OUT OF SCHOOL CLUB
PARENT & PARTICIPANT HANDBOOK

Welcome!

The next few pages will outline the policies, procedures and any other information that is important to share with parents and participants about the Out-of-School Club program. Please read through this package prior to your participation in the program. If you have any questions or concerns, please do not hesitate to contact us at 403-762-1251.

General Program Overview

Program Philosophy:

Children's programming is an integral, responsive and necessary part of our community. The purpose of the program is to provide for the social, physical, creative and emotional needs of school age children when they are not in school.

We have designed our programs around five themes to target the needs and interests of the children. We plan to meet the needs and interests of school age children through a variety of creative arts, gross motor activities, science and nature, field trips and excursions and other program content.

The participants are encouraged to assist program staff with program planning and implementation.

Staff will facilitate development by setting up various activities and interest centers and guiding children through the environments as school age children have a need to explore and experiment on their own.

A monthly activity calendar will be posted on the parent bulletin board and will be attached to monthly parent newsletters to take home.

Program goals:

- ☺ Recognize the developmental needs of each child and promote their overall development through a balanced program.
- ☺ Ensure the child's wellbeing and safety at all times.
- ☺ Treat each child with respect and understanding.
- ☺ Foster a sense of self-worth and self-esteem in each child.
- ☺ Encourage autonomy, independence and individuality.
- ☺ Provide optimum opportunities to grow, through experimentation, exploration and discovery.
- ☺ Provide appropriate guidance.
- ☺ Maintain open lines of communication between staff, children and parents.
- ☺ Provide healthy and nutritious snacks.

Program Objectives:

- ☺ We will be aware of the developmental needs of children. Our program plans will focus on all areas of development and we will continually assess the program to ensure that the needs of the children are being met.
- ☺ We have established policies, procedures, rules and guidelines that will be observed on a daily basis so as to ensure maximum safety at all times for the participants. Prevention and risk management are keys to program success.
- ☺ Staff will actively participate in the program so that they may extend and expand the learning of each child.
- ☺ Staff will plan and organize activities where the child can feel successful. Through positive guidance, encouragement and support from staff, each child's self-esteem will be enhanced.
- ☺ Staff will look to participants for program planning input and ideas throughout the year.
- ☺ A variety of cultural awareness activities will be planned on a monthly basis so as to encourage understanding and acceptance of others and their individual differences.

- ☺ We will inform all staff members, children and parents of matters, which impact them and their participation in the program. We will have an open door policy.

- ☺ We will follow the Canada Food Guide and offer appropriate servings. Emphasis will be placed on healthy wholesome foods.

Operational Info

The staff/participant ratio for the programs is 1:12 for grades 1-6 and 1:10 for kindergarten. Our maximum group size is 18 for the grades 1-6 room and 15 for the kindergarten room.

The OSC program operates Monday to Friday from 3 – 6 pm during school days, holidays and breaks, and does not operate on statutory holidays. Programming is also available on noon dismissals from 12:00 pm – 6:00 pm (grades 1-6 only), full day dismissals from 8:30 am – 6:00 pm (kindergarten only) and holidays from 8:30 am – 6:00 pm during the school year.

Children who are registered full time in the Out-of-School Club will receive a special discounted rate for half/full day programs, but parents must register separately for these days to ensure you are secured a spot, as space is limited.

Sample daily routine:

3:00pm	Arrival and Attendance in designated program room
3:15 - 3:30 pm	Interest Centre Free Play
3:30 - 4:00 pm	Planned/Structured Activities/Indoor/Outdoor (flexible)
4:00 – 4:15pm	Quiet free time (reading, drawing)
4:15 – 5:00pm	Snack prep/serve/clean-up
5:00 - 5:30 pm	Homework or quiet reading
5:30 - 6:00 pm	Interest Centre Free Play/Clean up
6:00 pm	Dismissal

Sample daily routine for half days (grades 1-6 only):

12:00pm	Arrival, attendance
12:00 – 12:45 pm	Lunch/clean-up
12:45 – 2:30 pm	Structured games/activities
2:30 – 3:00 pm	Quiet Free Time (reading, drawing)
3:00 – 4:00 pm	Planned/Structured Activities/Indoor/Outdoor (flexible)
4:00 - 4:45 pm	Snack prep/serve/clean-up
4:45 - 5:30 pm	Homework or quiet reading
5:30 - 6:00 pm	Interest Centre Free Play/Clean-up
6:00 pm	Dismissal

