



Dear Parent or Guardian:

Welcome to the City of Regina's Community Wellbeing and Inclusion Programming! We are working hard to prepare a safe, creative and entertaining program for your child. Our inclusive FREE programs offer a variety of fun activities for youth. We will lead creative, informative, and entertaining programming for your child. The receipt from your registration will contain details on the date, times, location, and other important information regarding the program. Please ensure participants are arriving to program during the first half hour, as the doors will not be open to participants any earlier or later as to ensure that programming is not interrupted.

To ensure that everyone has a safe and enjoyable fall we would like to remind you of the following procedures:

1. To participate in Free Children's Summer Program, children must be between the ages of 5 and 12 by December 31 of the current year. To participate in Free Evening Youth Program, children must be between the ages of 10 and 14 by December 31 of the current year.
2. A Participant Information Form must be filled out each session by a parent or guardian for the youth to attend the program. We require the entire form to be filled out with the most current information. If the information is not current, we will ask the parent or guardian to update that information, either by filling out a new form or by a phone conversation.
3. To comply with public health requirements and ensure the safety for all participants, their families, and City staff, modifications have been made to the program, including:
 - a. enhanced cleaning and sanitizing measures, including the disinfecting of equipment and high touch points before and after program.
 - b. introduction of games and activities that incorporate social distancing protocols and minimize contact between participants and with staff.
 - c. focus on outdoor activities with access to indoor facilities when needed.
 - d. maximum number of participants varies per site; and
 - e. designated zones for drop-off and pick-up.
4. While Community Wellbeing and Inclusion Programs are registered programs, City staff will not be responsible for contacting parents if children do not attend, and they will not be enforcing youth to stay onsite until end of program. You can register at any time with one of the Program Staff or the PlayLine (306-777-7529).
5. Your child will be required to sign in and out of program when they arrive and leave. This is so we can make sure we are aware when children leave during program. It is the parent/guardian's responsibility to educate their child as to whether they are allowed to leave the site on their own. We encourage them to stay, but they may choose to leave part way through the program. Please inform us daily as to whether your child can leave on his/her/their own without anyone coming to pick him/her/them up. Please indicate on the participant form, pick up and walking home information. Also inform us of any other information, such as, your child can go home with a friend or if you have made alternative arrangements for pick up. All youth will need to be picked up no later than 15 minutes after program. Please make arrange for pickup of your child to walk home beforehand.
6. We are implementing a 3-strike policy, where after 3 strikes have been given that day, the child will be asked to leave program for the remainder of the day. If your child is not able to walk home, or needs to be picked up, you will be notified of the behaviour and asked to pick up your child at that time. If your child can walk home, you will be notified of the behaviour and your child will be sent home at that time. The three rules all participants will be held to include:
 - a. Respect for each other

- i. No name calling, bullying, hitting, punching, kicking, swearing, etc.
 - b. Respect for the Program Staff
 - i. Listen, follow the rules, ask permission to leave, get a drink, etc.
 - c. Respect for the facility
 - i. Clean up messes, respect for supplies and equipment (ball, games, etc.)
7. If there is no program due to sick staff or unforeseen circumstances, there will be signs posted on the centre doors and we will do our best to notify participants, however on short notice this may not always be plausible.
 8. As a reminder, children 10 years and under *may not* be left unattended at Regina Public Library locations and these locations *may not* be a pickup spot for your child.
 9. **Please send your child with a water bottle with their name clearly labelled.**
 10. Please inform us if your child experiences a disability, or other medical conditions that may impact their participation in this program so staff can adapt programming. Attendants are welcome to stay and assist participants if necessary.
 11. Please inform us if your child has any dietary restrictions or food allergies.
 12. Please ensure you and your children are aware that all youth program locations are free of intimidation/bullying/verbal/physical/sexual abuse, and the staff will enforce a zero-tolerance policy. Zero tolerance means that intimidation of any kind is not acceptable on site.
 13. In case of an incident, the following measures will be taken, and a three-strike rule will be implemented at all sites.
 - Verbal warning = one day suspension depending upon severity, and at the program leader's discretion.
 - Repeat offence = decision at the discretion of the Program Specialist/ Coordinator/ Manager/ Director of the Department.

Cell Phone and Electronics Guidelines

The focus of this program is to provide children with self-directed and cooperative opportunities. As such, the use of electronic devices during the program is not permitted by participants at our sites. Participants are asked to leave all iPods and other electronic devices at home so that they can participate fully in our program. Our sites are equipped with a phone so that participants may contact their parents/guardians when necessary. Although we welcome the use of cellphones in emergency situations, or to check in with your child, we respectfully ask that during the program time they stay in a safe place.

We also ask that the participants please be respectful of others by not taking pictures or video recordings during the program.

Please note: The City of Regina is not responsible for any lost or stolen items.

We are looking forward to a fun and safe program!

Our Site Cell Phone Number: _____

Program Coordinator: Maria Krznar
(306-777-7146)

Program Specialist: Chris Pflanzner
(306-777-7047)