## *PERTH EAST PUBLIC LIBRARY*

**POLICY TYPE:  OPERATIONAL**
**POLICY NUMBER: OP-13**
**POLICY TITLE:  CHILDRENS PROGRAM POLICY**
**APPROVAL DATE: SEPTEMBER 2007**
**DATE OF LAST REVIEW:  MAY 13, 2014   DATE OF NEXT REVIEW: MAY 2018**

**Statement of Purpose**

To promote and encourage literacy through programs that invite children to explore the world around them through songs and games, story time, arts and crafts and guest visitors.

1.  **Registration**

    Before participating in a Library Program, registration forms must be completed and signed by parent/guardian and payment for program must be made if required.

2.  **Refunds**

    Refunds for programs will only be issued if withdrawal from the program occurs   prior to commencement. Partial refunds are not issued for days missed or sick days.

3.  **Arrival & Dismissal**

    3.1      Upon arrival participants are to be signed-in in the attendance book by parent/caregiver and are to inform Program Co-coordinator if there's anything he/she should be aware of.

    3.2      At the end of the program the parent/caregiver is to sign the participant out.

    3.3      Participants may only leave with those authorized by parent/guardian at registration or through contact with the Program Co-coordinator.

4.  **Absenteeism**

    If a participant is unable to attend a program that he/she is registered for, the parent/caregiver is to call the Library and leave a message for the Program Co-coordinator for the days not attending. Refunds are not issued for missed days.

5. **Allergy List**

   5.1    An allergy list shall be posted in the program area and consulted regularly by participating parents and volunteers.

   5.2    No food is to be brought to the program area by participants.  Snacks, if any, will be  provided by the Library.

6. **Daily Program Plan**

   A daily program plan for the week shall be posted on the bulletin board, so all parents/caregivers are aware of upcoming activities and to ensure a complete, well-rounded program for the participants.

7. **Daily Written Record**

   7.1    A daily written record must be maintained that includes a summary of any incident affecting the health, safety or well-being of the staff or any child.  It shall include discipline action, and reasons for absence, field trips, visitors and variation in the daily program plan.

   7.2    Daily Written Records may have legal application. Daily notes must be dated and signed by Program Co-ordinator.

8. **Sun Protection Policy**

   8.1    Participants should wear a wide brimmed hat during the summer for outdoor play.

   8.2    It is recommended that sunscreen be applied by the parent/guardian before participants attend the program.  Library staff will not apply sunscreen to the participants.

9. **Criminal Reference Check**

   Criminal reference checks must be completed for volunteers and Program Staff over the age of 18.

10. **Behaviour Management**

    10.1    Any required discipline action for participants should be:

    - Used in a positive and consistent manner
    - Appropriate to the developmental level of the child

- Designed to assist the child to learn appropriate behaviour
- Reasonably related to the nature of the troublesome behaviour
- Implemented as soon as possible after the problem

10.2    The following disciplinary actions are unacceptable:

- Corporal punishment of a child
- Harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect
- Deprivation of a child of basic needs including food, shelter or clothing
- Lock or permit to be locked for the purpose of confining a child or use a locked or lockable room or structure to confine a child who has been withdrawn from other children

10.3    Program staff and volunteers are expected to comply with program procedures. Failure to comply with the behaviour management policies will result in verbal warning, followed by written warning and finally dismissal.

10.4    Criteria considered when determining disciplinary measures to be taken in relation to contravention of behaviour management include:

- Seriousness of the offence
- Actual or potential risk or harm to the child
- Past performance
- Recent performance
- Frequency of occurrence
- Previous disciplinary action taken

## 11.  Discipline

11.1    Discipline is the rules, guidelines and standards for acceptable behaviour. Discipline forms boundaries within which participants learn to act and behave in a socially acceptable manner.

11.2    The preferred use of discipline is "timeout" or "loss of privilege".  For example, if the Program Staff asks a participant to stop doing something and the child persists in the unwanted behaviour after being warned, the participant will be removed from the activity.

11.3    There may be situations when the difficulties being experienced by a participant  cannot be resolved satisfactorily and are of such a serious nature that dismissal or suspension of the participant must be considered after consultation and support of    CEO.

