



PARENT/GUARDIAN HANDBOOK

2023/24

LOCATIONS

Our two locations reach over 1600 members who reside in the surrounding communities. Each site offers unique programming that offers members.

Members register at the Clubhouse locations where they wish to participate in programming.

BGC Dovercourt Clubhouse

180 Westmoreland Ave
Toronto, ON
M6H 3A2
416-536-4102

Junction Triangle Clubhouse

1379 Bloor St. West
Toronto, ON
M6P 4J5
416-530-4233

Email info@dovercourtkids.com

Website www.dovercourtkids.com

Instagram [@dovercourtkids](https://www.instagram.com/dovercourtkids)

Twitter [@dovercourtkids](https://twitter.com/dovercourtkids)

Facebook [@dovercourtkids](https://www.facebook.com/dovercourtkids)

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MISSION STATEMENT

Dovercourt Boys and Girls Club's mission is to provide a safe and supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Vision

All children and youth discover and achieve their dreams and are healthy, successful and active participants in society.

Core Values

Inclusion & Opportunity

We strive to offer children and youth from all economic, cultural and social backgrounds access to the resources, supports and opportunities that will enable them to overcome barriers and achieve their full potential in life.

Respect & Belonging

We provide a safe, supportive place, where every child is listened to, respected and valued in an environment of inclusion and acceptance. Our staff and volunteers model honesty, fair play, positive attitude, cooperation and respect for self and others.

Empowerment

We believe all young people can grow into responsible, contributing and self-reliant members of society. Children and youth are at the center of everything we do. Through adventure, play and discovery, we encourage and empower them to develop healthy lifestyles, a life-long passion for learning, leadership and life skills, and a sense of social responsibility.

Collaboration

We work together with families and volunteers in each community, in partnership with the public and private sector, to create healthy community solutions to providing children and youth with what they need for optimal development.

Speaking Out

We speak out on behalf of children, youth and their families to reduce disadvantage, enhance their lives and enable their voices and ideas to be heard.

HOURS OPERATION & PROGRAMS

After School Program

The After School Program runs from 3:00-6:00pm from Monday- Friday. The After School Program is provided throughout the months of September to June based on Toronto Public & Catholic School Boards and French Language Public School Board.

The program does not operate on PA Days or during the Christmas or March Break periods.

P.A Days

The Club offers PA Day care Program throughout the school year. All children must be members of Dovercourt Boys and Girls Club to participate in PA Day programs. Dovercourt Boys and Girls Club will post all information regarding registration. (See Appendix A PA Day Registration Form)

Pool Programs

Our pool is set to a comfortable temperature of 84 degrees with a depth ranging from 3 ft to 8 ft (1m - 2.5m) and length of 60 ft (18m). We do ask that all participants shower prior to entering the pool area, as well as wearing bathing attire (bathing suit or designated clothing for pool use only). Dovercourt provides swimming and aquatic programs throughout the year. All DBGC lifeguards and swim instructors hold current Certification in Standard First Aid Training, including Child CPR & Vulnerable Sector Checks (VSC's). Registration for programs are accepted through our website.

Specialty Camps

- March Break
- Summer Camp
- Winter Break

Statutory Holidays

DBGC Clubhouse recognizes twelve holidays each year. The Clubs will be closed on the following days:

- Thanksgiving
- New Year's Day
- Easter Monday
- Civic Holiday
- Christmas Day
- Family Day
- Victoria Day
- Labour Day
- Boxing Day
- Good Friday
- Canada Day

CORE PROGRAMMING

Dovercourt Boys and Girls Club offers after school programs, evening programs, and camps for children and youth ages 4 to 17.

It is our role to encourage and facilitate the learning of children, parents, and one another. We are pleased to embrace this responsibility. We have an amazing year planned, filled with special guests, nutritional material, crafts, activities and so much more! Dovercourt Boys and Girls Club Afterschool Program has grown over the years in part to the funding we receive from the United Way (Greater Toronto), The Ministry of Tourism, Culture and Sport (MTCS) The City of Toronto, other funders and our own fundraising efforts. The purpose of the Afterschool Program is to: Promote healthy living through physical activities, health and wellness, community needs and at the same time improve grades, test scores and work habits.

Core programming features includes:

- Physical activity, health and safety
- Leadership, growth and empowerment
- Learning and career development
- Families and communities
- Healthy food choices and nutrition education
- Wellness and personal health education

Short- term outcomes of programming includes:

- Children and youth are emotionally and physically safe
- Children and youth feel welcomed, accepted, valued and respected
- Children and youth enjoy exploring new opportunities
- Programs build relevant skills for children and youth
- Community, parents, children and youth are engaged in Club programs and feel ownership over programs

Mid- term outcomes of programming include:

- ☐ Children and youth are healthy, active and safe
- ☐ Children and youth are connected to peers, parents, school and community
- ☐ Children and youth have key academic, vocational, and recreational skills
- ☐ Children and youth have confidence in their aspirations

SPECIAL PROGRAMMING

TEACHING GARDEN

Teaching Garden offers members the chance to connect with nature. It gives them the opportunity to learn how to relate to the nature around them as well as to have a better understanding of how everything in nature is connected.

Our outside garden has a variety of plants such as herbs, veggies, fruits and flowers. The garden program teaches members how to produce their own food while also teaching them healthy eating habits through nature and gardening lessons as well as activities to give them a hands on learning experience. Overall, the garden program teaches numerous beneficial life skills that will give them a better appreciation for the small worlds around them.

- ☐ **Garden to Table (autumn program):** This program teaches members the importance of food security and the use of fresh ingredients to make something wonderfully tasty and nutritious. It gives members the chance to work hands on, learn and taste new things in a fun environment.
- ☐ **Annual Harvest Festival:** This program allows members an opportunity to appreciate the fruits of their labor and a give them a chance to give back to the community.

CHARACTER DEVELOPMENT

This program highlights the artistic range of our Club's programmes. Peculiarly, Character Development creates programs that expose and teach new talents to our members. Character Development programs at are available are Book Club, Youthbeat, Coding Theatre, Tutoring (math, English, French) and many more to come. Registration for these programs is through our website.

- ☐ **Coding** –Digital Moments formally called Kids Code Jeunesse: Teaching young children to create, communicate, and code. Led by skilled educators. Aids in the development of digital skills through the classroom, workshops, and community coding clubs
- ☐ **YouthBeat** -The Royal Conservatory of Music; YouthBeat is a fun and engaging free online music program for children and youth. It enables students, even those with no musical training, to generate original musical concepts and short songs from start to end
- ☐ **Book Club** : Book club is where a group of kids in the Afterschool program come together to discuss a book or books that they have read and express their opinions,

likes, dislikes, etc. we have fun and creative activities related to the book we are reading at the time

- **Math Help:** Math tutoring and math help is available for members registered in our Club. More details to be provided.

ANNUAL EVENTS

Easter Baskets

The Easter Basket Program is an annual tradition that embodies the spirit of generosity and community. Each year, we assemble and distribute hampers filled with a delightful assortment of food and treats to our community members during the Easter season. These hampers are more than just a collection of goodies; they are a symbol of care and goodwill, offering families a reason to celebrate and come together. Our commitment to this program is a reflection of our dedication to supporting and strengthening our community bonds.

Back to School Kits

The Back to School Kits Program is an annual initiative aimed at providing support to our Campers and members of the community as they prepare for the upcoming school year. Through this program, we gather hundreds of backpacks, generously filled with essential school supplies. As August comes to a close, we distribute these backpacks to help kick-start the school season on a positive note. It's our way of ensuring that students have the tools they need to succeed academically and start the school year with confidence.

Thanksgiving Hamper

The Thanksgiving Hamper Program is a heartwarming initiative designed to spread joy and support throughout the community. These hampers are thoughtfully filled with not only essential food items but also toys for the children, making Thanksgiving a special time for families in need. As part of our commitment to fostering a sense of togetherness and care, we distribute these hampers to families in our community. By providing both nourishment and a touch of holiday cheer, we aim to ensure that everyone can enjoy a bountiful and joyful Thanksgiving celebration.

Christmas Hamper

The Christmas Hamper Program at BGC Dovercourt Club is our most ambitious and heartwarming project of the year. With a heartfelt commitment to spreading holiday cheer and supporting our communities. These hampers are more than just boxes; they are filled with a wide array of essentials that encompass non-perishable items, fresh fruits and vegetables, hot meals, toys, clothing, and much more. Our aim is to ensure that everyone, regardless of their circumstances, can experience the joy and warmth that the

holiday season brings.

MEMBERSHIP & REGISTRATION FEE

Membership

Before participating in DBGC programming, you must register as a member. Members of all ages have access to different types of activities on a daily basis in this program. This includes arts and crafts, sports, computer skills, theatre, dance, and much more. Yearly Membership Fee is \$40, Membership must be filled before participating in any DBGC programs. (See Appendix C Membership Form).

Registration Fee

The Afterschool Program runs from 3:00pm-6:00pm on Monday through Friday (P.A Days not included). An annual \$40.00 registration fee is required for every child attending the program in addition to a monthly fee. In order for your child to attend the Afterschool programs the monthly fees MUST BE UP TO DATE. Monthly payments will be strictly enforced, payments will only be accepted at the main site (180 Westmoreland Ave).

Please note failure to pay may result in termination of membership

Please note that your child is not officially registered until we have received the registration forms AND the registration fee is paid.

Tax Receipts will be provided upon request.

Late Fee Policy

It is the expectation that all members are picked up from the Dovercourt Boys and Girls Club Programs at closing time. Where a parent is unable to pick up prior to closing, it is the parent's responsibility to:

1. Contact an emergency contact to arrange for alternate pick up. This person must be authorized to pick up your child and is required to show photo ID upon pick up.
2. Contact the front desk to inform the Club of any change in routine **(416-536-4102)**

If a parent is on route to pick up their child but will be arriving after the closing time, the parent should inform the front desk of the circumstances and expected arrival time.

If a child is picked up past the time of program closure, a late fee of \$2.00 per five minutes will be charged to the parent/guardian.

Late fees are due at the time of the child's pick up and are paid at the front desk. If the parent does not have payment it has to be made within 72 hours.