Sample daily routine for non-school days:

8:30 - 9:00 am	Arrival and Attendance
9:00 - 9:30 am	Free Play (cards, board games, drawing)
9:30 - 11:30 am	AM Structured activities – Indoor/outdoor
11:30 – 12:00 pm	Quiet free time (reading, drawing)
12:00 - 1:00 pm	Lunch
1:00 – 3:00 pm	PM Structured Activities (field trips, special workshops, guest speakers)
3:00 - 3:45 pm	Free Play -outdoors
3:45 - 4:30 pm	Snack prep/serve/clean up
4:30 – 5:15 pm	Homework or quiet reading
5:15 - 5:45 pm	Interest Centre Free Play
5:45 - 6:00 pm	Clean-up
6:00 pm	Dismissal

Facility

The programs will run out of Banff Elementary School. We have two designated rooms #109 for grade 1-6 children on the main floor & #221 for kindergarten children on the second floor.

Room #109 access will be through the mud room doors on the Squirrel St. side of the school. Parents may knock on the program window and the door will be opened for them. Room #221 access will be done via a door bell button beside doors on the Big Horn St. side of the school. Parents may press the door bell and someone will come down to open the door for them.

There is also access to other amenities within the school such as gym, kitchen and washrooms.

The program activity room is designed to meet the needs of school age children and showcase a variety of activities including: creative arts, music, dramatic play, board games, card games, puzzles and tabletop toys, construction, science and nature, floor play, and gross-motor outdoor play.

Children can place their belongings in a designated area in the classroom each day.

We have access to the outdoor playground at Banff Elementary School. It is adjacent to the school and is equipped with a playing field, ball diamond, basketball courts, swings, and an age appropriate play/climbing structure. There is also a tarmac for ball games and skipping as well as a grassy and treed area for relaxation. The entire perimeter of the yard is fenced. Daily safety checklists are completed by the program staff for the classroom, gymnasium and playground/field.

Nutrition /Snacks

We will consult the Canada Food Guide and provide a nutritional snack each day between 4:15 – 4:45 pm. See sample menu below. Obvious consideration will be given to children with food allergies or dietary needs. No peanut or nut products will be used.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Crackers and Cheddar Cheese	Yogurt	Cereal Trail Mix	Tortilla Chips and Salsa	Mini Bagels and Jam
Cucumber and dip	Apple and Orange slices	Grapes	Celery and Carrots	Bananas
Juice	Juice	Water	Juice	Juice

Administrative Overview

The Out-of-School Club program is licensed through the Calgary and Area Child and Family Services Authority and accredited through the Alberta Child Care program. A full-time Children & Youth Program Coordinator oversees the program, along with a team of part-time and casual leaders that staff the program. Any questions regarding your child's care or the program should be directed to the children's program staff. Inquiries related to fees and registration can be directed to Community Services administration.

Registration

Full registrations must be completed for each child, and are accepted on a first come first serve basis. A program waiver must also be completed along with other licensing, accreditation or program forms.

Please inform administration of any changes to your registration information, so that we may keep accurate and up to date records. Our registration policy contains all up-to-date information regarding registration withdrawals, transfers and associated fees.

Rates, Fees and Billing

Rates for the program are as follows:

5 days per week	$ 401 month
4 days per week	$ 341 month
3 days per week	$ 271 month
2 days per week	$ 192 month
Drop in 3-6pm	$ 25 day
Half Day's 12-3pm	$ 25 day (grades 1-6 only)
Half Day's 12-6pm	$ 44 day (grades 1-6 only)
Full Day's 8:30-3pm	$ 40 day
Full Day's 8:30-6pm	$ 59 day

Payment must be made in advance of participation in the program. Payment is due in full on the first of each month. Payments can be made in cash or by cheque, made payable to the Town of Banff. Any NSF cheques will be subject to an additional $50 charge.

Absenteeism and Late Fees

Please ensure that any absences from Out-of-School Club are communicated to program staff at 403-762-1927 for grades 1-6 and 403-431-3193 for kindergarten. It is important that program staff are notified prior to the daily program start if your child will be sick or away. This will prevent unnecessary searching of the school by program staff.

Late fees of $5.00 per minute apply to parents who fail to pick children up by 6:00pm.

