (OCA) OR

2. Affiliated with the High Five quality assurance process, administered by Parks and Recreation Ontario to the following degree:
   a) The organization responsible for the program is a registered member of the High Five quality assurance process;
   b) The individual program has completed and submitted at least one High Five self-evaluation to Parks and Recreation Ontario; and
   c) At least 75% of program staff have received High Five training (i.e., staff working with children and supervisors of front line staff).

With respect to 2b) above, the High Five self-evaluation submitted to Parks and Recreation Ontario must include part 1 (*Reviewing Best Practices*) and part 2 (*Observing the Child’s Experience*) of the Quality Experience Scanning Tool (QUEST). This evaluation must be completed by a staff member who is training in the use of the High Five QUEST.

On an annual basis, the County will contact Parks and Recreation Ontario to verify that the program has submitted an evaluation.
5. Records

In addition to the documentation identified in paragraph 4.2 of this Schedule, the Operators of Children’s Recreation Programs must ensure that up to date records are available at all times and are kept at each location at which Children’s Recreation Programs are provided. Records shall include:

- The names, date of birth and home address of the child;
- The names, home addresses and telephone numbers of the parents or guardians of the child;
- The address and telephone number at which a parent or guardian of the child or other person can be reached in case of an emergency during the hours when the child is receiving care;
- The names of persons to whom the child may be released;
- The date of admission of the child;
- The date of discharge of the child;
- The child’s history of conditions requiring medical attention;
- Any symptoms indicative of ill health;
- Written instruction signed by a parent of the child for any medical treatment or drug or medication that is to be dispensed during the hours the child is receiving care;
- Written instructions signed by a parent of the child concerning any special requirements in respect of diet, rest or exercise; and
- Program activities posted daily that are appropriate for the ages and developmental levels of the enrolled children including daily indoor and outdoor activities, quiet places and quite play, along with active places and active play, and that the health, safety and well-being of all children in the program is held to the highest standards at all times.

The Operators of Children’s Recreation Programs shall ensure that a daily record of attendance is kept showing the arrival, departure or absence of each child.

Reporting Requirements

- Verification of accreditation by the Ontario Camping Association or verification from Parks and Recreation Ontario that the program has submitted an evaluation, at minimum.
- Current High Five Accreditation and Training documentation.
- Reporting of Serious Occurrences in accordance with the Child Care and Early Years Act.

This Schedule is current as of the date it is fully executed and has been approved by the signatures of an authorized County official on behalf of the County and the Operator by its proper signing officers.
Name of Operator: The Corporation of the Municipality of Arran-Elderslie

Signature of Signing Officer  Name / Title  Date

Signature of Signing Officer  Name / Title  Date

The Corporation of the County of Bruce - Authorized Signature

Signature of Signing Officer  Name / Title  Date