The **After School Program** Grade 1 and up is funded by the Ministry of Tourism, Culture and Sport (MTSC) which runs at Dovercourt Clubhouse and outreach school locations such as:

- St. Helen's Catholic School
- Alexander Muir Gladstone Public School
- St. John Bosco Catholic School
- St. Mary's of the Angels (Non- MTCS)
- Holy Rosary Catholic School (Non- MTCS)
- St. Alphonsus Catholic School (Non- MTCS)
- Stella Maris Catholic School (Non- MTCS)
- Perth Public School (Non-MTCS)
- St. Luigi Catholic (Non-MTCS)
- St. Matthews (Non- MTCS)
- Carleton Village (Non- MTCS)

Program Cost (At Dovercourt Clubhouse only and MTCS outreach locations)

Listed below are the **monthly fees for the 2023/2024 school year** for the After School Program at Dovercourt Clubhouse:

September	\$110.00
October	\$110.00
November	\$110.00
December	\$110.00
January	\$110.00
February	\$110.00
March	\$110.00
April	\$110.00
May	\$110.00
June	\$110.00

Program Cost (At Non-MTSC Outreach locations)

Membership	\$40.00
Program per Day	\$15.00/\$17

***Please note** that TOTS (JK/SK) are not covered by the MTSC Program and are subject to payment of **\$17 per day**.

Safe Walk

We also offer **Safe Walk**, which is a program that allows members of our Club to escort from their school to our main site location by DBGK staff (See Appendix D Safe Walk Registration Form). This service includes pick-up at the following locations:

- St. Anthony Catholic School

- St. Sebastian Catholic School
- Dovercourt Public School
- Pauline

Absent Members

If your child attends school, but will not be attending our Safe Walk Afterschool Program (i.e. you plan to pick up your child at the end of the school day) you must notify our office. Staff must receive a written note signed by parent/guardian OR have received a telephone call letting us (or the school) know your child (ren) will not be attending. This helps us ensure that your child is where s/he needs to be after school.

If your child is going to be absent from the Clubhouse, please contact the office (416)-536-4102, no later than 12:00pm.

Safe Walk Cost (2023/2024 School Year)

September 2023	\$40.00
October 2023	\$40.00
November 2023	\$40.00
December 2023	\$40.00
January 2024	\$40.00
February 2024	\$40.00
March 2024	\$40.00
April 2024	\$40.00
May 2024	\$40.00
June 2024	\$40.00

RENTALS

BGC Dovercourt also offers packages for party rentals or individual/corporate rentals at an hourly rate. To inquire please call BGC Dovercourt at (416)-536-4102 to check availability and bookings. Please see Appendix N for more details and pricing.

DAILY PICK UP & DROP OFF

Sign In & Sign Out Procedure

Parents/guardians are required to do a face to face drop of and pick up of members. On a daily basis, members must be in the building prior to 4:00pm. They are to report to the Front Desk upon arrival. Members must be dropped off and picked up each day by a parent/guardian at the designated Drop Off/Pick up Area. The assigned Staff at our outreach schools must then sign all members in and out. DBGC staff and parents will ensure all members are signed in and out each day. Members will only be allowed to leave with the person authorized to pick them up.

Members will be released to adults who have been pre-authorized in writing by parents/guardians to do so. If you have an alternate person picking your child up:

- Notify staff in advance
- Ensure that person is aware of the required pick-up and/or drop-off procedures;
- Ensure that person's information is on file;
- Government issued photo ID may be required prior to releasing the child.

Pick Up at Dovercourt Clubhouse (180 Westmoreland Ave)

Members that sign into the Dovercourt Clubhouse must be picked by 6:00pm. If a club member is needed to be picked up earlier please make it your obligation to notify the office.

Pick Up at Dovercourt Clubhouse (Satellite Locations)

Dovercourt provides pickup and drop off services to participating Outreach schools. Please call your specific club locations for drop off and pick up times. Parents are required to do a face-to-face drop off and pick up of children with DBGC staff.

****Photo ID will be checked during pick up to ensure the safety of members. ****

Please note: Unless otherwise arranged, members will not be released to any other person than those who are specified on the child's membership forms.

Please make all authorized individuals for pick up aware that if a particular staff member is not familiar with them, that they will be required to produce photo identification issued by the Province of Ontario or the Government of Canada for verification purposes.

PERSONAL BELONGINGS

Members are asked to leave valuables at home as Dovercourt Boys and Girls Club will not be responsible for any lost, stolen or broken items. DBGC recommends to leave any valuable items at home. Cell phones must be kept in backpacks as members are not permitted to have cell phones on them at any time during the program.

SNACK PROGRAM

DBGC After-School Program will provide a nutritious snack daily upon arrival. Our healthy snacks are either a fruit or veggie and a protein or whole grain. DBGC will ensure good food safety practices, infection prevention and control measures are followed when handling, preparing, transporting and serving food to all members and staff. (See Appendix E Food Handling & Preparation Policy).

Please note that our Clubhouse is NUT FREE and SCENT FREE

DBGC TEAM

Our staff are committed to the provision of high quality care. The Club has partnerships with neighbouring educational institutions where students take part in our programs. Students from community educational institutions often take part in our program as part of their learning. Volunteers may also assist in our program. All volunteers and interns are interviewed and must have approved Police checks prior to joining programs. All DBGC staff have current Standard First Aid and Infant/Child CPR Certification and complete Vulnerable Sector Checks.

AGES/ RATIO

DBGC is committed to ensuring that, at all times, the staff to member ratio complies with mandated standards and sector wide best practices (See Appendix B Ratio Policy).

The staff-to-member ratio must be no higher than 1:15. This applies to all DBGC authorized recreation programs and aligns with recommendations from the Ministry of Education and Ministry of Tourism, Culture and Sport.

DBGC will strive to ensure that members are included in appropriate age groupings when possible. At all times, there will be two adults on premises during program operation.

During the Summer Camp Season, DBGC will still adhere to the 1:15 ratio, however, will strive to implement the following ratios:

- Ages 4-5, 1:10
- Ages 6 +, 1:15
- If there is a group with ages 9+, the staff to member ratio can be 1:20

CODE OF CONDUCT

Members

The safety of each member in the program is the utmost importance to the BGC Dovercourt. Each member must recognize a personal responsibility to learn and follow at all times the safety and other rules established by the Club. Dovercourt Boys and Girls Club does not tolerate any behavior of the members that places him/herself or others at risk. Parents/guardians must agree to member's Code of Conduct when signing off Membership agreement. (See Appendix C Membership Form).

Employee & Volunteers

All employees and volunteers who join Dovercourt Boys and Girls Club will review and sign off on the Club's Code of Conduct. As a reputable child-serving organization, Dovercourt Boys and Girls Club has developed the following code of conduct to guide our employees/volunteers. While every employee/volunteer is valued and unique, we come together as an organization in the best interests of children and their families. The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries (See Appendix F Code of Conduct).

CONFIDENTIALITY

Confidential information about the Dovercourt Boys and Girls Club, (the "Club"), its members, clients, suppliers, or employees shall not be divulged to anyone other than the persons who are authorized to receive such information. If in doubt, no disclosure should be made without prior approval from the Board Chair or Executive Director. Release of confidential information relates both to internal and external disclosure.

All historical information, records, personal information and discussions relating to participants, clients and employees must remain confidential. No information may be released without the express written consent of the individual(s) in question or an order of the court.

Confidential information obtained as a result of being a board member of the Club is not to be used by a board member for the purpose of furthering any private interest or as a means of making personal gains. Use or disclosure of such information may result in civil or criminal penalties. Any and all information obtained shall remain confidential after departure from the Board.

Any breach of confidentiality will result in disciplinary action and/or immediate termination from the board or could result in civil penalties and/or criminal charges.

BGC Dovercourt Club has implemented this policy to protect the Club and its members' sensitive information. All Staff, volunteers and board members are required to sign a Confidentiality Agreement_(See Appendix G).

CONSENT

Permission Notes

If your child must leave the club during the program, a permission note must be given to the Club upon signing in at either 4:00pm or 6:30pm. Notes must specify what time they will be leaving or who they will be picked up by along with the reason.

Media Release

DBGC Club members/staff may participate in an events or activities where photos, video or audio of Club participants may be taken for promotional/educational/fundraising purposes. Parents/staff will be given Media Consent Form to indicate below permission. (See Appendix H Media Consent Form)

Field Trips

Dovercourt is committed to providing our members with access to new experiences and opportunities. All members must have trips permission forms signed by parent/guardian before going on trips. (See Appendix J Trip Forms). DBGC staff will organize, supervise and secure the safety of members during an off-site outing/field-trips at all times. Staff, volunteers and interns will follow all policies to ensure a safe and secure off-site outing. (See Appendix I Off-Site Outing Policy). DBGC will assess and determine the risk associated with program activities and field trips and take the required precautions based on severity (See Appendix L High Risk Activities Policy).

To ensure safe and reliable transportation services to members and DBGC staff, the club will provide daily inspection checks, record screening and monitoring of drivers status and provide behavior management standards for when members are on board. (See Appendix M Transportation Policy).

BEHAVIOUR MANAGEMENT

It is the goal of the Dovercourt Boys and Girls Club to provide a healthy, safe, secure and respectful environment for all members and staff. All members are expected to follow the behavioral guidelines and interact appropriately in a group setting. Please read and review the following Behavior Guidelines and Program Rules with your children. Your cooperation is greatly appreciated and will help provide a safe, fun, and respectful environment for all members and staff.

Members Behavior Guidelines and Program Rules

- Members are expected to participate in Afterschool activities and follow the directions of the Dovercourt Staff.
- Members are responsible for their actions
- Members must be respectful, honest and considerate of other members, staff, volunteers and guests
- Members must be respectful of Dovercourt Boys and Girls Club property ; property of other members, staff or guests, the environment and outreach locations
- Members are required to wear their Dovercourt t-shirts on all trips
- Members must ask for permission to go to the washroom and must go in pairs.

If a child does not follow the behavioral guidelines, the club staff will take the following steps:

1. Staff will redirect the child to more appropriate behaviour
2. The child will be reminded of the behaviour guidelines and program rules
3. If the behaviour persists, a parent will be notified of the problem by the Afterschool Coordinator or Management.
4. If a child's behaviour at any time threatens the immediate safety of themselves, other members, staff or guests, the parent will be notified and asked to pick up his/her child.
5. Dovercourt Boys and Girls Club reserves the right to ask a parent to pick their child up early; temporarily suspend the child from the program or expel members from the program in extreme cases, such as:
 - Endangering the health and safety of other members, staff, volunteers or guests
 - Stealing or damaging Dovercourt or personal property of other members, staff, volunteers or guests
 - Continual disruption of any program
 - Refusing to follow the behavioural guidelines and program rules
 - Using profanity vulgarity, obscenity or acting in a lewd manner

Members Must

- Get permission to leave group i.e. washroom
- Campers MUST go in pairs
- Respect property of others and the Club
- Respect the personal space of others
- Treat others how you would like to be treated
- Stay within designated areas
- Follow instructions of Dovercourt staff, Management, special guests and off-site staff
- Participate in all camp activities
- Refrain from using inappropriate language or lewd behaviour

The following behaviors are not acceptable and may result in the immediate suspension of a child from the club program.

