bgc Yorkton

Parent and Guardian Handbook

2026-2027 School Year Programs & Services * Middle Years *

Monday September 2nd, 2026 to Friday June 25, 2027

www.bgcyorkton.ca

Government of Saskatchewan

SASK LOTTERIES

Community Initiatives Fund

bgc Yorkton

Our Mission

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Our Vision

All children and youth discover and achieve their dreams and grow up to be healthy, successful and active participants in society.

Core Values

In our work with children, youth, families and communities, all BGC's are guided by the following Core Values. They define us as a movement and are the standard against which all BGC Yorkton services are measured.

Belong
We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

Respect
We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

Encourage and Support
We encourage and support every child and youth to play, learn and grow to achieve their dreams.

Work Together
We work together with young people, families, volunteers, our communities and government.

Speak Out
We speak out with children, youth and families so that we can make our world better.

For general BGC Yorkton inquiries please contact our Administrative Assistant at 306-783-2582 or by email at Admin@bgcyorkton.ca

We are here to meet the needs of your child(ren) or youth. If you have any concerns or comments please feel free to speak with or contact any of the following staff:

- **Program Leaders** (call/text the facility cell numbers during program hours or on-site)
- **Amanda Ring, Program Team Lead -** Office 306-783-2582, Cell 306-620-7662, or Amanda@bgcyorkton.ca

Facebook Page: @BGCYorkton
Instagram: @bgcyorkton
Website: www.bgcyorkton.ca

Middle Years Program Location: 78 First Avenue North

Club Office Phone Number: 306-783-2582
Middle Years Program Cell Phone : 306-621-8988

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Welcome to our 2026-2027 School Year Programs and Services!

BGC Yorkton is excited for our 2026-2027 School Years Programs and Services for Middle Years youth! We offer afterschool and evening programs for youth in Kindergarten through age 12! Additionally, we offer other varied services for children, youth and families in the community. Please follow us on our social media pages or bookmark our website to stay updated on all BGC Yorkton Club happenings! At the BGCY we follow guidelines, practices and policies to ensure our programs & services reflect our core values and provide fun, engaging, safe and quality experiences. We have been running programs for youth in the community for over 32 years!

This handbook will provide information on procedures, practices and guidelines. Please read the following information on our Club - if you have any questions please feel free to contact us.

BGCY operates a youth facility at **78 First Avenue North**. We strive to offer our members engaging, age-appropriate experiences & opportunities.

There are times that we have programs or events off-site. Please refer to our social media communications, our website or our monthly activity calendars for updated info. Monthly activity calendars will also reflect Club closures due to stat holidays, school breaks, etc.

CLUB MEMBERSHIP AND PROGRAM REGISTRATION: All BGCY Club participants MUST have all necessary forms completed and turned in prior to attending Club programs. This includes the Membership Form and Arrival & Departure Form and the 2026-2027 Program Registration Form. A Club Membership Form only needs to be completed one time, an Arrival & Departure Form only needs to be redone if the information on the form needs updating and the School Year Program Registration Form is to be updated yearly. Forms can be accessed online on our website, emailed or picked up from our office location. Forms must be completed in blue or black ink only. A parent, guardian or caregiver must complete all Club Forms on behalf of a youth. If a parent/guardian is emailing the completed forms back to Club, only a good quality scan will be accepted – no pictures or grainy, hard-to-read scans will be allowed. BGC Yorkton has developed separate forms for children and youth who reside in group homes. These forms are only available by contacting the Club.

DROP OFF & PICK UP PROCEDURES: At the Middle Years Centre we encourage Parents/Guardians to come inside to drop off and pick up their child. We use all info on the arrival and departure forms for drop off and pick up instructions/needs. We are not responsible for any children and youth until they are inside and signed in by Club staff. All children and youth will be signed in and out by name and time arrived by our Staff. Please note that if someone other than a parent/guardian is picking up their children, our normal procedures apply. On your Arrival & Departure Form you have listed designates to pick up or drop off your child(ren). These individuals must present government issued photo ID when they arrive for pick up. If you have any special pick up requirements and custody arrangements, please ensure you have communicated this (with proper documentation) to Club staff.

If your child or youth is coming to the program independently (ie. walking, biking, school bus, etc.) please be aware they are not a part of the program until they enter the program doors. Please ensure that you and your youth have a mutual understanding of this and that these arrangements are reflected on their Arrival and Departure Form. It is imperative that you pick up your child promptly at the end of a program. Please note that it is our Policy and Procedure to attempt communication with all contacts and emergency contacts listed on the Registration form should your child not be picked up on time. If we are unable to make contact, Club Management will be contacted and then the RCMP will be notified to ensure that we acting in the best interests of your child's safety.

