



Shilo Military Family Resource Centre

Youth Programs Policy Manual



Mission

Recognizing the uniqueness of the military lifestyle, the Shilo MFRC will provide individuals, family and our community with tools to foster growth, belonging and resilience.

Vision

Confident, capable and resilient families in a supportive Canadian Forces (CF) community.

History

*The **Shilo Military Family Resource Centre (Shilo MFRC)** was established in 1990 to serve the families of military and civilian employees of CFB Shilo as well as the families residing in the rural municipalities of Cornwallis, North Cypress, and South Cypress.*



Overview of Centre Programs and Services

Adults

- *Veterans: enhanced information and referral services, transition programs, intervention support*
- *Deployment Support: activities, workshops, deployment resources, parcel service*
- *Education and Training: second language training*
- *Employment: employment assistance, employment opportunities*
- *Mental Health*
- *Monthly Activities*
- *Community Service*
- *Volunteers*

Children and Teens

- *Preschoolers: pre-kindergarten, activities*
- *Child Care: casual child care, emergency and respite care, licensed daycares in Shilo MFRC*
- *Youth Programs: youth club, monthly activities*



About CFB Shilo

CFB Shilo is home to the First Regiment Royal Canadian Horse Artillery (1RCHA) and the Second Battalion Princess Patricia's Canadian Light Infantry (2PPCLI). The Base is also home to lodger units, such as 3 Cdn Div TC C Coy, 3 CDSG SS Det Shilo, and 11 CF Health Services Centre. The RCA Museum attracts military history enthusiasts from far and wide.

In addition to the many Canadian regular force and reserve soldiers who train at Shilo, troops from several foreign countries, including Germany, France, Denmark, and the United States, have trained here.

Germany, in particular, trained more than 140,000 soldiers from 1974 to 2000 under the direction of the German Army Training Establishment Shilo (GATES). Many signs of the 27-year legacy left by the Germans remain at Shilo and throughout the southwest Manitoba region.

The training area of CFB Shilo covers almost 40,000 hectares: an area approximately 15 kilometres by 30 kilometres. It consists of a unique mix of open prairie, sand dunes, and woodlands which, when combined with a wide range of seasonal temperatures, makes Shilo one of the best training areas in the world. Due to the unique nature of most of the training area, increased awareness has been placed on protecting the environment. Environmentally friendly training practices are constantly being studied, developed, and monitored.

As the largest employer in southwestern Manitoba, CFB Shilo has a substantial economic impact on the regional economy, including the City of Brandon.

With a population of about 1,400 military personnel and their families, the Base is completely autonomous with accommodations for more than 600 families and quarters for close to 400 single personnel. This Base maintains its own water, sewage, and sports and recreational facilities.



Certificate of Verification

We, the Board of Directors of the Shilo Military Family Resource Centre, certify that this document is the complete and official Youth Programs Policy Manual of the Shilo Military Family Resource Centre.

Date of Approval by the Board of Directors

Date of Adoption by the Membership

James Doppler
Chair, Board of Directors

Date

Shawn Wood
Vice-Chair, Board of Directors

Date

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Record of Amendments

Amendment Number	Section Number	Amended From Amended To	Date of Approval

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Youth Programs Policy Manual

1. Operating and Inclusion Philosophy

1.1. Operating and Inclusion Philosophy

- 1.1.a. The Shilo Military Family Resource Centre will make every effort to accommodate children with additional support needs, to give all children the opportunity to develop physically, socially, emotionally, and intellectually to their fullest potentials.
- 1.1.b. The Shilo MFRC supports the full inclusion of all children. Any questions or concerns regarding toys, equipment, activities, or interactions in the Youth Programs are to be directed to the Youth Program staff or the Youth Programs Coordinator.
- 1.1.c. Communication by the Youth Programs staff with children and families will be as needed and when it is reasonably possible.