HEALTH & SAFETY

Emergencies

DBGC has the following procedures for emergency drills and evacuations during program implemented:

- a. Evacuation Drill – Fire, Utility Failure, Bomb Threats,
- b. Lockdown and Hold & Secure – Violent/Threatening Situations, Armed Intruders,
- c. Natural Disasters – Severe Weather (snow, wind, rain),
- d. Natural Disasters – Floods, Earthquakes, Tornadoes, Hurricanes.

Inclement Weather

In case of inclement weather (i.e. rain, heat alerts, poor air quality, snow, cold alerts) some outdoor activities will be adjusted to ensure the safety and well-being of all participants. For cold alerts Club members and staff are required to stay inside.

Emergency Contact

We ask parents/guardians to submit all changes of address, telephone number, contact, doctor's etc., be reported to the Club as soon as possible. It is the parent's responsibility to notify the Club house.

Current information is kept on file in case of emergencies and consent forms must be signed in the event that the parent or guardian cannot be reached.

Anaphylaxis

Member's health and safety is paramount to Dovercourt Boys & Girls Club. DBGC has a four (4) part Anaphylaxis Policy that strives to completely avoid anaphylaxis reactions and contains the corrective measures to follow if such a reaction occurs (See Appendix J Anaphylaxis Policy).

Prescription Medications

If your child requires any prescription medications (including Asthma Inhalers) or carries an Epi-Pen, please notify us by adding this information to the registration form that is to be filled out at the front desk. All prescription medications must be turned in to a staff member upon sign in.

Prescription medications must be in the original pharmacy bottle, labeled with the patient's name and the physician's ordered dose on the bottle (e.g. pills in Ziploc bags are not accepted).

Non-prescription/over-the-counter medication, including vitamins and herbal supplements, will not be permitted. Asthma Inhalers and Epi-Pens may be carried on the child. If you wish to discuss your children's medications or medical conditions in advance, please contact the Clubhouse.

Special Considerations (Behaviour/Medical) If your child has any significant behaviour, medical or may need additional support please notify the Clubhouse.

ACCIDENT & INCIDENT PROCEDURE

If a member becomes injured or is involved in an incident, Dovercourt staff will complete an accident/incident report and will administer first aid if needed. Dovercourt Staff, in conjunction with the Dovercourt Coordinators and Managers, will make any decisions regarding further medical care. If the injury requires further medical attention, we will contact you directly.

Incident Response and Reporting

Policy Statement: DBGC staff will monitor, record and respond to any incidents in a positive and respectful manner.

Purpose: Our priority is to provide a safe and healthy environment for our members. DBGC staff and/or volunteers will report any incidents to their immediate supervisor, and depending on severity, will complete an incident form (See Appendix O Incident Form)

Procedures:

- Staff will consult with their immediate supervisor and describe the incident in detail.
- Supervisors will review the incident and assess the conduct of the member(s).
- At the supervisors' discretion, staff will fill out an incident report form to be submitted.
- Supervisors will determine the action(s) needed to be taken moving forward.
- Supervisors will conduct a follow up on the incident with both staff and member(s) and determine if any further actions are necessary to be take

APPENDIX A



PA Day Programs 2023/24

Your child must be registered at BGC Dovercourt Club prior to drop-off.

Name of Child: _____ Age: _____

Club Card #: _____ Grade: _____

Emergency Contact: _____

Allergies: Yes _____ No

Picture/Video Release (for website and social media) Yes No

Regular PA Day (8:00 AM – 6:00 PM) Ages 4-6: \$50.00 Ages 7+: \$45.00

Payment Info

PA Day Dates	Mode of Payment				
	Cheque	Cash	Debit	Mastercard	Visa
October 6, 2023					
November 17, 2023					
December 8, 2023					
January 19, 2024					
February 16, 2024					
April 19, 2024					
June 7, 2024					

Signature of Parent/Guardian: _____

Date: _____

Locations:

BGC Dovercourt Clubhouse – 180 Westmoreland Ave, Toronto, ON M6H 3A2

Phone: (416) 536 4102 Email: info@dovercourtkids.com

Junction Triangle Clubhouse - 1379 Bloor St W, Toronto, ON M6P 4J5

Phone: (416) 530 4233 Email: info@dovercourtkids.com

BGC Dovercourt Club | 180 Westmoreland Ave, Toronto ON M6H 3A2 | 416 536 4102 | www.dovercourtkids.com

APPENDIX B



Unlicensed/Authorized Recreation Programs Ratio Policy

Policy: DBGCC is committed to ensuring that, at all times, the staff to member ratio complies with mandated standards and sector wide best practices.

Purpose: To ensure the safe supervision of all members, and safety of both members and staff, strict staff-to-member ratios are established and maintained based on the number and ages of participants per program and the type of activities undertaken.

Procedure

- The staff-to-member ratio must be no higher than 1:15. This applies to all DBGC authorized recreation programs and aligns with recommendations from the Ministry of Education and Ministry of Tourism,

Culture and Sport.

- DBGC will strive to ensure that members are included in appropriate age groupings when possible.
- During the Summer Camp Season, DBGC will still adhere to the 1:15 ratio, however will strive to implement the following ratios:
 - Ages 4-5, 1:10
 - Ages 6 +, 1:15
 - If there is a group with ages 9+, the staff to member ratio can be 1:20
- At all times, there will be two adults on premises during program operation.

Appendix C



Membership Application 2023-24

BGC Dovercourt Clubhouse & Junction Triangle Clubhouse

All personal information provided is held in confidence by the Club in accordance to its Privacy Policy

Membership annual fee: \$40.00

MEMBER INFORMATION		
Last Name:	First Name:	Gender:
Current Address:	City:	Postal Code:
School:		
Date of Birth (MM/DD/YYYY)	Grade:	Language Spoken at home:
PARENT/GUARDIAN INFORMATION		
Last Name:	First Name:	Gender:
Current Address:	City:	Postal Code:
Phone:	Relationship to Member:	E-Mail:
PARENT/GUARDIAN #2		
Last Name:	First Name:	Gender:
Current Address:	City:	Postal Code:
Phone:	Relationship to Member:	E-Mail:
Does your child have your permission to be released on their own at the end of the day?	<input type="radio"/> Yes <input type="radio"/> No	Signature: _____ Date: _____
EMERGENCY CONTACT		
This is a person who is authorized to pick up your child and can be contacted by Dovercourt Staff when the parent/guardian cannot be reached.		
Last Name:	First Name:	Gender:
Home Phone:	Work Phone:	
Cell Phone:	Relationship to Child:	
MEDICAL INFORMATION		
Health Card Number:		
Family Doctor Name:		
Family Doctor Phone:		

HEALTH AND PERSONAL INFORMATION

Does your child have any allergies? If so, please list allergies:

Does your child take any medications? If so, please list all medications:

Does your child have any medical or behavioural conditions that we should be aware of? If so, please take a moment to explain:

Does your child have any dietary needs or restrictions? If so, please list them:

CONFIDENTIAL INFORMATION

The following voluntary information is for statistical purposes in order to provide our members with improved services. Responses will be kept confidential and not connected to identifying information.

Number of brothers:

Sisters:

Lone-Parent Families (Y/N):

Led by:

Do you self-identify as a visible minority?

Do you self-identify as Aboriginal?

MEDIA CONSENT

I hereby give Boys and Girls Clubs of Canada and/or its member Clubs consent to use and reproduce my child's/youth's first name/image for promotion purposes related to Boys and Girls Clubs of Canada; its member Clubs and/or external partners. My child's/youth's first name(unless otherwise authorized)/image may be published or used in newspapers, promotional videos, television commercials, program brochures, posters, on **World Wide Web or otherwise displayed to the public or used for other educational/fundraising purposes**, either in whole or in part by Boys and Girls Clubs of Canada, its member Clubs, and/or external partners. I release Boys and Girls Clubs of Canada and its agents from any and all claims, of any nature, based on any uses of the above.

I accept

I decline

CODE OF CONDUCT

The safety of each individual in the program is the utmost importance to the BGC Dovercourt Club. Each registrant must recognize a personal responsibility to learn and follow at all times the safety and other rules established by the Club staff. I hereby agree that any behavior of the registrant that places him/ herself or others at risk may result in the registrant's immediate dismissal from the program. Further, if dismissed from the program, I agree to cover any expense(s) arising from such dismissal. I hereby acknowledge and agree that no refund will be granted for dismissal or removal of the registrant at his/her request before the end of a program session. In order to ensure the safety and well-being of all individuals participating in the program, the Dovercourt Boys and Girls Club reserves the right to alter the program at any time without notice or compensation to the registrant.

I have read and understand the Code of Conduct:

Signature:

Date:

WAIVER

I/we agree that I/we will hold harmless and indemnify the Corporation of the City of Toronto and the BGC Dovercourt Club, including all staff, volunteers and board members from and against all action, suits, claims and demands which may be brought against or upon the Corporation of the City of Toronto and the BGC Dovercourt Club, as a result of any injury sustained by myself or my child while I/ we or my/our child is a participant in any program operated by said Club.

Parent/Guardian Name:

Parent/Guardian Signature:

SIGNATURE

Parent/Guardian Signature:

Date:

For Office Use Only:

MEMBERSHIP FEE PAID:	PAYMENT METHOD:
GROUP:	CLUB CARD NUMBER:

AUTHORIZED ALTERNATIVE PICK-UP FORM		
MEMBER INFORMATION		
Last Name:	First Name:	
Membership ID:		
ALTERNATIVE PICK UP #1		
Last Name:	First Name:	Gender:
Home Phone:	Work Phone:	
Cell Phone:	Relationship to Child:	
ALTERNATIVE PICK UP #2		
Last Name:	First Name:	Gender:
Home Phone:	Work Phone:	
Cell Phone:	Relationship to Child:	
ALTERNATIVE PICK UP #3		
Last Name:	First Name:	Gender:
Home Phone:	Work Phone:	
Cell Phone:	Relationship to Child:	
ALTERNATIVE PICK UP #4		
Last Name:	First Name:	Gender:
Home Phone:	Work Phone:	
Cell Phone:	Relationship to Child:	
ALTERNATIVE PICK UP #5		
Last Name:	First Name:	Gender:
Home Phone:	Work Phone:	
Cell Phone:	Relationship to Child:	
SIGNATURE		
Parent/Guardian Signature:		Date:

Appendix D

After School Safewalk Program

Member Information

Name of School: _____

Name of Child: _____

Grade: _____ Teacher: _____ Room: _____
Dismissal Time: _____

Please inform your child's teacher that we are picking your child(ren) up from school.