Absenteeism and late fees are in addition to regular program fees and will be listed on your monthly receipt.

Holiday Schedule

See administration for an updated 2016-2017 statutory holiday schedule.

Parent Information

Parent Orientation

The Community Services administration at Banff Town Hall will provide you with the necessary forms needed to register your child in the program. You will also be directed to the online parent handbook which includes our program philosophy, policies and procedures. All registration and payment is done at this location.

The program staff believe it is essential that parents feel familiar and comfortable with the program. For this reason, we welcome all parents to take a small tour of the classroom and be introduced to the program staff.

Parent Involvement

If you have a skill, craft talent or ability to share, we welcome your participation. Your occupation may be of interest to children; your cultural background may suggest an activity our participants would enjoy; your musical talent or interest in home crafts could enrich our program. You will be delighted with your child's excitement and pride in your presence as much as the class will enjoy your contribution. Your participation in various field trips is also welcome. Please let us know - we would be happy to have you.

Open Door Policy

Please feel free to stop by anytime. There is no need to make an appointment or call ahead of time. Staff will always welcome your visits to the program.

Feedback

Program staffs are always open to hear your concerns and appreciate your feedback. There is also a suggestion box located in the room should you prefer.

Communication

Open communication between parents and staff is what helps us serve you and your child. Staff are here to support your entire family. We are happy to support you in any way we can.

There is a parent information board located in the hallway outside room 109. This board is used for posting community resources and relevant program information that needs

to be conveyed to parents. It is extremely important that you take a look at the board daily, as new information is always being added about upcoming field trips or specific equipment needs.

Confidentiality

An important part of this program is the respect of confidential information. Any information discussed regarding children and parents will be kept confidential, as well as personal information that parents may share with us. Child specific information is shared only with parental consent.

Parent Evaluations

From time to time, staff will send home evaluations on our program for parents to complete and return. All feedback is anonymous and useful in improving our program. An end of the year evaluation will be emailed to parents to be completed.

Parent Information, Communication and Postings

Notices, receipts and other pertinent information will be sent home with your child. Please ensure that you check daily with your child if any information has been sent home pertaining to the program. The cell phone number for programs is 403-762-1927 for grades 1-6 and 403-431-3193 for kindergarten.

There is a parent bulletin board located inside the program activity room. Postings of the discipline policy, weekly/monthly calendar of events, evacuation plan, and snack schedule will be on this board.

Licensing reports will be posted on the parent information bulletin board inside the designated program room. Parents will be kept abreast of any licensing updates on a regular basis via their monthly invoice, newsletter or memos from program staff.

Attendance and Release of Children

Children will be dismissed only to those adults listed during registration and/or on the emergency contact sheet. If another person is to pick up your child, please contact program staff prior to the daily program start. Staff may ask this person for ID if they are unknown to the staff.

Children who leave the program independently must have this indicated on their registration form. Only children who are in Grade 2 or a higher grade level will be permitted to leave independently.

Parents, other designated adults or the child themselves (if leaving independently) are required and responsible for physically signing the child out on the attendance sheet on site at the program including the time of departure from the program and personal signature.

Emergency Contact Information

Should you need to contact the staff for any reason, please call the program cell phone at 403-762-1927 for grade 1-6 or 403-431-3193 for kindys. This phone is carried by the staff at all times and is also the emergency after-hours phone number.

The Children/Youth Program Supervisor can be reached at 403-762-1229.

Emergency Procedures

Emergency numbers will be posted by the phone in the program room. Evacuation procedures will be posted by the door. Fire drill procedures will be discussed with the participants on a regular basis. A complete first aid kit is on the premises at all times and a portable kit is taken on all excursions.

Health Standards

Sick children are not permitted in the program. Whenever possible, please do not send a sick child to our programs. If a child becomes sick while in care, parents will be notified and asked to remove the child from the program immediately. This ensures all participants and staff remain healthy.

Accident/Incident Reporting

All incidents and accidents are reported in written format and are reviewed by supervisory staff. Parents are notified of the details regarding all incident/accident report forms.

Distal Supervision

The purpose of distal supervision is to provide school age children with the opportunity to function independently and take responsibility within the program while ensuring their safety and well-being. In this program, on-site distal supervision will be the practice. This means children can be involved in an activity beyond the immediate visual and auditory range of a staff member, but within the program facility. It will be limited to short periods of time, not to exceed 10 minutes.

