

## SIGN-IN PROCEDURE

All children in attendance must be signed-in by a parent or guardian at the beginning of each Recreation Opportunity. Sign-in must include the name(s) of the child(ren) as well as a parent/guardian's name and contact information. These records shall be retained by the Supervising Volunteer or Staff Member during the program, activity or event. Records may be monitored by RVCL Administration. All information on the sign-in sheet will be provided to RVCL Administration however the information is confidential and will not be shared publicly.

## EMERGENCY PREPAREDNESS

Safety is the primary goal of RVCL. In the event of an emergency at the site or in our community, this emergency information has been developed to assist in protecting the health and safety of the participants in RVCL Recreation Opportunities:

1. Sign-in records shall be kept by the Supervising Volunteer. In a widespread disaster:
  - Parents and/or Guardians are responsible for letting the Supervising Volunteer know of a departure.
  - The Supervising Volunteer shall ensure all children are accounted for, using the sign-in records.
2. In case of facility evacuation, evacuation maps are posted by exit doors. The map outlines evacuation routes and muster points.
3. In the event of a fire, facilities are equipped with an alarm system which will announce detection of fire and/or smoke. When safe to do so, ensure isolation of fire and smoke by confinement: closing doors to the fire area. An emergency phone call should be made to appropriate emergency personnel.

## CANCELATIONS

In the event of a program, activity or event cancellation a sign may be posted on the facility and other forms of communication may be used to connect with participants.



RESORT VILLAGE OF  
**CANDLE**  
*Lake*

RVCL office: (306) 929-2236

Andrea Crowdis, Manager of Recreation and  
Community Relations

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RESORT VILLAGE OF  
**CANDLE**  
*Lake*

**Children's Recreation  
Opportunities**

**PARENT/GUARDIAN  
INFORMATION**





## RVCL PROGRAMS, ACTIVITIES, AND EVENTS

The RVCL relies on the support of community volunteers to offer recreation programs, activities, and events. Without the support of volunteers many of our recreation opportunities could not occur. Local volunteers supervise Children's Recreation Opportunities offered by the RVCL. While attending a program, activity, or event with your child(ren) please show your appreciation for the time and effort our volunteers provide by respecting the rules and responsibilities outlined in this document.

RVCL Children's Recreation Opportunities are committed to providing a social atmosphere, a space to play and time to be creative. You may expect age-appropriate recreation equipment designed to increase children's self-esteem, interests, and physical development. While some of the activities are free-choice others are structured; nevertheless all activities are intended to be fun!

If you are interested in volunteering for a new or existing recreation program, activity, or event, please contact Andrea Crowdis, Manager of Recreation and Community Relations at (306) 929-2236 or email [parksrec@candlelake.ca](mailto:parksrec@candlelake.ca).

## RULES AND RESPONSIBILITIES

Every child deserves to have a positive experience while attending recreation opportunities offered by the RVCL. The following Rules and Responsibilities are established in an effort to promote positive experiences:

1. Parents/guardians are required to remain in the facility and/or within a distance to communicate with their child(ren) during RVCL Children's Recreation Opportunities, in order to directly supervise their child(ren).
2. Parents/Guardians are responsible for ensuring their child:
  - Is appropriately dressed for the program, activity, event, and weather.
  - Respects the environment; including but not limited to the equipment, the facility, materials and nature.
  - Respects people; including but not limited to themselves, other children, adults, volunteers, and staff.
3. Harmful behavior is not permitted; in the event that a participant displays recurring harmful behaviors despite corrective measures of the parent/guardian, they may be asked by the Supervising Volunteer or Administration to leave or discontinue attendance at the program, activity, or event.
4. The Supervising Volunteer may identify and inform a parent or guardian of displays disrespectful behaviors. It is the responsibility of the parent or guardian to correct the behavior.
5. Children are discouraged from bringing toys/games from home. The RVCL assumes no responsibility for items brought from home.
6. Clearly label everything brought to RVCL Recreation Opportunities; including shoes, coat, hat, backpack, sunglasses, water bottle, etc.
7. Parent/guardian information will be provided by the Supervising Volunteer. It is parents/guardian's responsibility to review the information.
8. Children who are ill or have had a fever within the last 24 hours should not attend RVCL Children's Recreation Opportunities.

9. In the case of a minor accident, an accident form will be completed by the Supervising Volunteer and provided to RVCL Administration.
10. RVCL Facilities are PEANUT and SCENT FREE establishments.

## PROHIBITED PRACTICES

A prohibited practice is any behavior that puts a child or children at risk and/or inhibits their growth, self-esteem, and healthy development. The following practices are unacceptable and may result in removal from the program, activity or event:

1. Corporal punishment.
2. Any form of abuse; including but not limited to physical, emotional, sexual or neglect.
3. Depriving a child of basic needs; including but not limited to food, shelter or clothing.
4. Leaving children unsupervised.
5. Deliberately using harsh or degrading measures on a child that would humiliate a child or undermine a child's self-respect.
6. Locking exits for the purpose of confining a child including using a locked or lockable room or structure to confine a child to separate them from others.