Day of Pickup

Monday Tuesday Wednesday Thursday Friday

Payment Info

Month	Amount	Method of Payment				
		Cheque	Cash	Debit	Mastercard	Visa
September 2023	\$40.00					
October 2023	\$40.00					
November 2023	\$40.00					
December 2023	\$40.00					
January 2024	\$40.00					
February 2024	\$40.00					
March 2024	\$40.00					
April 2024	\$40.00					
May 2024	\$40.00					
June 2024	\$40.00					

If your child is going to be absent, please call us at 416-536-4102

Signature of Parent/Guardian: _____

Date: _____

APPENDIX E

Food Handling & Preparation Policy

Policy Statement: DBGC will ensure good [food safety practices](#), infection prevention and control measures are followed when handling, preparing, transporting and serving food to all members and staff.

Policies and procedures have been developed specific to COVID-19 in order to increase the health and safety of children, staff and families. All DBGC procedures will be updated and revised regularly to ensure best practices in accordance with Toronto Public Health authorities.

Procedure:

All staff and interns will complete screening protocols before entering onsite. Supervisors will always be present during food preparations.

Prepare the Physical Space

- Check the condition of all food and discard expired or otherwise unfit products.
- Ensure all food contact surfaces, equipment and utensils have been washed, rinsed and sanitized
- Ensure hand washing stations are functional and provided with adequate supplies (soap, disinfecting wipes, hand sanitizer, etc.)
- Check thoroughly for signs of pest activity.
- Ensure enough space is provided such that all persons can maintain a physical distance of two metres (six feet) between each other.

Hand Hygiene and Respiratory Etiquette

- Wash hands thoroughly with liquid soap and warm water for at least 15 seconds.
 - Direct staff and interns to wash their hands frequently when handling and preparing food.
 - Remember to avoid touching your face, nose and mouth with unwashed hands.
 - Hand sanitizers are not a replacement for washing your hands with soap and water, and should not be used in the food preparation area by food handlers when handling or preparing food.
- Cover coughs or sneezes with a tissue. If you don't have a tissue, sneeze or cough into your sleeve.
- Monitor supplies to ensure adequate amounts of liquid soap, paper towel (air dryer if paper towels are not available), tissues and waste containers with lined plastic bags.

Preparing and Handling Snacks

- All individuals preparing and handling food must wear appropriate personal protective equipment (PPE) i.e.: gloves, face mask, hair net, etc.
- The proper use of gloves are as follows:
 - Hands should be washed and/or sanitized between changes.
 - Remove gloves when changing tasks.

- o When gloves are removed, new gloves must be used each time. Do not wear used gloves.
- Hand contact should be minimized where possible by using utensils
- Pre-portion food items, where possible, such as individually packaging food items in Ziploc bags or wrapping.
- Food items such as whole fruits (e.g. apples, bananas, clementines) and grain products (e.g. muffins, crackers) will be individually wrapped or bagged.

Transporting Snacks

- Before snack is picked up from the Club, staff should wash their hands with soap and water, or use alcohol-based hand sanitizer (70-90% alcohol concentration)
- Physical distancing should be maintained when dropping off and picking up snacks

APPENDIX F



Code of Conduct

The primary goal of the Club is that each and every member has **FUN**, makes **FRIENDS** and **FULFILLS** themselves to their potential.

Most youth programs emphasize the first two and while **FUN** and **FRIENDS** are most important, we take pride in allowing children to also **FULFILL** themselves. Many achieve this by learning skills in arts and sports or outdoor adventure; others, by growing socially and emotionally in dealing with peers without their parents to guide them. If you can give members all three, the result will be that members develop self-worth, increase their confidence, enhance their relationships and will have a great time! We call these **the three F's**.

As a reputable child-serving organization, Dovercourt Boys and Girls Club has developed the following code of conduct to guide our employees/volunteers. While every employee/volunteer is valued and unique, we come together as an organization in the best interests of children and their families. The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Employee/volunteer misconduct will not be tolerated, especially as it relates to the well-being of the children in the organization's care.

Misconduct refers to inappropriate behaviour in the organization and includes but is not limited to any/all of the following:

- Communication that goes beyond the employee/volunteer's employment responsibilities with the child and/or does not occur within the context of their duties and responsibilities such as:

- i. Writing personal letters or text messages to a child.
 - ii. Making personal phone calls to a child.
 - iii. Having personal Internet exchanges with a child (email, instant messaging, chatting, social networking, etc.).
 - iv. Sending personalized gifts to a child. (Note: It is not misconduct to give a contextually appropriate thank-you card, birthday card, seasonal card, or other nominal gift to a child, where such a gesture would be considered reasonable in the circumstances provided that all gestures, taken together, are not excessive in number and any such exchanges are carried out within the workplace, in the presence of others and with the knowledge of the organization.)
- Offering unauthorized rides to an individual child.
 - Spending time with a child outside of designated work times and activities (except where such activity results from a parent-initiated request and the activity has been disclosed to and approved by the organization in advance).
 - Favouring a child.
 - Telling sexual jokes to a child.
 - Showing a child sexually explicit or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view.
 - Taking pictures of a child, except when specifically requested to do so by the organization and provided that only cameras owned or under the control of the organization are used to take such pictures. (**Note: Under no circumstances may an employee ever use his/her cellular phone or personal camera to take pictures of a child, nor upload or copy any pictures he/she may have taken of a child to the Internet or to any personal storage device.**)

Employees/volunteers of DBGC MUST:

- Always adhere to the Club's policies and procedures in dealing with children.
- Treat children with respect and dignity.
- Treat all allegations or suspicions of sexual misconduct seriously. It is an employee/volunteer's responsibility to report allegations or suspicions.
- Follow established procedures when reporting any allegations of misconduct or potential policy violations.
- Consider the final outcomes of any behaviour, as well as a child's reaction to any activities, conversations, or interactions so as to avoid embarrassing, shaming, or humiliating the child.
- Establish, respect, and maintain boundaries with all children.

Employees/volunteers of DBGC MUST NOT:

- Engage in any activity that endangers a child or makes a child feel uncomfortable.
- Engage in any activity that goes against the organization's mandate, policies, or code of conduct.
- Make any sort of remark, comment, or joke to/regarding a child that is in any way suggestive, explicit, or sexual.

- Engage in any sort of physical contact with a child that may make the child feel uncomfortable, or that violates reasonable boundaries.
- Conduct their own investigation into allegations or suspicions of sexual misconduct — it is an employee/volunteer’s duty to report, not to investigate.
- Place a child in danger, either within or outside of the organization.
- Offer any child “special” treatment that falls outside of the organization’s mandate, or that may (or may appear to) place a child at risk of exploitation.
- Possess, consume or be impaired in any manner by alcohol or drugs (including cannabis), except prescription drugs prescribed by a physician and supported with documentation, while fulfilling official duties or representing DBGC in any capacity.

Employees/volunteers of DBGC should consider whether:

- The activities they are engaging in with a child are known to, or approved by, supervisors and/or parents. Child interactions should not be kept secret. They should be transparent.
- Activities would raise concerns in the mind of a reasonable observer as to their appropriateness.
- The organization may be detrimentally affected by the employees/volunteers’ activities.
- The activity may be reasonably regarded as posing a risk to the personal integrity or security of a child.
- The activity may contribute to a child’s discomfort.
- The activity may appear inappropriate to the organization, the child’s family, or the public.

Failure to adhere to the code of conduct by any employee/volunteer will result in an investigation and disciplinary action if necessary. Appropriate consequences/disciplinary actions are to be determined by management, and will be based on the nature and severity of incident.

I agree to comply with the Code of Conduct for DBGC.

Employee/ volunteer’s signature

Date

APPENDIX G



Dovercourt Boys and Girls

Club Confidentiality Agreement

Confidential information about the Dovercourt Boys and Girls Club, (the “Club”), its members, clients, suppliers, or employees shall not be divulged to anyone other than the persons who are authorized to receive such information. If in doubt, no disclosure should be made without prior approval from the Board Chair or Executive Director. Release of confidential information relates both to internal and external disclosure.

All historical information, records, personal information and discussions relating to participants, clients and employees must remain confidential. No information may be released without the express written consent of the individual(s) in question or an order of the court.

Confidential information obtained as a result of being a board member of the Club is not to be used by a board member for the purpose of furthering any private interest or as a means of making personal gains. Use or disclosure of such information may result in civil or criminal penalties. Any and all of information obtained shall remain confidential after departure from the Board.

Any breach of confidentiality will result in disciplinary action and/or immediate termination from the board or could result in civil penalties and/or criminal charges.

I have read, understand and received a copy of the Confidentiality acknowledgement. It is my commitment to abide by the Club’s Confidentiality Policy.

Staff
Print Name

Signature

Date

Executive Director
Print Name

Signature

Date

APPENDIX H



BGC Canada Media Consent Form – ADULT

ADULT MEDIA CONSENT

If the photo/video/audio subject is over 18 years of age, he/she must read and sign this Media Consent Form:

I (print name) _____, hereby give Boys and Girls Clubs of Canada (BGCC) and/or its member Clubs consent to use and reproduce my name/image/likeness/or videotaped interview for promotional purposes related to Boys and Girls Clubs of Canada, its member Boys and Girls Clubs and/or external partners. This information may be used either in whole or in part by Boys and Girls Clubs of Canada, its member clubs, external partners and/or media outlets (newspaper, T.V. & radio stations, web sites etc.) in promotional videos, television commercials, program brochures, posters, on the World Wide Web or otherwise displayed to the public or used for other educational/fundraising purposes. I release Boys and Girls Clubs of Canada and its agents from any and all claims, of any nature, based on any uses of the above.

Any information or images obtained from this activity may be used by the public media for publicity purposes including but not limited to Web sites, publications, videos, print and television news.

I hereby waive any claims I may have and release Boys and Girls Clubs of Canada and its representatives from liability of claims arising out of such activities. I further agree to acknowledge that I will not receive any royalties for my involvement in this project.

I have read and understand the above declaration and release and certify my past, present and future compliance with all conditions outlined in this document.

- I Accept
- I Decline

I verify that I am over 18 years of age and am under no legal or contractual disability to grant the rights and license above.

Print name: _____

Signature: _____ Date: _____



Media Consent Form – CHILD/YOUTH

Name of Child/Youth: _____

Club where Child/Youth is a member: _____

Dear Parent or Guardian,

Your child may participate in an event or activity run by BGC Canada or by _____ (name of BGC Club) by where photos, video or audio of Club members may be taken for promotional/educational/fundraising purposes. Please read this form carefully and sign SECTION 1 indicate consent or SECTION 2 if you do not grant consent.

SECTION 1: MEDIA CONSENT for Child/Youth (18 years or under)

I hereby give BGC Canada and/or its member Clubs my consent to use and reproduce photos, video and/or audio of my child/youth _____ (print name of child/youth) for promotional purposes related to BGC Canada, its member BGC Clubs and/or external partners. The first name of my child may be published or used in newspapers, promotional videos, television commercials, program brochures, posters, on the Internet or otherwise displayed to the public or used for other educational/fundraising purposes, either in whole or in part by BGC Canada, its member clubs, and/or external partners. I release BGC Canada and its agents from any and all claims, of any nature, based on any uses of the above.

