

# SUMMER CAMP – BEHAVIOUR GUIDELINES

It is the goal of the Town of New Tecumseth Parks, Recreation and Culture Department to provide recreation programs that are barrier-free, fully accessible, and promote a healthy and active lifestyle.

In an effort to ensure a positive, safe and secure environment for all involved, participants are asked to review and adhere to the Behaviour Guidelines for Recreation Programs.

Clear guidelines have been developed to ensure that participants and their parents/caregivers understand the expectations. The Guidelines will also assist staff as they identify situations where behaviour management is required. Behaviour expectations will be explained at the beginning of each program and reviewed as necessary or upon request.

Camp Staff/Inclusion Facilitators/Support Workers/Program Instructors will arrange a meeting with parents/guardians for mutual information sharing/ orientation session prior to the program start date.

Some examples of behaviours that will result in action:

- Endangering the health and safety of other participants and/or staff
- Leaving the program without permission
- Inappropriate language, name calling or disruptive behaviour.
- Intimidation with words, gestures, or body language towards other participants and/or staff

Behaviour or actions that are determined to have a negative impact on participants or staff will be managed in the following manner:

## **Step One:**

Staff will address the behaviour immediately. The participant will be reminded of the program guidelines and expectations. The participant will be advised of appropriate behaviour.

Parents/caregivers will be notified by staff at the end of the day.

## **Step Two:**

If inappropriate behaviour continues, staff will address this immediately with the participant. A phone call will be made to the parent/caregiver advising them that the participant must go home for the day. The participant is welcome to return the next day.

## **Step Three:**

If the behaviour continues after the first two steps have been followed, the applicable Supervisor or their designate will be consulted, and the participant may be removed from the program.

The three-step process is a tool for managing the behaviour of program participants and ensuring the safety and well-being of both participants and staff. Staff may exercise flexibility with each step both in leniency and severity depending on the behaviour involved. The final decision will be made by the Recreation Supervisor in consultation with staff and communicated to parents/caregivers.

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## Individuals with Special Needs

A participant profile will be completed prior to the start of the program for all individuals with special needs who require one-to-one support. Parents/caregivers will be invited to meet with program support staff to discuss the participant profile and at that time a dynamic behaviour plan will be created. The plan will factor in possible triggers as well as modifications specific to the individual participant.

If it is determined that the needs of the participant cannot be accommodated by Town of New Tecumseth Parks, Recreation and Culture staff in a one-to-one capacity, parents/caregivers may provide external support.

- Adult companion (18 years+) who is capable of dealing with the individual needs of the participant – this could include parents/guardian. The parent/caregiver will be responsible for determining who is capable of dealing with the specific needs of each child. Note - Town of New Tecumseth employees are not permitted to perform this role in Town of New Tecumseth facilities due to conflict of interest.

Effective communication between parents and staff is a key component to the success of all programs. Staff will use the three-chance process as a guideline, and in consultation with the applicable Supervisor and parents/caregiver, will modify the dynamic behaviour plan as required.

The goal of the participant profile and dynamic behaviour plan is a successful program experience from beginning to completion for both participants and Camp/Program Staff. Staff will make every effort to meet the needs of all participants working cooperatively with parents/caregivers, keeping them informed of challenges and methods used to work towards acceptable behavior in a municipal recreation setting. Behaviour challenges that cannot be resolved may result in the participant's removal from a program. If this should occur, staff will make every effort to provide a listing of alternative programs available through various agencies who are professionals in working with specialized needs.

\*Parent/Guardian acknowledgment (signature) on the *Camper Information Form* during registration/prior to the child attending camp, is required to acknowledge acceptance of the guidelines as outlined above.

\*\*BEHAVIOUR GUIDELINES are also listed in the *Summer Camp Welcome Package*.