The following factors will be considered:

- Verbal or physical abuse of Program Staff or other participants
- An inability to follow rules and routines; therefore, disrupting the program for other participants.
- Concerns about the participant in question, from parents of other participants in the program.  These concerns should be documented by the Program Co-ordinator and should be kept confidential.
- Behaviours that are a safety concern for either the participant in question and/or others

11.4    When a participant is experiencing difficulty within the program it is important to take action to resolve the issue.  Parents will be informed of concerns/issues promptly.  The concerned parties should document all related information and forward this information to the CEO.

**CHILD-12        Serious Occurrence Policy**

12.1    Definition of a Serious Occurrence

- The death of a child while in attendance of a Library Program
- Any injury to a participant while in attendance of a Library Program.
- Fire or other disaster occurring on the premises of the Library
- A complaint concerning operational, physical or safety standards on the premises of the Library.

12.2    Staff must complete a Serious Occurrence Report Form within 24 hours of the event if possible.

12.3   Staff are to ensure that appropriate communication of the Serious Occurrence has taken place which may include:

- Contact the Library CEO
- Contact the parents of the child/children affected
- Ensure all persons having knowledge of the occurrence remains at the site until excused.
- Contact the Township of Perth East CAO
- Contact Family and Children Services or WSIB if required

**CHILD-13        Emergency Evacuation Plan**

13.1    In the situation of a building emergency that could potentially put occupants in    danger the following procedure will take place to ensure the safety of the participants of the Library Program.

1. Once aware of the emergency, call 911 and clearly state the situation to the best of your knowledge.  Give correct address of the library as 19 Mill Street East, Milverton.

2. The Program Assistant will gather the participants up and line them up at the front door and take a quick head count.   The Program Assistant will pick up the attendance book and emergency file containing phone numbers.  Don't worry about getting the participants belongings.  Time is important.  Close all doors.

3. The Program Co-ordinator will check all rooms in the library, including washrooms and close all doors.

4. The Program Assistant will lead the participants to the Perth East Municipal Building located at 25 Mill Street East Milverton.  Attendance must be taken upon arrival at the Municipal Building.

5. The Program Co-ordinator will stay at a safe distance near the Library to direct emergency assistance when it arrives.

6. The participants may be asked to stay in the meeting room of the Municipal Building or outdoors at the playground.

7. Once the Program Co-ordinator has arrived at the Perth East Municipal Building he/she will inform parents/caregivers by telephone of the situation.

**CHILD-14      Hygienic Practices**

14.1    Each participant including staff and volunteers shall wash and dry his/her hands before snack time, after working with crafts and after the use of the washroom.  Tables are to be washed and disinfected before and after snack.  Disposable cups are used for drinks.

14.2    The area carpet is to be vacuumed after each program.  The floor is also to be swept or vacuumed after each program.  Program tables are to be disinfected after each program.

**CHILD-15      Participant Rules**

15.1    During programs the participants are to adhere to participant rules

- No running inside the building
- Indoor shoes must be worn
- Loud voices are for outside
- Participants must treat others with respect, as well as themselves, the library property, and the environment around them
- Food or treats are not to be brought to the program unless special arrangements have been made with staff
- Water bottles may be brought but must be non-breakable and not to be shared with other participants

**CHILD-16        Lost Articles**


16.1    The Perth East Public Library and its staff will not be responsible for any lost or     stolen possessions.  Participants are encouraged to leave all valuables at home.


**CHILD-17        Inappropriate Touch**


17.1    Love and caring can be expressed in the following acceptable ways:

- Bending down to the child's eye level and speaking kindly; listening to him or her carefully
- Putting an arm around the shoulder of a child who needs quieting or comforting
- Patting a child on the head, hand, shoulder, or back
- Holding a preschooler who is crying

Touching a child or youth in any area normally covered by a bathing suit is unacceptable.  Kissing a child, coaxing a child to kiss you, extended hugging and tickling as well as carrying older children or having them sit on your lap all constitute improper touch.  Unacceptable touch includes any touch a child is uncomfortable with even if the touch is well intentioned.


**CHILD-18        Policy Implementation**


18.1    Each staff member and volunteer at the Library will be required to review this policy at least once/year and to sign that this has been done on a log sheet.



Date of Acceptance:   September, 2007

Date of Last Review:   May 13, 2014