- I Accept
- I Decline

I certify that I am over 18 years of age and am under no legal or contractual disability to grant the rights and license above.

Print name: _____

Date: _____

Parent/Guardian Signature:

SECTION 2: Confidentiality Concern, NO CONSENT

If I **do not** want the name, image or audio of my child used for the purposes stated above.

Parent/Guardian Signature

Date

*** Note: It is the parent/guardian's responsibility to notify the BGC Club if the status of this consent changes.**

APPENDIX I

Off-Site Outing Policy

Policy Statement: DBGC staff will organize, supervise and secure the safety of members during an off-site outing/field-trips at all times. Staff, volunteers and interns will follow all policies to ensure a safe and secure off-site outing.

Purpose: To ensure that DBGC members are safe and secure at all times during programs or while on off-site outings.

Procedures:

Pre-Departure

- Authorized staff shall submit an off-site outing request to their supervisors four weeks prior to the outing date.
- Management must approve off-site outings.
- When possible, staff will provide two weeks' notice to members prior to the outing date.
- Member's parents must sign consent form prior to departure date.
- Program staff must ensure they have a first aid kit for each outing.
- Prior to departure from DBGC facilities the program staff shall gather members into the gymnasium and organize members into groups based on the transportation service.
- DBGC staff will escort each group in organized succession to their respective transportation services.
- Program staff will conduct attendance upon transportation vehicle prior to departure.

Post- Departure

- DBGC program staff will ensure members adhere to verbal and written instructions received from transportation service driver, in accordance to the transportation vendors' external policies and procedures.
- DBGC program staff will supervise members appropriately at all times. This includes escorting them or employing a buddy system when it is necessary for members to leave the group during a program, supervising transition area such as hallways and change rooms and when members arrive and depart from non-DBGC facilities.
- Program staff shall carry either a 2-way radio or cellular telephone with sufficient battery power if the program site does not offer easy and immediate access to a telephone or if off site activities offer limited telephone access.
- Program staff will be dispersed throughout supervised areas, allowing for a quicker rate of response to problem situations.
- Program staff will position themselves to ensure members are within visual range;
- Program staff will not cluster in one area and socialize.
- Program staff will refrain from sitting, while supervising members.

- DBGC members must ask permission from program staff to leave the group.
- If members must leave the group, program staff or a “buddy” must accompany them.
- DBGC program staff constantly monitor members during programs and conduct periodic head counts.

APPENDIX J

BGC DOVERCOURT TRIP FORM



BGC DOVERCOURT TRIP FORM - TRIP LOCATION

Location | Date | Time

Children will be picked up from Dovercourt Club between (time) and will return later than (time).

_____ has permission to go to the trip indicated above, under the supervision of adult leadership.

Health Card Number: _____

Age: _____

Dovercourt Clubhouse

Junction Triangle Clubhouse

Allergies/Special Considerations:

EMERGENCY CONTACT INFORMATION

Contact Name _____

Contact Number _____ Or _____

Parent/Guardian Signature _____

Members are encouraged to X. Thank you!

APPENDIX K

Anaphylaxis Policy

Policy Statement:

Member's health and safety is paramount to Dovercourt Boys & Girls Club. DBGC has a four (4) part Anaphylaxis Policy that strives to completely avoid anaphylaxis reactions and contains the corrective measures to follow if such a reaction occurs.

Definition of Anaphylaxis:

Anaphylaxis is a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect sting, medicine, latex etc.

Purpose:

DBGC is committed to taking a pro-active position regarding the prevention of anaphylaxis. The purpose of this policy is to provide best practices for prevention and a process for dealing with anaphylactic reactions at the Club.

Procedures:

1. Strategy
2. Communication Plan
3. Individual Plans & Emergency Procedures
4. Training
5. Responsibilities

*This Anaphylaxis Policy and Individual Plans and Emergency Procedures are to be reviewed by ALL employees, volunteers and interns BEFORE starting employment and/or providing care or supervision. After the initial review, all employees, volunteers and interns must review the policy and procedures annually or when substantive changes are made.

-
1. Strategy to reduce risk of exposure to anaphylactic causative agents, and best practices if an anaphylactic reaction does occur.

General Preventative Measures:

- Every member is required to disclose all allergies and preexisting medical conditions at the time of registration on the Membership Form. Parents/Guardians should provide as much information as possible.
- If a child has an anaphylactic allergy, parents/guardians should provide an individual plan and emergency procedure.
 - If they do not have one, or fail to provide one – parents/guardians and physicians (if applicable) should be consulted by DBGC during the drafting process as the Club must retain a copy.
- DBGC will keep paper and digital copies of member's medical information in a safe, confidential and accessible location.
 - DBGC will post lists and individual pictures of each child identified as having a specific allergy along with the individual cause of the allergy, in the food preparation area and also in the front office.

- Train all staff, volunteers and interns on the signs and symptoms of anaphylaxis and ensuring that they are aware of anaphylactic children and individual plans.
- Ensure that the parent/guardian trains the staff in the administration of the child's Epinephrine UTO-Injector and the child's individual plan for dealing with the emergency.

Food:

- When it is reasonable and the Club is able, DBGCC will provide food substitutions for children with allergies. (Ex. Providing lactose-free alternatives to the supplied and scheduled milk and cheese string snacks) In some cases, parents may be requested to provide appropriate substitutions for their child(ren).
- **The Club is 'Nut-free' and 'Fragrance-free'**. Appropriate signage should be posted around all DBGCC locations and appropriate notices/letters should be sent home for increased parental awareness.
 - Staff purchasing any food items for the Club will read the labels to identify allergens and ensure that the products are nut-free.
 - If DBGCC cannot ensure that all food has been prepared and packaged in a nut-free environment, 'may contain traces of nuts' must be communicated or posted. (Ex. popsicles at snack bar)
- All parents are encouraged not to bring/provide any foods from home into the Club.
 - Parents wanting to bring in Birthday Cakes (or any food/dessert for a special occasion) will be instructed to buy cakes that are nut free. The staff will check the label of the cake before serving to children.
- Children and staff must wash their hands or apply sanitizer before eating, preparing and/or serving food.
- Children with food allergies will be highly supervised during meals and encouraged not to share food, utensils, napkins or containers. Anaphylactic children will sit close to a staff member at meal times.
 - Staff and volunteers will also be instructed not to share food.
- All surfaces will be cleaned with the prescribed bleach and water solution (see posted ratio instructions) prior to and after preparing and serving foods.
- Food items must be properly disposed of after meals and snacks.

Environment:

- Playground and outdoor areas will be checked and monitored for insects such as wasps and bees.
 - On field trips children with anaphylaxis will sit within view of the staff.
- On off-site trips parents will be notified and the staff will ensure that the child has his/her Epi-Pen.
 - Consent by the child's physician is required for any child carrying their own Epi-Pen.

* The aforementioned strategy should be revised and updated as necessary depending on the life threatening allergies of the children enrolled. (The entire policy is to be reviewed by the Board annually.)

2. Communication Plan

Anaphylaxis

□ What is it?

Anaphylaxis is the most serious type of allergic reaction. It has the potential to be life-threatening, especially in people with asthma. Life-threatening allergies can develop at any age, but are most often diagnosed in childhood.

□ Causes/Triggers of Anaphylaxis:

Food: peanuts, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), seafood, fish (e.g. trout, salmon), shellfish (e.g. scallops, clams), crustaceans (e.g. lobster, shrimp), milk, egg, sesame, soy, wheat, mustard, sulphites (a food additive)

Other: insect stings, medication, physical activity (usually after eating a specific food), latex

□ Symptoms:

Think F.A.S.T! A person experiencing a life-threatening reaction might have any of these symptoms:

Face: hives, itching, redness, swelling of face, lips or tongue

Airway: trouble breathing, swallowing or speaking, nasal congestion, sneezing

Stomach: stomach pain, vomiting, diarrhea

Total Body: hives, itching, swelling, weakness, dizziness, sense of doom, loss of consciousness

□ Medication:

- Allergen avoidance is the key to preventing an anaphylactic reaction
- Epinephrine is the recommended treatment for anaphylaxis
- People at risk for anaphylaxis should always carry an epinephrine auto-injector (e.g. EpiPen or Allerject) (when age appropriate)

□ Ways to control condition ...

- Being aware of your allergens and avoiding them
- Giving epinephrine immediately (EpiPen or Allerject) if an anaphylactic reaction occurs
- Calling 9-1-1 and going to the nearest emergency facility (ideally by ambulance) for medical care

Communication Procedures:

- Parents/Guardians are required to fill out their child(ren)'s medical conditions upon registration. This includes allergies, Epi-Pen prescription, and all relevant medications. (See Membership Registration Form – Health Information)
 - If there is an anaphylactic allergy which requires use of an auto injector (Epi-Pen), proof of a physician's diagnosis is required with the returned form.
 - If a child has an anaphylactic allergy, the parent/guardian must work with Administrative Staff/Management to develop an Individual Plan and Emergency Procedure, as per Part 3 of this policy.
- Allergy lists and individual emergency plans will be posted in conspicuous places in DBGC locations. (Main areas where food is prepared, as well as in the central front office)
- Parents will be informed about DBGC's 'Nut-free' and 'No Outside Food' policy at the time of registration, via newsletters and through verbal communication.
- Whenever food is ordered through a caterer, the caterer will be advised by the DBGC staff member placing the order of all member's food related allergies and advised not to use any of the causative agents in the preparation of the food. The caterer must ensure compliance with the request or they will not be used by DBGC.

3. Individual Plans and Emergency Procedures

The parent/guardian and physician of a member with an anaphylactic allergy are invited to provide input on the member's individual plan and emergency procedures. Parents/Guardians are encouraged to advise the Club as soon as possible if their child develops an allergy and requires medication, if there are any changes to the child's individual plan or if their child has outgrown an allergy and no longer requires medication.

At minimum, the following forms must be completed:

- a) Anaphylaxis Individual Plan
- b) DBGC/Kids' Korner Anaphylaxis Emergency Action Plan
- c) Permission to Administer Prescription Medication

4. Training

- ALL DBGC staff who are responsible for caring/supervising children are trained in First Aid and CPR at the onset of their employment.
- Designated staff will be trained by parent/guardian and/or physician of each child with anaphylaxis enrolled in the Club.
- Volunteers and interns are not permitted to administer medication unless under extreme circumstances. Volunteers and interns will be given written information regarding anaphylactic children and trained by staff who received training from parents/physicians.
- Training will include signs and symptoms of a reaction and how to administer an Epi-Pen. These topics will also be covered in the staff's First Aid and CPR training.
- Staff will check to confirm that the child has his/her medication at all times.
- Staff will sign off on all training, which is recorded in the Anaphylaxis Training Log.