Example: A child will be allowed to go the washroom on their own, or go to the gym to collect an item, or ride their bike within the confines of the school playground.

Children will always be required to travel with a buddy and report back to program staff within the specified 10-minute time frame.

Children who are unable to follow the guidelines set out for distal supervision may have their privileges revoked.

Distal supervision permission is a part of the program waiver signed off at the time of registration.

Independent Departure

Children will be allowed to leave the program independently only after parents have indicated so on the registration form.

Parents will indicate that their children may leave the program independently and at a specified time. It will also include special notations to indicate if children are to walk home or to a parent's place of employment.

Staff will sign children out on the attendance sheet in these instances.

Children who are to be picked up from the program by an adult or guardian will have all listed eligible adults listed on their registration form. Only adults listed on the form will have permission to pick up the child unless the program staff have been contacted and told otherwise.

Medication/Self-Administration Policy:

Generally we do not administer medication to children. There may be incidents that may need to be dealt with on a case-by-case basis. The program supervisor will review parent requests and make decisions in these instances and inform staff accordingly.

Parents are required to sign off on our waivers which include a medication administration section.

Emergency medications will be easily accessible at all times while all other medications will be stored in a near-by cupboard. Parents, children and staff will review all dosage requirements and all medication information including the usage of appropriate medication forms.

Policies and Procedures

Please read the following policies and procedure to ensure that you are familiar with the protocol that the program staff will follow.

CHILD GUIDANCE

Policy:

The Town of Banff Children and Youth Programs will strive to provide positive and age appropriate strategies for children/youth to develop behaviours that encourage positive emotional and physical growth. Positive behaviours will be encouraged through appropriate role modeling, positive interaction, and respect for individual needs.

Guidelines:

- Staff will look for and encourage age appropriate behaviours in all children/youth
- Staff will be certified by such programs as Hi-Five, in order to have a strong understanding of appropriate behaviours and how to support them
- Children/youth will be encouraged to interact with each other in manners that involve respect and positive expression
- Programs will be designed to encourage children/youth's understanding of inclusion and diversity
- Staff will address the needs of all children/youth in the program and the uniqueness of each individual

Procedure:

- Staff will be familiarized with child guidance policies, procedures and guidelines prior to working within any of the programs
- Staff, including program supervisors, will stay up to date on relevant training and resources focusing on children/youth behaviour management

- Staff will have relevant training and/or access to resources on promoting positive behaviour
- Staff will display positive role modelling when interacting with children/youth, staff, parents and general public by being friendly, caring and courteous
- Staff will show interest in children/youth by acknowledging them, responding attentively and using open ended questions to engage in active two-way conversations
- Children/youth will have the opportunity to speak without being interrupted
- Staff will work to create a positive environment for the individual expression of feelings
- Staff will intervene promptly when aggressive or bullying actions occur
- Age and ability appropriate rules and expectations will be posted for children/youth, staff and parents to observe and implement
- Staff will encourage understanding of individual needs, diversity and the greater community
- Children/youth will be involved in program planning and program evaluations

CHILD DISCIPLINE

Policy:

The Town of Banff Children and Youth Programs staff will be trained to use positive behaviour management, but in the case where children's behaviours do not change, or cause safety concerns, staff will follow the 3 strikes rule. In the case where the direct actions of a child result in a severe injury or damage to property, children may be removed from the program immediately. Parents will be asked to meet with a staff member, and if necessary, the Children and Youth Program Supervisors and/or the Manager of Community Services.

Guidelines:

- Child discipline methods utilized in the program will be communicated to all parents via the Parent Handbook, to staff during their orientation and training and to children in person
- At no time will staff inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation or use, or permit the use of any form of physical restraint
- Confinement, isolation, denying or threatening to deny a child of a basic necessity will not be tolerated
- At no time should a child be demeaned or embarrassed in front of their peers

Procedure:

- Staff will ensure that the disciplinary action taken is reasonable in the circumstances