MONITORING FOR ILLNESS: Parents and caregivers must assess their child or youth daily for symptoms of the common cold, influenza, gastro-intestinal illnesses, fevers, or any other infectious diseases before sending them to the Club. Staff will be self-monitoring for any illness symptoms and will not be permitted to work, if need be. Children and youth who are ill are not permitted to attend the day camps.

If your child or youth discloses feeling ill or is visibly ill, we will contact you to pick them up immediately. If a staff member becomes ill at the program, they will be sent home. If your child or youth has been diagnosed with any communicable disease, please inform BGCY and we will take our precautionary measures. If a program participant or staff contracts any communicable disease, we will communicate symptoms and information with all parents and guardians.

FIRST AID: If First Aid is required, BGC Yorkton will have the proper Personal Protective Equipment on hand for our staff to treat the youth. Minor injuries and accidents do occur from time to time. An accident/minor injury will be treated by staff and a written incident report if required will be completed. The parent/guardian **will** be notified by text or phone call of the incident. If the youth is complaining about pain or illness, we feel that there is a medical follow up needed or the incident involves head trauma we will notify you immediately. Incident Reports will be kept in a file. If a major injury occurs that requires an ambulance to transport your child or youth to the hospital, the bill for the ambulance will be the responsibility of the parents/guardians.

SANITIZING: Proper and frequent hand hygiene by staff and youth is a vital component in preventing the transmission of any illnesses. Staff and youth will be practising proper hand hygiene and hygiene etiquette. Club facilities will have soap and water handwashing stations and hand sanitizer available. Handwashing & Sanitization will occur at minimum: before and after meals and snacks, after returning from outside play, after bathroom use, after personal hygiene practices (blowing noses etc.). Sanitization will occur each day on all high touch surfaces and designated staff will sanitize equipment and materials regularly. All staff will follow a daily cleaning checklist and schedule.

CLUB COMMUNICATION: Club Staff will communicate electronically (e.g. phone, text, email). If there is information we need to relay to you as a parent/guardian/youth we will attempt electronic communication first. We will text from the facility phone, send info via email, or call the numbers listed on your youth's registration form (or in the case of teens, those who have consented to receive communication). We may contact you as a parent/guardian regarding behaviour issues, concerns, program updates, etc. We may also communicate Club info

through social media. We will use text messaging primarily to keep you updated on program updates, changes, announcements and general information. Social media will be used for public information sharing, such as upcoming program opportunities, Club photo sharing and program sponsorship acknowledgments. Email will be used for general communications that are not time sensitive. Please ensure that you have notified the Club of any email or cell phone number changes that have occurred since the 2025-2026 Program Registration Form was completed. Please call the office at 306-783-2582 to update your information if necessary. Please do not hesitate to speak with Amanda, or any Club staff regarding your child or youth and their experience. We value and encourage open communication. Staff may also communicate with you during drop-off and pick-up.

FOOD/MEALS: BGCY provides a snack at all Middle Years programs for children and youth. Snacks will be served in individual portions to each child or youth. If your child has a specialized diet or specific dietary needs then we ask that you provide a healthy, nut-free snack from home to eat during snack times. BGCY is committed to reducing risks for children, volunteers and staff with allergies. The BGC Yorkton is nut free as we have participants with severe allergies to nuts and nut products. Due to the severity of these allergies, we ask that you avoid serving your child foods containing nuts immediately before they come to the program. Middle Years children and youth can take part in our weekly learn-to-cook program. The learn-to-cook program teaches kitchen and cooking skills. The weekly recipe is advertised on the monthly activity calendar so that youth & parents/guardians are aware and can make decisions to participate based on that. At our out of school day camps, youth will be served two snacks per day but are required to bring a bagged lunch (microwaves available). Middle Years program participants are not allowed to bring any candy, pop, slushies, or energy drinks to the Club. If they show up with such items they will be confiscated by BGCY Staff and returned to the child at the end of the program.

***PERSONAL ITEMS*:** There is no storage available for youth other than the space to leave a pair of clean, labelled indoor shoes. We ask that youth leave no other items at the Club and instead bring what they need daily. Children may leave a pair of labelled indoor shoes for duration of the school year. Comfortable indoor shoes are recommended for all games played in the open space and for youth to wear in the program space as all outdoor shoes must be removed at the door. Children are required to bring a water bottle with them each time for use during the programs. Please do not send your child or allow your child to bring cell phones, electronics, toys from home or any valuables. We are not responsible for any valuables brought to the Club, so please leave them at home. If your child must bring a cell phone, they must not be on it during program time or else it will be placed in the staff room for the duration of the program. Your child must take home all personal items (except indoor shoes) each day, this includes water bottles, crafts, clothing, etc.