- Training will also include an awareness session: identification of the storage area(s) for auto-injectors, inhalers and other medication and a review of the strategies for reducing the risks of anaphylactic causative agents within the Club.

5. Parent/Guardian Responsibilities

To minimize risk of exposure, and to ensure rapid response to an emergency, parents/guardians must assist DBGC by understanding and fulfilling their responsibilities, as outlined below.

Responsibilities of Parents/Guardians

- Inform the Club/Management of member's allergies and truthfully complete the member's Health Information form.
- Provide training to management prior to the member attending the program (including completing an Individual Plan and Emergency Action Plan).
- Provide any medication that is to be stored (Epi-Pens & Puffers may be kept on the child) in a secured location and the associated doctor's note and/or prescription.
- Be willing to provide safe foods for their child for special occasions.
- Teach their child:
 - to recognize the first symptoms of an anaphylactic reaction;
 - to communicate clearly (if possible) when s/he feels a reaction starting;
 - to carry his/her own Epi-Pen (if appropriate);
 - to know where their medication is kept and who can get it;
 - to eat only the snack foods provided to him/her by the program/centre staff (no sharing);
 - to understand the importance of hand washing; and
 - to assume as much responsibility as possible for his/her own safety.

Appendices:

- A. Anaphylaxis Individual Plan
- B. Anaphylaxis Emergency Action Plan
- C. Anaphylaxis: Parent/Guardian Responsibilities Form
- D. Staff Anaphylaxis Training Log
- E. Administration of Drugs and Medication Policy
- F. Permission to Administer Prescription Medication Form
- G. Ophea – "The Basics of Asthma, Allergies, and Anaphylaxis": Understanding the Differences and the Similarities
- H. Epi-Pen: "Blue to the sky. Orange to the thigh"

A. ANAPHYLAXIS INDIVIDUAL PLAN: _____

(Name)

This child has a potentially life-threatening allergy (anaphylaxis) to: (please check)

Peanuts ____ Tree nuts ____ Eggs ____ Milk ____ Latex ____
Medication _____ Insect Stings _____

Other _____

Food: The key to preventing anaphylactic emergency is to avoid the allergen. People with food allergies should not share food or eat unmarked bulk food items.

Epinephrine Auto-Injector (Epi-Pen) Expiry Date: _____

Location of Epi-Pen: _____

Dosage: _____

(paste photo here)

A person having an anaphylactic reaction might have any of these signs & symptoms:

- ❖ **Skin:** hives, swelling, itching, warmth, redness, rash.
- ❖ **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay-fever like symptoms (runny nose, itchy nose, watery eyes, sneezing) trouble swallowing.
- ❖ **Gastrointestinal (stomach):** nausea, pain/cramp, vomiting, diarrhea.
- ❖ **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy, light headed, shock.
- ❖ **Other:** anxiety, headache, and feeling of “impending doom”.

Early recognition of symptoms & immediate treatment could save a child’s life!

Act Quickly - The first signs of a reaction can be mild, but symptoms can rapidly worsen;

1. Give Epi-Pen at the first signs of a reaction if you know or suspect that the child was in contact with an allergen.
2. CALL 911, BE SURE TO TELL THEM THAT THE CHILD IS IN ANAPHYLACTIC REACTION.
3. Give a second dose as early as 5 minutes after the first dose **IF** there is no improvement in symptoms.
4. Escort child in ambulance, even if symptoms are mild or have stopped and remain with child until parent arrives.
5. Call emergency contact person.

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned parent authorizes any adult to administer an Epi-Pen to the above named child in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the child’s physician. I also consent to the posting of this plan in any room operated by DBGK/Kids Korner Daycare and the sharing of this information with all staff.

Parent/Guardian Signature
Date

Date

Physician Signature

B. DBGK/Kids Korner Anaphylaxis Emergency Action Plan

Child’s Name: _____ Date of Birth: _____

Emergency Action (to be filled out by parent)

Staff Roles and Responsibilities:

- Adhere to DBGK/Kids’ Korner Anaphylactic Policy.
- Staff will conduct a check to ensure that the child has his/her medication with them at all times.
- Administer medications and/or instructions as set out in child’s Individual Plan and Emergency Procedures.
- Staff is to remain calm.
- Staff is to contact Supervisor or Executive Director.
- Written reports to be filled out by staff dealing with emergency.
- Serious Occurrence to be reported with 24 hours and report faxed within 7 days.

Parent Agreement

I _____ acknowledge my participation in the development of the preceding Emergency Action Plan and I am committed to do my part.

I give my consent for the staff of DBGK/Kids' Korner Daycare Centre to execute the childcare commitment as outlined within the plan.

In the event of an emergency, I authorize the childcare staff to administer the designated medication and obtain medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve DBGK/Kids' Korner Daycare and its employees/volunteers of responsibility for any adverse reaction resulting from administration of medication.

Parent Signature _____ Date _____
Witness _____

C. Anaphylaxis: Parent/Guardian Responsibilities Form

To minimize risk of exposure, and to ensure rapid response to an emergency, parents/guardians must assist DBGK by understanding and fulfilling their responsibilities, as outlined below:

Responsibilities of Parents/Guardians:

- inform the Club/Management of member's allergies and truthfully complete the member's Health Information form
- provide training to management prior to the member attending the program (including completing an Individual Plan and Emergency Action Plan)
- provide any medication that is to be stored (Epi-Pens & Puffers may be kept on the child) in a secured location and the associated doctor's note and/or prescription
- be willing to provide safe foods for their child for special occasions
- teach their child:
 - to recognize the first symptoms of an anaphylactic reaction
 - to communicate clearly (if possible) when s/he feels a reaction starting
 - to carry his/her own Epi-Pen (if appropriate)
 - to know where their medication is kept and who can get it
 - to eat only the snack foods provided to him/her by the program/centre staff (no sharing)
 - to understand the importance of hand washing
 - to assume as much responsibility as possible for his/her own safety

I, _____ understand and will fulfill my responsibilities in regards to

_____ allergies and associated participation at DBGK.

(member's name)

Parent Signature _____ Date _____
 Witness _____

D. DBGK/Kids Korner Daycare Staff Anaphylaxis Training Log

Child's Name: _____

Trainer's Name: _____

Trainer's Signature: _____

Parent _____ Physician _____ Other _____

This signifies that you have been trained, read and will adhere to DBGK/Kids Korner Daycare Anaphylactic Policy and the child's individual plan. Annual training will take place in **June** of each year.

Staff Name	Date	Signature	Witness

Volunteer/Student	Date	Signature	Witness	Trainer's Name

E. Drug and Medicine Administration Policy

Policy Statement: Trained DBGC full-time staff and management can administer medication, with written authorization from a child's parent/guardian. Staff must take extreme care with regard to dosage, time of administration, storage etc.

Purpose: DBGC is committed to ensuring the health and safety of its members. Therefore, the Club will work with member's parents/guardians and in accordance with all regulations and best practices to ensure the well-being and quick recovery of all members.

Procedures:

Prescription Drugs

Management and parents must work in partnership to ensure that all safety precautions and proper administration is followed.

- A "Permission to Administer Prescription Medication" form must be filled out and signed by the child's parent/guardian. This form will provide the Club with all relevant and necessary information to safely administer the medication. The parent/guardian will name, authorize and release two DBGC full-time staff of any liability for administering the prescribed medication.
- The associated log must be completed, recording details of the administration of medication including observations.

Non-Prescription Drugs

When a child must take non-prescriptive medication (ex. antihistamines or gravol) the parent/guardian must provide written approval from the child's doctor stating:

- type of medication;
- when it should be taken; and
- the dosage and duration.

A note will be kept in the child's file. If the child needs the same medication at a later date, this note will permit staff to administer the medication. Each time the child needs different medication, a separate written approval must be provided.

- Forms containing confidential medical information will be filed in a locked room at the Club's front office.
- All medication will be stored in a locked box (there are two locked boxes: one room temperature and one refrigerated) and kept out of reach of the children.

Treatment of Wounds

All DBGC staff in contact with children are trained in First Aid and CPR.

- When treating minor wounds (cuts/scrapes) application of ointments or medicated creams is prohibited. Staff should use latex-free gloves to clean and bandage the wound in accordance with their First Aid Training.

* Minor wounds/injuries do not need to be recorded as a Serious Occurrence.

F. Permission to Administer Prescription Medication

Child's Full Name: _____

Date: _____

Name of Medication: _____

Dosage: _____

Time(s) of Dosage: _____

Any Special Instructions (e.g. take with food, on an 'as needed' basis, etc.):

Start Date of Prescription: _____

End Date of Prescription: _____

Possible Side Effects:

RX Number: _____

Name of Pharmacy: _____

Pharmacy Address:

Pharmacy Phone Number:

Name/Phone Number of Prescribing Physician:

RELEASE:

I release _____ and _____ from any liability

(names of DBGC staff)

from administering this medication.

(parent signature)

(date)

* All prescription medication must be in the original container clearly labeled with the child's name and dispensing instructions.

**If the two aforementioned individuals cannot administer the designated medication, a Kids Korner RECE is authorized and will administer the medication.