2. Kid's Club and Teen Centre

2.1. Kid's Club

- 2.1.a. The Kid's Club is open to all children in Shilo and surrounding areas in kindergarten to grade 6 respectively.
- 2.1.b. The ratio of adult to child will be 1 to 15; therefore, the Youth Program Worker can admit only 15 children into the program unless a volunteer or additional staff person is in attendance to assist.
- 2.1.c. Members are not allowed to leave early unless they have a note from their parent/guardian or they phone their parent/guardian for permission.
- 2.1.d. Parents/guardians will be contacted prior to sending any member home early.

2.2. Teen Centre

- 2.2.a. The Teen Centre is open to youth from grade 7 to 12. The centre is open to all DND dependents and any individuals living in the Rural Municipalities of Cornwallis, North Cypress, and South Cypress. Membership registration forms must be completed by all youth and updated yearly (year-end 31 August). Any member is allowed to bring two guests.
- 2.2.b. The hours may vary and change according to the needs of the community.

3. Health

3.1. Medication Policy

- 3.1.a. The Youth Programs staff will administer medication, prescription and non-prescription, according to the following procedure:
- i. a permission form is filled out by the parent/guardian with specified information about the medication (time of medication, dosage, etc.). This form must be filled out each time a medication is required. If the form is not filled out, no medication will be administered;
 - ii. prescription medicine must have the prescription label attached to the original container and must be clearly labelled with the child's name, dosage, times to be given and method of administration; and
 - iii. staff will initial the form when the medication has been administered.
- 3.1.b. All medications are to be kept under lock and key.

3.2. Sick/Illness Policy

- 3.2.a. Parents/guardians are to refrain from sending children with any signs of illness to the program. If any symptoms develop or the child is not able to participate, the parent/guardian or alternate will be contacted to take the child home as soon as possible.
- 3.2.b. Children will be sent home if they display any of the following illnesses or signs/symptoms and will not be allowed to attend until they are symptom free and have been on antibiotics for at least 24 hrs, where applicable:
- i. diarrhea - three incidents in one day;
 - ii. vomiting - two incidents in one day;
 - iii. temperature – 101 F/38.3C or over;
 - iv. rash – unidentified or identified as contagious;
 - v. conjunctivitis (pink eye);
 - vi. ear, throat or other infection;
 - vii. strep throat; or
 - viii. any other contagious illness – such as measles, mumps, roseola, etc. (In this case the staff will advise on the protocols for returning to the Youth Program).
- 3.2.c. If the child has a cold they may attend the Youth Program provided that their temperature is not elevated and they are able to participate in the full program.

4. Transportation

4.1. Transportation of Children in Privately-Owned Vehicles

When transporting children (under 18) staff will use DND or rental vehicles when available. Transporting children in private vehicles may be required at the discretion of the Executive Director. When transporting children in private vehicles, staff must comply with the following rules for travel:

- i. staff and supervisor will assess weather conditions and forecast for the time of travel;
- ii. staff will carry a cell phone and first aid kit;
- iii. children will be informed of safe behaviours in the car;
- iv. the vehicle will not be put into motion until all seatbelts are properly fastened; and
- v. there will be two supervisors in a vehicle at all times unless more than one vehicle is required; in such cases, the vehicles will always travel in a convoy to the destination with a minimum of one supervisor in each vehicle.

5. Behaviour

5.1. Code of Conduct

The Shilo MFRC Youth Program's guiding principles for appropriate behaviour are based on "the three R's":

- i. Respect for myself;
- ii. Respect for others; and
- iii. Respect for equipment and environment.

5.2. Behaviour Management Policy

5.2.a. The goal of the youth program is to help the child develop self-control and social skills in a consistent and positive manner. Limits are set and maintained. Within these limits, staff are to offer the child appropriate choices and/or natural consequences so that the child maintains a sense of control.

5.2.b. Some techniques staff will use are:

- i. positive interaction;
- ii. role modelling;
- iii. rules;
- iv. positive reinforcement – e.g. praise, "I" statements;
- v. indirect guidance – e.g. schedule, room arrangement; and
- vi. direct guidance – e.g. physical proximity.