***BEHAVIOUR EXPECTATIONS*:** BGCY believes strongly in building a child or youth up with positive reinforcement. All staff are trained to model our technique of recognizing the good actions and behaviours in children and youth and rewarding those actions from the smallest to the biggest. We believe that a child or youth benefits greater from positive reinforcement and building them up than they do through punishment. Punishment and discipline are two separate things. We believe that discipline is an important and necessary part of

development. Children and youth will be rewarded with praise and incentives for positive actions, catching them in acts of kindness, going above and beyond, and noticing positive changes in behaviour. If a child or youth is experiencing issues or challenges you will be notified of the issue. We ask that you work with us on solutions for addressing the issue. We are here to work with you for the benefit of your child or youth's growth and development. If a child or youth is not following guidelines or the participant code of conduct you will be notified. Your child then will be subject to disciplinary actions.

Disciplinary Actions: Disciplinary actions will be implemented on a case-by-case basis but may include removal from the activity, removal of privileges, removal from the program for the remainder of a day or longer (youth must be picked up immediately). Disciplinary actions will be applied proportionate to the inappropriate behaviour

Bullying: BGC Yorkton is committed to providing a safe, positive environment where everyone is treated with respect and dignity. BGCY has zero tolerance for bullying, abuse or harassment of any kind. If any youth discloses bullying, abuse or harassment or staff observe this type of behaviour then there will be consequences. Attempts will be made to resolve the issue between participants but ultimately disciplinary actions will be taken. **We encourage all children to speak up if they witness anything, please reinforce this! See something, say something!**

***Participant Code of Conduct*:** This Participant Code of Conduct has been crafted to ensure the safety and enjoyment of all participants at our programs. It balances the safety of participants, staff, and volunteers with respect for our participants and the desire to see everyone succeed while having fun. It is our expectation that all children and youth will follow these guidelines, as will our staff and volunteers.

- All BGCY Members will be encouraged to ask questions, voice their needs and have fun!
- All children and youth will follow the guidelines and rules of the Club. In the Middle Years Centre the staff and youth work together to set the guidelines and rules.
- All BGCY Members are to be kind to others and treat others the way they would want to be treated.
- All BGCY Members are to be inclusive, welcoming and accepting of others.
- No child or youth is to use disrespectful language (including profanity, disrespectful words, aggressive language, or words that are rude to others).
- We ask that all children and youth are respectful to themselves.
- All children and youth are to be respectful of others, including Club staff, volunteers and other youth.
- All children and youth must listen to the Program Leaders.
- Participation is important. All children and youth are to participate in the implemented crafts, activities, games or sports. There is plenty of opportunities daily for open play, recreation and free time but scheduled activities are to be participated in.

- All BGCY Members are to be respectful of the Club facilities and all other facilities we use. They must also be respectful of other people's things and items, equipment & materials that belong to the Club.
- If a child damages Club property intentionally or from irresponsible misuse a parent or guardian will be notified and may be responsible for the cost of repair or replacement.
- All BGCY Members are to clean up after themselves, including after crafts, activities, snacks, and meals. They are to assist staff in cleaning up games, toys and equipment. These cleaning tasks are taught and expected in an age-appropriate manner.
- All children and youth are to use their words and explain or inform a staff member when they feel overwhelmed or feel misunderstood. They will stop and think before they take action.
- All children and youth will not be harmful to others – not with words or actions.
- Bullying and Harassment – BGC Yorkton has a zero tolerance for bullying, and staff will act accordingly when they believe this is taking place. Bullying and Harassment are defined as any inappropriate conduct, comment or behaviour that intimidates, demeans, humiliates or embarrasses a person and that a reasonable person would know its unwelcome. It may be a single incident or continue over time, typically between individuals with an imbalance of power.
- The following behaviours may result in the immediate suspension of a participant. Depending on the severity of the behaviour or repeat offences, the suspension may, at Club's discretion, last a day, week, or the remainder of the program year.
    - Derogatory comments regarding someone's race, religion, sexual orientation, or gender identity.
    - Endangering the health or safety of a participant and/or staff, members, and volunteers.
    - Stealing or willfully damaging Club or personal property
    - Other infractions of the Participant Code of Conduct may also, over time, lead to the suspension or dismissal of participants. Parents/guardians will be made aware of these infractions and asked to provide assistance in finding solutions before suspension or dismissal are considered.

When issues arise, ideally a resolution will occur promptly between the youth and the staff. We understand that children and youth are growing and developing and thus behavioural issues may arise during programs. Our staff are trained in positive discipline and will work with children and youth to make their experience the best it can be. They will be patient in dealing with children and youth and will do their best to ensure any problems are dealt with efficiently and remind children and youth of Club rules. We want all children and youth to participate and have a positive experience.