- Staff will ensure that expectations and behaviour guidelines are consistently in place and that children/youth have an overall understanding of them
- Staff will use positive behaviour management through logical or creative consequences prior to using the 3 strikes system
- Staff will use redirection, choices, logical consequences, and creative approaches to deal with the outcomes of inappropriate behaviour
- Staff will talk to children/youth at eye level and focus on the behaviour and not the individual
- Staff will assist children/youth in understanding the outcomes of their behaviour
- Staff will use a fair approach when dealing with children/youth
- Staff are required to use appropriate strategies for children/youth development when handling any inconsiderate behaviours
- Staff will document any behaviour issues that cause major disruptions in the on-site Incident Reporting book, on an Incident Report form and/or directly to the Children & Youth Program Supervisors. The following protocol will be used:
    - On the first documentation, parents will be made aware of the situation through a phone call or discussion upon pick-up
    - On the second documentation, parents will be asked to come in for a meeting with the staff member and child/youth and it will be acknowledged that on the next documentation the child/youth will be removed from the program
    - On the third documentation the child/youth will be removed from the program for an amount of time determined by the Children & Youth Program Supervisors

BULLYING POLICY

Policy:

The Town of Banff Children and Youth Programs recognize the negative effects that bullying has on children and youth. Bullying is never justified and we do not excuse this type of behaviour. Bullying incidents will be addressed, and staff will be trained to promote confident communication so bullying can be dealt with. If bullying does occur, all participants should be able to confide in a staff member, and be assured that the incident will be dealt with effectively and in a timely manner.

Guidelines:

Bullying can be, but is not exclusive to, emotional, physical, racial/intolerant, sexual, verbal, cyber and destruction of property.

Procedure:

- Parents, children/youth, staff and administration will all support the bullying policy
- Staff will be trained in effective bullying reduction and elimination
- Staff will position themselves accordingly to ensure adequate supervision
- Staff will work proactively to prevent bullying on a daily basis
- All involved parties will be given the opportunity to have their say
- Serious bullying incidents will be documented on an Incident Report form and given to the Program Supervisors for review
- Parents will be contacted when bullying behaviours occur and the use of the three strikes rule is exercised by staff
- Continuous bullying can and will be cause for dismissal from programs
- Bullying may occur away from programs but mat still be investigated by leaders/administration
- Staff will incorporate anti-bullying discussions into staff meetings during the year
- Program staff will maintain open lines communication with school staff to provide consistency and be aware bullying situations which have, or are occurring after school and during school hours

INCLUSION & DIVERSITY

Policy:

All children/youth are welcome and bring value to our programs. Our programs are reflective of the varying needs of our participants, community and stakeholders.

Guidelines:

- Staff, supervisors and managers will maintain strong links with community agencies and members to support participants and their families
- Participants will be included in all of our programs regardless of their limitations or special needs
- Programming will be based around acknowledging and valuing all children/youth's unique and individual differences and will be flexible and adaptable to all needs
- Programs will provide a physically, emotionally and intellectually safe environment
- There is an understanding that fair does not always mean equal
- Off-site activities will be planned to promote a better understanding of the community and to connect participants with cultural experiences

Procedure:

- Programs will be evaluated to ensure that the Canadian Charter of Human Rights and Freedoms is followed

- Staff will have the opportunity to develop their understanding of inclusion principles and anti-bias through professional development
- At times when a child/youth may need extra support to attend programs, parents and staff will meet prior to the commencement of the program to decide on a mutually agreeable path
- Outside agencies are consulted when needed to include all children/youth in programs
- Open communication between staff, parents and the school is encouraged in order to better facilitate the involvement of individual children/youth
- Parents are encouraged to be involved in programs through communication, volunteering and evaluations
- All children/youth and families will be able to contribute their cultural experience and stories into the program setting
- Programming will reflect full inclusion for families who have a first language other than English
- Staff will plan activities that are inclusive to children/youth with special educational needs and/or disabilities
- Staff and children/youth will help to create an environment that promotes mutual respect and tolerance
- Staff will provide children/youth with a variety of experiences from a range of social, cultural, linguistic and ability backgrounds
- All staff will talk to children/youth about differences in a positive way
- Staff will promote equality regardless of race, gender, culture or differences
- Staff provide children/youth with the opportunity to have input, involvement and choice through program planning, evaluation and open ended questions during activities
- Materials and/or posters will be displayed to represent a variety of social, cultural, linguistic and ability backgrounds
- Plans are chosen to reflect the rules and guidelines of living in Banff National Park and the unique opportunity of living in a UNESCO Heritage site
- Outside agencies and community members will be invited to programs to enhance the quality of experiences for the participants
- Supplies are chosen to support multiculturalism and diversity

HEALTH POLICY

Policy:

The Town of Banff Children and Youth Programs consider health a priority and make all efforts to educate participants, parents and staff about health issues. Methods to minimize health risks are integrated into programs and work practices to provide a healthy and safe environment in which to thrive.

