bgc Yorkton

Teen Handbook

2026-2027 School Year Programs & Services

Monday September 14th, 2026 to Friday June 25th, 2027

www.bgcyorkton.ca

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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 relationship.

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 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

Teen Program Facility Address: 78 First Ave North, basement unit

Club Office Phone Number: 306-783-2582

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

BGC Yorkton is excited for our 2026-2027 School Years Programs and Services for teens in our community! We offer programs & services for youth ages 12 to 18! 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 Teen programs and services located at **78 First Ave North in the basement unit.** Through our programming, we strive to offer our members engaging, age-appropriate experiences & opportunities.

There are times that we have activities 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 the 2026-2027 Program Registration Form. A Club Membership Form only needs to be completed one time, and a 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. Once a youth reaches the age of 16 they may complete the Forms themselves, otherwise a parent, guardian or caregiver must complete all Club Forms. No youth will be permitted to attend without proper paperwork in place.

DROP OFF & PICK UP PROCEDURES: At the Teen Centre youth may arrive and enter independently. We are not responsible for any youth until they are inside and signed in by Club staff. All youth will be signed in and out by name and time arrived by our Staff. 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 youth is coming to the program independently (ie. walking, biking, 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.

It is imperative that teens are either picked up on time at the end of a program or leave the property upon program end if departing themselves.

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MONITORING FOR ILLNESS: Parents, caregivers and youth must assess daily for symptoms of the common cold, influenza, gastro-intestinal illnesses, fevers, or any other infectious diseases before attending the Club. Staff will be self-monitoring for any illness symptoms and will not be permitted to work, if need be. Youth who are ill are not permitted to attend Club programs. If a staff member becomes ill at the program, they will be sent home. If your 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 youth, 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 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 may 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 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 meals and snacks, after bathroom use, after personal hygiene practices (blowing noses etc.) and before cooking preparations. 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, send info via email, or call the numbers listed on your youth's registration form (or with teens 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 communicate through phone calls primarily for behaviour issues or program concerns. Text messaging will be used 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 your 2026-2027 Program Registration Form was completed. Please do not hesitate to speak with Amanda, or any Club staff regarding your 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 Teen programs. Snacks will be served in individual portions. If your youth has a specialized diet, specific dietary needs or does not like our snack options they are more than welcome to bring a nut-free snack from home and may eat it during snack times. The BGCY is a nut free facility as we have participants with severe allergies to nuts and nut products. BGCY is committed to reducing risks for children, volunteers and staff with allergies. Due to the severity of these allergies, we ask that youth avoid consuming foods containing nuts immediately before they come to the program.
We serve supper each school day at the Teen Centre. Youth must be in attendance by 4:30 pm to sign up for the days supper. Youth may assist staff in cooking any time they are interested as well as once per week all youth take part in our weekly learn-to-cook program. The learn-to-cook program teaches kitchen and cooking skills. Youth are encouraged to bring recipes forward that they are interested in learning.

***PERSONAL ITEMS*:** Teen Centre participants are asked to put their backpacks, jackets and other personal items against the wall for the duration of a program. This is to ensure that we are not creating tripping hazards or blocking exits. We do not recommend bringing valuables to the Club as we are not responsible for items brought from home. If you do bring valuables we ask that you keep track of your items. Tech and cell phones are allowed at the Teen Centre, but we do ask that teens silence their phones during community presentations and that phones are not being used during specific program activity implementation. Outdoor shoes need to be removed in the upper entryway and carried downstairs – no exceptions.

***BEHAVIOUR EXPECTATIONS*:** BGCY believes strongly in building youth up with positive reinforcement. All staff are trained to model our technique of recognizing the good actions and behaviours in youth and rewarding those actions from the smallest to the biggest. We believe that youth benefit 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. Youth will be rewarded with praise for positive actions, catching them in acts of kindness, going above and beyond, and noticing positive changes in behaviour. If a 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 youth's growth and development. If a youth is not following guidelines or the participant code of conduct you will be notified as they 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 or leave 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, which does include cyber bullying. If any youth discloses any type of 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 youth to speak up if they witness anything, please reinforce this!**

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***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 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 youth will follow the guidelines and rules of the Club. In the Teen Centre all participants will go through the orientation and guideline checklist and sign off that they have done this.
- 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 youth is to use disrespectful language (including profanity, disrespectful words, aggressive language, or words that are rude to others).
- We ask that all youth are respectful to themselves.
- All youth are to be respectful of others, including Club staff, volunteers and other youth.
- All youth must listen to the Program Leaders.
- Participation is important. All youth are to participate in the implemented crafts, art projects, or activities. There are plenty of opportunities daily for open 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 youth 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.
- All 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.

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When issues arise, ideally a resolution will occur promptly between the youth and the staff. We understand that youth are growing and developing and thus behavioural issues may arise during programs. Our staff will work with youth to make their experience the best it can be. They will be patient in dealing with youth and will do their best to ensure any problems are dealt with efficiently and remind youth of Club rules. We want all 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 youth and by helping their youth to understand the importance of showing respect to others, the organization, and themselves.

***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 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.

- 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 18 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.

- All BGCY teen participants will be required to complete a program facility orientation with a Club staff. This occurs during program time. The orientation allows youth to have a clear understanding of the expectations and guidelines of BGCY teen programs and services.
- Youth are only permitted to leave and re-enter the program one time during the program duration. For example if they choose to walk with friends to a store, head outside for a break, or to run home they can only do that one time per program day. After that once they leave the building for any reason they are done for the day.
- When youth are leaving the BGCY program for the day they must exit the BGCY property. They are not to be loitering around outside or in the alley.
- BGCY staff will not administer any medications, prescription or non-prescription. In emergency situations, BGCY staff or volunteers can help 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 youth must be able to administer it themselves or have parent come and administer the dose.
- BGCY has a policy regarding head lice. If your youth 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 youth 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.
- 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, or community activities. These activities will be reflected on the Monthly Activity Calendars.
- We encourage all youth to complete homework at the after-school program. We are here to support youth with this. Please let staff know if your youth has homework to work on.

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