We commit to teaching these guidelines to all participants and to enforcing them fairly. We ask that parents, guardians and caregivers help us by reinforcing these expectations with their children and youth and by helping their child or youth to understand the importance of showing respect to others, the organization, and themselves.

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***Parent/Guardian/Caregiver Code of Conduct*:** The purpose of the Parent/Guardian Code of Conduct is to provide a mutual understanding regarding conduct expectations. BGC Yorkton staff are committed to providing a caring and supportive environment for all families by acting with integrity and holding themselves to the highest standard of ethical conduct. We recognize the importance and value of a mutually supportive and respectful relationship between the staff and parents/guardians. Parents/guardians/caregivers play an important role by supporting the efforts of the staff in maintaining a safe environment when they follow protocols.

BGCY prohibits the following behaviors:

• Abuse and harassment of any kind towards staff and volunteers will not be tolerated.
• Unsatisfactory attempt to resolve an issue using the conflict resolution steps.
• A participating child/youth's inappropriate behaviors which cause a risk to themself and other participants on a continual basis, even after supportive care plan meetings with Management.

Anyone not respecting the above guidelines may be suspended from program registration and/or asked to leave BGCY premises and/or have services terminated. In less severe situations, where remediation is viable, a warning will be provided, either verbally or in writing.

If BGCY plans to terminate service, a phone call will be made to the family by either the Program Team Lead or the Director of Operations. Additionally, a detailed note regarding the termination will be placed in the Membership File.

PROGRAM INFORMATION: In addition to the guidelines listed above relating safety and practices we also would like to highlight the following info.

- We are aware that parking can be challenge in this area. We will make every attempt to leave the two spaces open in our driveway at the front of the facility for drop-off and pick-ups. There are also several loading zones located nearby. Additionally, there are spaces located at the rear of the building that can be utilized if available. Please do not block any driveways during drop-off or pick-up as we would like to remain good neighbours.
- BGC Yorkton is an inclusive program. We unfortunately are unable to host participants that require one-on-one support or supervision. If a participant has an assistant at school, then they usually require an assistant at the BGCY. We welcome these participants to bring an assistant over the age of 16 with them at no additional cost. There are many special needs, requirements or adaptations that may be incorporated into the program without an assistant. These adaptations will be at the discretion of the BGCY dependent upon supports and resources available.
- BGCY strongly values the respect of all program facilities we use. We ask that all program participants demonstrate the same respect.
- Please understand that the Club and its activities can be messy, including art and cooking activities. Ensure your child or youth is dressed accordingly.
- BGCY staff will not administer any medications, prescription or non-prescription. In emergency situations, BGCY staff or volunteers can help children and youth administer Inhalers or Epi-pens only. BGCY will ensure the safe storage of prescription and non-prescription medications during programs that are longer than 3 hours in duration. All medication will be supplied by the parent/guardian and must be given in the original labeled container. The parent/guardian must give the medication to the BGCY staff directly. The child must be able to administer it themselves or have parent come and administer the dose.

- BGCY has a policy regarding head lice. If your child has head lice they will not be allowed at programs until the case has been completely cleared up, including live lice and all nits. If we suspect your child has a case of head lice due to observed symptoms we will notify you and you will be asked to pick them up immediately.
- There are bicycle racks available for use outside the building. *It is the responsibility of the user to provide a bike lock and ensure that the bicycle is secured.*
- BGCY does not offer any transportation to or from our programs.
- There are select schools that have the BGC Yorkton Middle Years facility on their bus route. This is organized and managed by the school divisions. You must connect with your school for more information on this.
- BGCY will carry out safety drills periodically. Records of the drills will be kept.
- In the case of inclement weather, we may alter program plans. Games and themes are subject to change due to unfavorable weather.
- Periodically we take part in activities that are off-site such as fitness classes, walks or park play. These activities will be reflected on the Monthly Activity Calendars.
- We value education within our Club. We incorporate literacy and educational activities into our programs through reading time, our libraries, and through science and STEM
- We encourage all children and youth to complete homework at the after-school program. We are here to support children and youth with this. Please let staff know if your child or youth have homework to work on.
- We recommend bringing proper footwear for programs that involve physical activity and sports. This means clean, indoor runners. Indoor runners may be labelled and left at the main facility for after-school program participants. Evening program participants are encouraged to bring indoor shoes to all evening programs regardless of the facility used.
- We require all program participants to bring a water bottle with them for each program they attend.
- We do not have storage capacity in this facility. All program participants must take home everything each day, including water bottles, crafts, clothing, etc. Items left behind will be placed in a lost and found which is emptied and donated on a monthly basis.

All procedures, practices and guidelines in this handbook are subject to change!

If you have any questions or require further information, please feel free to text or call us or email Amanda@bgcyorkton.ca