Guidelines:

- While outdoors, all children/youth will be required to wear a seasonally appropriate hat
- Staff will make every attempt to seek shade while facilitating outdoor activities during hours of high UV rays
- All program snacks or meals will be prepared using the Canada's Food Guide as a reference
- Staff and children/youth will be encouraged to bring a water bottle to the program
- Staff will be educated to identify the signs and symptoms of dehydration and heat stroke as well as treatment for these conditions
- Children/youth who display signs of illness are encouraged to stay home
- Upon registration, parents will be required to indicate any allergies or medication that the participant may have and describe them on the registration form
- Staff will be informed of and responsible for any participant allergies and medication needs
- Staff will encourage children/youth to ensure they are using proper hand washing techniques
- Programming will include a variety of active living components considering the developmental needs and capabilities of the children/youth
- Staff will encourage physical activity as part of healthy living
- Children/youth will be presented with new skills, opportunities to refine and master past skills and chances to choose which they would prefer to work on
- Children/youth will be encouraged to focus on personal best and cooperation over competition

Procedures:

Sun Protection

- Children/youth will apply sunscreen of at least SPF 15, prior to any outdoor activity unless communicated otherwise to staff
- Staff may assist younger children to ensure proper coverage and application of sunscreen
- Sunscreen will be reapplied every two hours or following activities involving water or heavy perspiration
- Staff and children/youth will wear a t-shirt at all times when at the beach or waterfront, unless they are in the water above waist level

Nutrition

- Snack will be served daily between 4:15pm – 4:45pm
- Children/youth may eat a healthy snack from home as an alternative to the snack provided

Hydration

- Staff will ensure water is available to children/youth when participating in outdoor activities either on site where an activity is taking place or brought along with the child/youth

- Staff will check to ensure children/youth have enough fluids to maintain a healthy state prior to going on outings where water will not be available (ex. hikes, bus trips)

Illness

- Signs or symptoms of illness exhibited by a child include the following:
    - Vomiting, having a fever, diarrhea or a new or unexplained rash or cough
    - Requiring greater care and attention than can be provided without compromising the care of the other children in the program
    - Having or displaying any other illness or symptom the staff member know or believes may indicate that the child poses a health risk to persons on the program or premises

- If a child displays signs or symptoms of an illness while at the program, staff will take their temperature and inform the Children & Youth Program Supervisors if it reads above 38 degrees Celsius. The Program Supervisors will then contact the child's parents to request their immediate removal from the program.

- Once a child has been identified as ill, they will be kept as far away as possible from the other participants, but within a safe and observable distance from program staff

- If a parent fails to receive the request for removal of their child, or fails to pick their child up, staff may call the child's emergency contact person to remove the ill child

- All illness requiring the removal of a child from the program will be documented using the current designated incident report forms

- An ill child may return to the program following a period of 24 hours of showing no symptoms of illness or when obtaining a physician's note

- Parents are informed of the management of sick children through information provided in the Parent Handbook

- In the case of a communicable disease, the supervisor will issue a notice that will be sent home to all parents informing them of the outbreak and the appropriate precautions to take

Medicine

- All parents must fill in the medical sections of all registration forms prior to participation in the program
- Staff will not administer medication to children/youth, unless an emergency situation arises or there is an exceptional need which is first approved by the Children & Youth Program Supervisors
- Administration of all medicine will be supervised and documentation will occur by the staff
- Children/youth with life threatening health concerns will carry their own medications with them at all times; all other medications will be stored in a safe location, in their original packaging and labeling indicating dosage instructions

Personal Sanitation

- Children/youth and staff are required to wash their hands after using the washroom, prior to, and following the preparation and eating of snacks and meals and after sneezing or coughing into one's hands
- Staff will notify the Program Supervisors or school administration if washrooms or hand washing stations need supplies or extra cleaning measures following incidents causing unsanitary conditions
- Staff will ensure that proper sanitation supplies are in place in locations where facilities are lacking (ex. hikes, campouts) and maintain the outlined sanitation procedures