



Park n' Play & Stay n' Play Handbook

Welcome!

Thank you for choosing The City of Calgary Park n' Play and Stay n' Play programs. In order for us to provide your child with an enjoyable and safe program experience, we ask you to read this handbook thoroughly with your child and ensure all proper preparations are made.

Safety and Supervision

The City of Calgary offers a variety of quality programs with a wide range of activities. Specific policies for supervision are implemented in all programs. The program ratios are based on age groups of participants, activities and program location. To ensure the safety of the participants, the programs have the following standards in place:

- Park n' Play and Stay n' Play staff are selected on the basis of experience, ability to relate to children, and leadership skills. Staff receive City of Calgary training and are certified in Standard First Aid and CPR as well as High Five: Principles of Healthy Child Development.
- All participants MUST be the appropriate age by the first day of program.
- A limited number of participants can be accepted at Park n' Play and Stay n' Play sites each day to ensure that proper ratios are maintained. Please note acceptance to the program is on a first-come first-serve basis each day.
- Please see your Park n' Play and Stay n' Play staff for further information.

What to bring to program

Please send your child(ren) with a manageable and labelled backpack containing the items listed below. Please label ALL belongings.

- Water Bottle(s)
- Healthy lunch (if attending Park n' Play)
- Healthy snacks
- Sunscreen
- Insect Repellent
- Hat
- Weather appropriate clothing
- Proper footwear for activities (running shoes are highly recommended)

Snacks and Lunches

All participants require a nutritional snack daily which includes a labelled water bottle or juice in a non-glass container. Children attending Park n' Play programs also require a self-contained bag lunch and second snack for the afternoon. City of Calgary programs encourage a peanut-aware environment, so please try to avoid sending any peanut or nut products in your child's snack or lunch. Microwave, hot water and vending machine purchases are not available.

Valuable Items and Lost & Found

Please leave all valuable items and personal electronic devices, including cell phones and games, at home. We are not responsible for lost, damaged or stolen items. If items are lost and found at program sites, parents/guardians are to contact program staff or 3-1-1. Unclaimed items will be disposed of within two weeks following the end of each program.

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Outdoor Water Play Areas

Some sites include outdoor water play areas. The outdoor water play area may include hoses, sprinklers and various water toys.

Sunscreen and Insect Repellent

Please apply sunscreen and insect repellent to your child before they are signed-in to the program. City of Calgary staff will not provide or apply these products to participants.

Participants Requiring Medication

If your child(ren) requires medication, please administer outside program hours if possible. If your child must take medication during program hours, the parent/guardian must notify the program supervisor and complete a *Medication Permission Form*. This form can be obtained from program staff. Medications MUST be brought daily, in their original container, with a label indicating the type of medication, dosage, participant's name, physician's name, and any instructions staff may need to be aware of. Asthma inhalers and Epi-pens must be carried by the participant at all times in a safe and secure manner.

Participants with Disabilities

Park n' Play and Stay n' Play programs are an inclusive environment and welcome all children. For the best program experience and supervision of your child, please make us aware of any disabilities or behavioural needs that may affect your child's participation. While our goal is inclusive participation, there are times when a child requires more support than our current ratios are able to provide and program supervisors reserve the right to request an Aide. In this case, we will work together with families and take reasonable steps within each program's capacity to include all children in programs prior to assessing the need for an Aide.

If required, it is the parent's responsibility to arrange for and provide the Aide. Please contact the program supervisor to obtain the *Aide Expectation Information* document for communicating the expectations within our programs to your child's Aide.

Day Cares & Day Homes

The City of Calgary sets program ratios of City staff to participants for all programs to ensure a safe and quality experience for all participants. As a result, we cannot accommodate day homes/day cares or camps at these programs due to the unpredictable nature of such influxes of participants and the strain this places on staffing levels. We apologize for any inconvenience.

Off-site Visits

Please be aware there is a possibility that Park n' Play groups may leave their location to walk to nearby green spaces or playgrounds as part of the program. If this occurs there will be signage to indicate what site the program is visiting.

Inclement Weather Policies

Park n' Play and Stay n' Play are outdoor programs that occur in community greenspaces, parks, etc. Parents/guardians may be asked to pick up their child(ren) with short notice in the event of inclement weather (lightning, heavy rain, high winds, etc.). Indoor access may or may not be available at certain sites, therefore it is encouraged that parents/guardians check with site staff upon sign-in about procedures in cases of inclement weather.