



PSP Community Recreation PARTICIPANT INFORMATION FORM

PERSONAL INFORMATION

Child's Name: _____
First Last

Date of Birth: _____ Age (as of program start): _____
D/M/Y

Gender: M F Prefer Not to Answer

Provincial Healthcare Card Number: _____

PARENT/GUARDIAN CONTACT INFORMATION

Parent/Guardian #1	Parent/Guardian #2
Name: _____	Name: _____
Phone: _____	Phone: _____
Relationship to Child: _____	Relationship to Child: _____

CHILD RELEASE & SECONDARY EMERGENCY CONTACT (Minimum one required)

Children will NOT be released to anyone else without written authorization from a parent/guardian. Please list ALL people allowed to pick up your child other than parent/guardian (s) above.

1. _____ Phone #: _____ Relation: _____
2. _____ Phone #: _____ Relation: _____
3. _____ Phone #: _____ Relation: _____

Are there currently any court orders, including custody orders, related to your child's care in our program? YES ☐ NO ☐

If YES, please attach additional details to this form.

DO NOT RELEASE Please list those who under any circumstances are NOT ALLOWED to pick up your child.

1. _____ Relation: _____
2. _____ Relation: _____

MEDICAL and HEALTH INFORMATION

Allergies: _____

Does your Child carry an Epi-Pen? YES NO

Require Medications: YES NO

Require Additional Support/Inclusion Support: YES NO

If YES to any of the above, please ensure you have filled out additional care plan information, as per our Parent Handbook and website.

SWIMMING ABILITY: Please indicate your child's swimming ability:

☐

Strong Swimmer

Must be 7 years and older
Have completed swim kids 4 or equivalent
OR can swim 25 metres comfortably and continuously in deep water

☐

Moderate and Non-Swimmer

All children 6 years and under
Children 7 and older who have NOT
completed swim kids 4 OR cannot
swim 25 metres comfortably and
continuously in deep water.

ADDITIONAL CONSENT

Please INITIAL each box

EMERGENCIES

☐

I consent to a staff member calling an ambulance for my child in the event of accident or illness. PSP Recreation will not be responsible for any associated costs to do so.

FIELD TRIPS/
TRANSPORTATION

☐

I consent to my child using public transportation, walking, and being transported by CFB Esquimalt Transportation busses to participate in camp field trips.

SUNSCREEN/INSECT
REPELLENT
APPLICATION

☐

I consent to allow a staff member to assist my child(ren) with the application of sunscreen/insect repellent in a 'hand over hand' manner, should my child(ren) require assistance.

PHOTOS

☐

I consent to photos of my child being taken while in programs and for use in PSP Recreation promotional materials.

☐

I **DO NOT** consent to photos of my child being taken while in programs and for use in PSP Recreation promotional materials.

PARENT
HANDBOOK

☐

I have read and understand the PSP Recreation Camps Parent Handbook

Please sign and date that all information is current and up to date:

Signature of Parent/Guardian: _____ Date: _____

**Additional Signature required on Behaviour Management Policy*



PSP Community Recreation Participant Code of Conduct

PSP Community Recreation programs and services play an important role in promoting safe, fun and positive experiences for all. As a department, PSP is committed to ensuring that all participants, employees, and members are provided a safe and inclusive environment where everyone can participate safely and fairly. It is PSP's responsibility to ensure participants, parents, and guardians understand the process and procedures for providing a safe and inclusive space that is free from harassment and violence towards program participants and PSP employees.

The objective of the participant code of conduct is to:

- To ensure a positive, safe and encouraging environment for all. This includes a culture that supports safety, fair play, and positive experiences for all parties involved.
- Remind all involved that participants are here for fun and encouraged to participate in a positive and meaningful way.
- Provide the ability for staff and volunteers to ensure guidelines are clearly outlined and to deal with inappropriate behaviour accordingly.

To ensure our programs and spaces are safe and inclusive for all, the following behaviors will not be tolerated in any program or facility:

- Bullying of any kind
- Loud verbal assaults (including, but not limited to, screaming and yelling at other participants or staff/volunteers)
- Inappropriate language, including cursing
- Threats and attempts to intimidate
- Deliberate or repeated disregard for instruction and direction from staff/volunteers
- Throwing of articles in a deliberate or aggressive manner
- Aggressive behavior (including, but not limited to, punching, kicking, scratching, or biting)
- Leaving supervised spaces without permission

In situations where the Code of Conduct is not being followed, the PSP Behaviour Management policy will be implemented. Depending on the severity of the situation, some steps may be skipped. Participants may be asked to stay home for a period or may be removed from the camp environment for the duration of the program.

It is everyone's role to create a safe environment for children and youth to collectively participate in.



PSP Community Recreation Participant Behavior Management Policy

PSP's expectation is that the participants enjoy the program and respect others in all activities. PSP takes a positive approach to managing behaviors; striving to be fair, reasonable, consistent and ensure the safety of everyone. When behavior issues arise, PSP makes every effort to help every participant be successful by implementing the following behavior management steps; the initial step taken is based on the severity of the behavior.

Step 1 - Counseling: When a discipline incident occurs, the participant will be counseled and given a description of the behavior change required. The program employee and the participant will discuss the situation and discover ways to redirect and problem-solve the behavior.

Step 2 - Time-Out/Break: If subsequent incidents occur, the participant may be asked to "Take a Break". A "Break" is a 5-to-10-minute period that the participant spends quietly reflecting on the incident. The program employee will discuss the expected behavior then have the participant rejoin the group/activity.

Step 3 - Parent/Guardian/Caregiver Contact: If a series of discipline situations occur, the participant's parent/guardian/caregiver will be contacted.

Step 4 - Suspension from program: A participant who continually disregards instructions or at any time displays negative behavior will be suspended for at least 1 day. The parent/guardian/caregiver will be contacted and required to pick the participant up before the end of program/class that day. Emergency contact person (s) will be called if parent/guardian/caregiver cannot be reached. A behavior improvement plan may be required for the participant to return to the program/class

Step 5 - Termination from program: If the participant's behavior remains unacceptable then the parent/guardian/caregiver will be informed and the participant will be removed from the program and remaining weeks they are registered. Termination might include a longer ban from the facility or other programming. This decision should be made in consultation with the Senior Manager.

Extreme behavior will result in immediate termination from the program.

Under no circumstances will the following negative control techniques be used by PSP staff:

- a. Verbal abuse of any kind: Humiliation, threatening, swearing, harassment, yelling, sarcasm, discussion of child within any child's hearing and sight;
- b. Harsh discipline of any kind: Spanking, deprivation of food or washroom privileges, confinement, prolonged restraining, physical punishment;
- c. Sexually abusive/inappropriate behaviour; and

d. Lack of Supervision: purposeful ignoring of Vulnerable Sector or leaving Vulnerable Sector unsupervised.

I, the parent/guardian, have read the above Participant Code of Conduct and Behavior Management Policy and understand both.

Print Name

Signature

Date