THE BASICS OF ASTHMA, ALLERGIES, AND ANAPHYLAXIS

UNDERSTANDING THE DIFFERENCES AND THE SIMILARITIES

Asthma

Allergies

Anaphylaxis

	Asthma	Allergies	Anaphylaxis
What is it?	Asthma is a chronic inflammatory disease of the airways in the lungs. Triggers like allergens and irritants (see below) can make airways react by swelling that makes breathing difficult, and if left untreated, can be life-threatening.	Allergies occur when the immune system becomes unusually sensitive and overreacts to common substances that are normally harmless, like pollen, dust mites, animals/pets, foods, etc. These substances are called allergens. People who don't have an allergy will not react to them. If you touch, breathe in, or ingest something you are allergic to, you may have an allergic reaction.	Anaphylaxis is the most serious type of allergic reaction. It has the potential to be life-threatening, especially in people with asthma. Life-threatening allergies can develop at any age, but are most often diagnosed in childhood.
Causes/Triggers	<p>Common Allergens: moulds, dust mites, animals, pollen</p> <p>Common Irritants: tobacco smoke, extremes in weather, strong odours (i.e., scented products, cleaning products, art supplies, paint fumes), viral infections (i.e., colds and flu), physical activity, stress, air pollution</p>	Allergies result from genetic and/or environmental factors including exposure to allergens that lead to sensitivity (becoming allergic to the substance).	<p>Food: peanuts, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), seafood, fish (e.g., trout, salmon), shellfish (e.g., scallops, clams), crustaceans (e.g., lobster, shrimp), milk, egg, sesame, soy, wheat, mustard, sulphites (a food additive)</p> <p>Other: insect stings, medication, physical activity (usually after eating a specific food), latex</p>
Symptoms	<p>Asthma symptoms can include:</p> <ul style="list-style-type: none"> • Coughing • Wheezing • Difficulty breathing • Chest tightness • Shortness of breath 	<p>Many symptoms are possible and they can range from mild to severe:</p> <ul style="list-style-type: none"> • Rash, hives, or itchy skin • Itchy, watery eyes • Nasal congestion, runny and/or itchy nose, frequent sneezing • Difficulty breathing, coughing, clearing throat, wheezing • Stomach pain, vomiting, diarrhea 	<p>Think...F.A.S.T! A person experiencing a life-threatening reaction might have any of these symptoms:</p> <p>Face: hives, itching, redness, swelling of face, lips or tongue</p> <p>Airway: trouble breathing, swallowing or speaking, nasal congestion, sneezing</p> <p>Stomach: stomach pain, vomiting, diarrhea</p> <p>Total Body: hives, itching, swelling, weakness, dizziness, sense of doom, loss of consciousness</p>
Medication	<p>There are two main types of asthma medication that work in different ways:</p> <p>Controllers (“preventers”): controllers are used on a daily basis to prevent swelling and mucus build up in the airways. These are typically taken in the morning and before bed and therefore usually kept and administered at home.</p> <p>Relievers (“rescue” medication): relievers quickly open up the airways by relaxing the muscles in the airways to relieve asthma symptoms. They are taken on an as-needed basis to reverse/relieve asthma symptoms being experienced and should always be easily accessible, preferably carried by the person with asthma.</p>	<ul style="list-style-type: none"> • Allergies cannot be cured • Knowing and avoiding your allergens is the best approach, followed by careful use of medications 	<ul style="list-style-type: none"> • Allergen avoidance is the key to preventing an anaphylactic reaction • Epinephrine is the recommended treatment for anaphylaxis • People at risk for anaphylaxis should always carry an epinephrine auto-injector (e.g., EpiPen® or Allerject™) (when age appropriate)
You can control your condition by...	<ul style="list-style-type: none"> • Being aware of and avoiding or minimizing exposure to your asthma triggers • Taking your medications as recommended by your health care provider • Talking to your health care provider about the best ways to control your asthma and having an asthma action plan. An action plan is a written form that explains how to monitor your asthma to identify when asthma is in control or uncontrolled and the steps to take to regain or maintain asthma control. • Living a healthy lifestyle 	<ul style="list-style-type: none"> • Talking to your health care provider about being tested for allergies • Trying to avoid your allergens or the substances you are allergic to and taking medications as directed by your health care provider 	<ul style="list-style-type: none"> • Being aware of your allergens and avoiding them • Giving epinephrine immediately (EpiPen® or Allerject™) if an anaphylactic reaction occurs • Calling 9-1-1 and going to the nearest emergency facility (ideally by ambulance) for medical care

Developed in partnership with the Asthma Society of Canada and the Ontario Lung Association. For more information on asthma and allergies please visit the websites of the Ontario Lung Association (www.on.lung.ca), the Asthma Society of Canada (www.asthma.ca) and the Allergy/Asthma Information Association (www.aaia.ca). If you require information on asthma in schools, please visit www.ophea.net/asthma or www.asthmainschools.com. For more information on anaphylaxis, please visit Anaphylaxis Canada at www.anaphylaxis.ca. To speak to a Certified Respiratory Educator, please call The Lung Association Lung Health Information Line 1 – 888 – 344 – LUNG (5864).



The content of this fact sheet is based on current available evidence and has been reviewed by medical experts. It is provided for informational purposes only. The views set out in this guide are those of the authors and do not necessarily reflect those of the Government of Ontario. The information is general in nature and is not intended to be a substitute for sound clinical judgment. Seek the advice and expertise of your health care provider with any questions you may have about your health. Funding for this resource was provided by the Government of Ontario.

G.PERMISSION TO ADMINISTER PRESCRIPTION MEDICATION (LOG)

DATE	MEDICATION TO BE GIVEN	DOSE	TIME	PROGRAM STAFF SIGNATURE	OBSERVATIONS

Blue to the sky. Orange to the thigh.

How to use EpiPen® and EpiPen® Jr Auto-Injectors.

Remove the EpiPen® Auto-Injector from the carrier tube and follow these 2 simple steps:



- Hold firmly with orange tip pointing downward.
- Remove blue safety cap by pulling straight up. Do not bend or twist.



- Swing and push orange tip firmly into mid-outer thigh until you hear a 'click'.
- Hold on thigh for several seconds.



Built-in needle protection

- After injection, the orange cover automatically extends to ensure the needle is never exposed.

After using EpiPen®, you must seek immediate medical attention or go to the emergency room. For the next 48 hours, you must stay close to a healthcare facility or be able to call 911.



Be informed. Be prepared.

Go to the consumer site EpiPen.ca to:

- Sign up for the **FREE** Expiration Reminder Service
- Request additional **FREE** EpiPen® Training Kits and educational brochures for family, friends, and caregivers
- Learn about the signs and symptoms of anaphylaxis
- Register for periodic email updates on new resources

Additional Information and Resources

- Food Allergy Canada: foodallergycanada.ca
- Allergy Asthma Information Association: aaia.ca
- Allergy, Asthma & Immunology Society of Ontario: allergyasthma.on.ca
- Allergies Québec: allergies-alimentaires.org
- The Association of Allergists and Immunologists of Québec: allerg.qc.ca

EpiPen® and EpiPen® Jr (epinephrine) Auto-Injectors are indicated for the emergency treatment of anaphylactic reactions in patients who are determined to be at increased risk for anaphylaxis, including individuals with a history of anaphylactic reactions. Selection of the appropriate dosage strength is determined according to patient body weight.

EpiPen® and EpiPen® Jr Auto-Injectors are designed as emergency countermeasures only. They are not a replacement for subsequent medical or hospital care.

APPENDIX L



High Risk Activities Policy

Policy Statement: DBGC will assess and determine the risk associated with program activities and field trips and take the required precautions based on severity.

Purpose: DBGC staff are required to follow the 'High Risk Activities Policy' in any a situation or a circumstance that could result in a critical incident in order to ensure the safety of DGBC members, volunteers and staff.

Procedures:

- Program staff will determine the level of risk involved program activities including field trips, the number of staff required to guarantee a safe and quality experience for members.
- DGBC will routinely check the conditions of all equipment, indoor swimming pool, outdoor play areas and off-site locations to ensure safe condition standards are met.
- High risk activities that exceed safe operating standard will immediately cease. Program staff will remove any unsafe equipment from area and/or cordon the area off to prevent member use until repairs take place (e.g. public playground, swimming pool, gym).
- DBGC staff and volunteers are informed of the central location(s) of first-aid kits and their obligation for carrying first-aid kits during all off-location activities or field trips.
- Off-location activities or field trips require program staff to employing a member buddy system to ensure safety of members.

APPENDIX M

Transportation Policy

Policy: The Dovercourt Boys and Girls Club will ensure that the Club provides safe transportation services and frequent vehicle maintenance in accordance with transportation procedures.

Purpose: To ensure safe and reliable transportation services to members and DBGC staff, the club will provide daily inspection checks, record screening and monitoring of drivers status and provide behaviour management standards for when members are on board.

Procedure:

Members on board

- Drivers will make every effort to provide safe and reliable transportation services.
- DBGC staff and/or drivers will respond to any minor behaviour issues in a verbal manner.
- Should the situation escalate, the driver will pull the vehicle off the road in a safe manner.
 - The driver will call DBGC to inform the Administrative Assistant of delay.
 - DBGC staff will seek to resolve the issue at hand and explain safety implications to members.
 - DBGC staff will fill-out a behaviour incident report for submission. If no support staff are on board, the driver will write up the behaviour report and hand in to the Administrative Assistant.

Vehicle Incident

- Should the driver come into contact with another vehicle, person or object, they shall:

Vehicle Collision

- Assess the situation
- Phone emergency services for an ambulance; if required
- Provide first aid; if required
- Phone the police to report the vehicle incident
- Phone DBGC and report a vehicle incident and update the situation as it progresses

Vehicle Incident

- The driver will pull the vehicle over on the side of the road in a safe manner
- Address members in a calm and reassuring manner
- Phone DBGC to report the incident and request assistance if required
- Complete an 'Incident Report' and submit to Administrative Assistant

Vehicle Maintenance

- The Club will inspect any vehicle prior to each use and document the inspection in the vehicle log in accordance with the vehicle maintenance checklist
 - The driver will conduct a visual vehicle inspection
 - The driver will complete and sign vehicle inspection log
 - DBGC will adhere to Ministry of Transportation Guidelines
 - DBGC will display Ministry of Transportation Guidelines for the vehicle log

Drivers Records

- The driver will provide DBGCC with current and accurate driver's license
- The driver will inform the Administrative Assistant with any change of status for driver's license
- The driver will obtain a "Driver's Abstract" record from the Ministry of Transportation upon hiring and will be required to be updated every 2 years

Insurance Coverage:

- The Executive Director has the responsibility to ensure that the amount of liability coverage maintained by the Club is always appropriate for the current operating situation.
- Only authorized DBGCC staff registered with the insurance policy may operate the vehicle.
- Vehicle insurance must be renewed every year by The Executive Director.

APPENDIX N



BGC Dovercourt Club

180 Westmoreland Avenue Toronto, ON M6H 3A2

Thank you for considering the BGC Dovercourt Club facility to host your event. Please read the following carefully.

FACILITY RENTAL AGREEMENT

Party Rentals

Package	Package Description/3 hrs	Rental Cost
1	LUNCH ROOM, GAMES ROOM AND GYM	\$180
2	LUNCH ROOM, GAMES ROOM AND POOL	\$240
3	LUNCH ROOM, GAMES ROOM, POOL AND GYM	\$290

Individual/Corporate Rentals

Package	Package Description/3 hrs	Rental Cost
4	GYM	\$60
5	POOL	\$110
6	THEATER	\$60
7	TEEN LOUNGE	\$60
8	GREEN ROOM	\$60
9	GAMES ROOM	\$60

Office Use Only:

Name: _____

Date of Rental: _____

Deposit

Staff Initial: _____

Full Payment

Package #	Description	Time		Total Hours	Additional Staff Required	Notes
-----------	-------------	------	--	-------------	---------------------------	-------

Start	Finish
-------	--------

1	Lunch room, games room and gym					
2	Lunch room, games room and pool					
3	Lunch room, games room, pool and gym					
4	Gym only (per hour)					
5	Pool only (per hour)					
6	Theater only (per hour)					
7	Teen Lounge only (per hour)					
8	Green Room only (per hour)					
9	Games Room only (per hour)					

Liquor Permit

Equipment Rental \$ _____

Staffing Fee: \$ _____

Rental Cost: \$ _____

Tax Cost: \$ _____

Total Cost: \$ _____

FACILITY RENTAL AGREEMENT

BGC Dovercourt Club hereinafter known as the “Licensor”

AND the Licensee: _____ Representative _____

Phone: _____ Cell Phone: _____

Address: _____ Postal Code: _____

Email: _____

Affiliation if any to the Club: _____

Date and Time of Rental: _____

*Weekly Rentals — Start and End Date: _____

**Paid in full at beginning of month

BGC Dovercourt Club

(Hereinafter called the “Licensor”)

The Licensor hereby grant _____, a license to use certain areas of the Licensor’s premises, located at 180 Westmoreland Ave, on the dates and at the times specified in the attached Rates and Rooms Agreement’ (the “Area”), subject to the terms and conditions of this agreement contained herein all of which form part of the agreement. If use of the Area is not required by the Licensee, the Licensee shall provide a Cancellation Notice to the Licensor as soon as possible. A standard \$50 cancellation fee will be applied. If a Cancellation Notice is not given at least 24 hours prior to the date of use, an additional \$50 staffing fee will be applied.

The Licensee agrees to observe and enforce the rules and regulations set out in this agreement.

SECTION A:

General:

1. Smoking will not be permitted as per City of Toronto By-laws.
2. Any advertising for events must not be carried out until an Agreement confirming the use of the requested space has been received by the applicant. Should an advertisement be completed for an event, it shall not contain the telephone number of the Licensor or any staff therein and must contain the telephone number of the Licensee.
3. No raffles or draws will be permitted without special permits as are required.
4. The Licensor is wheelchair accessible.
5. The Licensee agrees to be present when all deliveries, including, liquor and beer, are made to the Licensor's property or address. The Licensee acknowledges that the Licensor has no obligation to accept or sign for deliveries made at the Licensor's property or address and that all such deliveries may be refused if the Licensee is not present to receive them.

Alcohol:

1. Drinking alcohol without a permit or in an unpermitted area is prohibited.
2. Licensees are responsible for obtaining liquor permits and liability insurance for functions when necessary and must abide by all rules and regulations therein as required by Section 4(1) of the Liquor License Act, R.S.O. 1990, c. L19.
3. Obtained liquor permit is to be acquired at the Licensee's expense. The serving of alcohol will not be permitted unless said liquor permit is displayed. A copy of the permit must be given to DBGC staff prior to liquor consumption.
4. No liquor may be kept on the property of the Licensor overnight either immediately before or after a function.
5. The Licensee agrees to restrict the consumption of alcohol to that portion of the building designated for such consumption by the regulations made under the Liquor License Act, R.S.O. 1990, c.L.19.
6. A second staff is required on site for all bookings with alcohol. Therefore, an additional fee of \$20 per hour will be charged to all parties with a liquor permit.

Cancellations:

1. The Licensee will incur a fee of \$50 for any cancellation.
2. Cancellation by the Licensee must occur a minimum of 48 hours prior to the scheduled rental or an additional \$50 staffing fee will be applied
3. A refund, minus the applicable fees, will be processed within 72 hours of cancellation. Payments made by cash, debit, or cheque will be refunded by cheque. Payments made by MasterCard or Visa will be refunded to the credit card charged.
4. The Licensor reserves the right to cancel or alter an agreement at any time, with or without cause.
5. Agreements may be cancelled by the Licensor if any property of the Licensor is damaged by the Licensee or if the Licensee behaves in a manner that is unacceptable to the Licensor.

Fees and Deposits:

1. A 50% Deposit must be paid by the Licensee to the Licensor to confirm the booking. Payment of balance of fees must be received in full by the Club no later than seven business days prior to the start date of the agreement, or the agreement will be cancelled.
2. A Non-Sufficient Funds fee of \$25 will be levied if a cheque is returned.

3. The Licensee will be responsible for any additional charges incurred by exceeding the allotted time, using additional space, clean-up beyond expectations, and/or damages. A fee of \$25 per half hour per room will be charged for a late departure from said space.
4. Additional caretaking charges of \$15 per room, per hour will be applied if requested or Area is deemed unsatisfactorily cleaned upon end of agreement.
5. Damage fees will be administrated to parties deemed responsible for negligence.

Fire and Safety:

1. The Licensee and all persons allowed in the Licensor's property or address by the Licensee shall exit the building in the event of a fire alarm or fire drill.
2. The Licensee shall ensure that all aisles, hallways, stairways and exits in the building are kept free from obstruction at all times.
3. The Licensee shall not bring or retain on licensor's premises any products or materials which may pose a fire risk or conflict with the regulations of the Fire Department or the Public Health Department.
4. The seating capacity of the any room must not be exceeded.
5. The Executive Director or staff designate is the Licensor's representative in charge of buildings, grounds and equipment and the Licensee shall comply with his/her instructions regarding the use, operating and safety of the building, grounds and equipment.
6. The Licensee is not permitted to operate, adjust or interfere with electrical or mechanical equipment belonging to the Licensor. The Licensee is not allowed to construct on or modify any Licensor property.

Government Regulations:

1. The Licensee shall conform to all applicable government by-laws and regulations and shall not carry on any activities which may be deemed a nuisance or of an unlawful nature.
2. The Licensee shall not carry on any activities or make any statements on Licensor property that may be in contravention of the Licensor's Harassment and Non- Discrimination Policy, Ontario Human Rights Code or City of Toronto's Non- Discrimination Policy.

Supervision:

1. The Licensee shall be responsible for the conduct and supervision of all persons attending the said function/activity and shall see that all agreement regulations of the Licensor are strictly observed.

Use of Facility:

GYM:

1. The Licensee and invitees of the Licensee must wear non-marking rubber-soled shoes in gymnasium.
2. The Licensee and invitees of the Licensee must use wood/plastic sticks only with no black tape used.
3. The Licensee is to provide its own sports equipment such as basketballs and volleyballs. Equipment can be rented for an additional fee of \$25.
4. The Licensee is not to hang/adhere anything to walls, ceiling or permanent fixtures.
5. The bleachers are inaccessible to rentals and licensee and invitees of the Licensee are not permitted to use the bleachers.

GAMES ROOM:

1. The electronics, including the TVs and Xbox's are inaccessible to rentals.
2. Food, drinks and winter boots are prohibited in the Games Room

KITCHEN

1. Kitchen appliances and tools are not included in rentals. Use of ovens and refrigerators are strictly prohibited.
2. The Multi-Purpose Room is inaccessible to rentals.
3. All food must be removed at the end of the rental.

GENERAL:

1. The Licensee is not permitted to store furniture, equipment or materials in Licensor's premises. The Licensee at the end of the License shall remove any furniture, equipment, and/or materials brought to the premises by the Licensor.
2. The floors of the Licensor's premises must be kept free of powder, wax, sand, tape or any other substance.
3. Clean up and set up are the responsibility of the Licensee unless otherwise agreed to.
4. Rentals in excess of 20 persons in the pool will incur an additional fee of \$35 perhour.

SECTION B:

Liability of Applicant/Organization:

In consideration of the License granted by the Licensor to the applicant, the Licensee hereby agrees:

To reimburse to the Licensor, costs of repairing or replacing any property of the Licensor which has been damaged or destroyed, of negligence or actions that as a result has arisen out of or in any way attributable to the Licensee;

That neither the licensor nor its employees shall be liable for any personal injury to or death of the Licensee or any officer, member, invitee of the Licensee using the Licensor's premises or for any loss of or damage to any property belonging to or in the possession of the Licensee or any officer, invitee of the Licensee using the premises of the Licensor;

That it will indemnify and save harmless the Licensor and its employees from and against all manner of actions, causes of action, loss, cost, charges, damages, expenses, liabilities, claims and demands whatsoever whether relating to the injury or death of any person or damage to the property of any person which the Licensor or its employees may, at any time, sustain, incur, or be liable for by reason of or resulting from or arising out of or in any way attributable to the License granted by the Licensor pursuant to this License;

The Licensee assumes no liability for any or all losses, damages, costs or expenses suffered or incurred by the Licensor, attributable to the failure of the Licensor to perform its obligation under this License or from any negligent act or omissions made by the Licensor or its employees in connection with the License granted by the Licensor pursuant to this License.

Organizations using the Licensor's facilities to conduct business operations are required to provide the Licensor with a copy of its current insurance certificate

I agree that members of our event will abide by the rules and regulations set out by BGC Dovercourt Club and staff. I will hold harmless and indemnify the corporation of the City of Toronto and the BGC Dovercourt Club, including all staff, volunteers and Board members from and against all actions, suits, claims and demands which may be brought against or upon the Corporation of the City of Toronto and BGC Dovercourt Club, as a result of any injury sustained by myself or my child while I, my child/children/invited guests are utilizing the facilities in said premises located in 180 Westmoreland Ave.

I agree that our activities are in agreement with the Mission & Core Values of BGC Dovercourt Club.

I further agree to be held responsible for any damage to the Club's facility and/or its equipment by members of our event.

I UNDERSTAND THAT THE FACILITY USED IN OUR EVENT MUST BE LEFT IN THE SAME CONDITION IT WAS FOUND.

The Undersigned hereby further acknowledges and agrees that the Club and/or its representative shall have the right to cancel the permit in the event of the occurrence of any violation of the above-noted rules and regulations.

DATED this _____ day of _____, 20____.

Signature - License Holder Organization/or Individual

Executive Director - BGC Dovercourt Club

APPENDIX O

Incident Report Form

Location of Incident:

- Main Clubhouse – 180 Westmoreland Ave.
- Junction Triangle Clubhouse – 1379 Bloor St.
- Outreach School: _____
- Offsite/Field Trip: _____

Reported By: _____

Date of Report: _____

Date of Incident: _____

Name and Age of Those Involved:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

INCIDENT INFORMATION

Time: _____ AM/PM **Exact Location of Incident:** _____

Staff Member(s) in Charge of Program/ Activity: _____

Are there any witnesses to the incident? YES OR NO

If yes please list:

- 1. _____
- 2. _____
- 3. _____

INCIDENT DESCRIPTION:

ACTIONS TAKEN BY STAFF (IN DETAIL):

FOLLOW-UP ACTIONS:

Were Police Notified? YES OR NO

Police Report Filed? YES OR NO

Reporting Officer: _____

Were Parents/Guardians Notified? YES OR NO

Is Additional Follow-up Required? YES OR NO

If yes please list the date, time and parties involved:

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Received by Executive Director? YES OR NO

Executive Director Signature: _____

Date: _____