5.2.c. If a child becomes aggressive, the staff will positively redirect the inappropriate behaviour. If the behaviour persists, the child will be removed from the situation. When the child indicates that they are ready to display appropriate behaviour, the child will be welcome to return to the activity or find a new activity.

5.3. Unacceptable Behaviours

The following behaviours by children, staff, parents, or others involved in the Shilo MFRC are unacceptable:

- i. all forms of abuse (sexual, physical, or psychological) including verbally, in writing, or otherwise;
- ii. harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome;
- iii. all forms of bullying (physical, verbal, emotional, social, or cyber bullying) including comments, actions, or visual displays that are intentional, hurtful, and repetitive;
- iv. actions that put another person at risk or harm, including violent physical acts (with or without a weapon) and threatening someone; and
- v. discrimination against any person or group because of their race, color, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender- determined characteristics, sexual orientation, marital or family status, source of income, political belief, and physical or mental disability.

5.4. Consequences for Inappropriate Behaviour

- 5.4.a. Depending on the severity and frequency of the behaviour, the Shilo MFRC Youth Program may consider further steps such as:
- i. giving a verbal or written warning that outlines specific concerns and consequences if the behaviour continues;
 - ii. contacting parents to come and pick up their child;
 - iii. using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour;
 - iv. having formal or informal meetings to discuss concerns to encourage appropriate behaviour in the future; and/or
 - v. recommending or providing access to outside resources for help and parenting supports, such as Child and Family Services, behaviour specialists, or other professionals.
- 5.4.b. In extreme cases, the Shilo MFRC Youth Program will take additional steps such as:
- i. suspending or withdrawing services to a child for inappropriate behaviour;
 - ii. contacting police and/or Child and Family Services (CFS), if the behaviour is illegal, such as abuse, assault, or threatening a person; and/or
 - iii. banning a person from the Centre.
- 5.4.c. Certain behaviours will be subject to the above consequences plus additional measures as listed in "5.4. Special Circumstances for Inappropriate Behaviour."

5.5. Special Circumstances for Inappropriate Behaviour

- 5.5.a. Theft
- i. Theft of any property or supplies from the Shilo MFRC will be considered a serious offence. Replacement of all stolen articles or suitable compensation will be required before re-admittance to the program is allowed. All incidents of theft will be reported to the Military Police.
- 5.5.b. Drug, Cannabis, and Alcohol Use
- i. No illicit drug, cannabis, or alcohol is allowed on the premises. Premises shall be defined as a ten foot perimeter from the building on all four sides. No person is allowed on the premises while under the influence of drugs, cannabis, or alcohol.
 - ii. Parents/guardians will be contacted by the chaperone each time an incident occurs involving drugs, cannabis, or alcohol.
 - iii. If there is a suspicion of drugs, cannabis, or alcohol involving a youth, the parent/guardian will be contacted and asked how they wish to have the youth removed from the Shilo MFRC Youth Program (e.g. parent/guardian picks up the youth, youth walks home, MPs called). If the parent/guardian cannot be contacted, the Military Police will be called to take responsibility for the youth until the parent/guardian can be reached.
 - iv. In the case of illicit drugs, cannabis, or alcohol being found in the possession of a youth, the Military Police will be notified immediately.
- 5.5.c. Distribution of Drugs, Cannabis, and Alcohol
- i. If any youth is found selling or supplying other youth with drugs, cannabis, or alcohol at the Shilo MFRC, the Military Police and the parent/guardian will be

contacted immediately. A letter will be mailed to the parent/guardian informing them of the suspension with a copy provided as information to G1, Base Headquarters.

5.5.d. Smoking

- i. A minor is not allowed to smoke on the premises. Premises shall be defined as a ten foot perimeter from the building on all four sides. Parents/guardians will be contacted by the staff if a minor is caught smoking on the premises.

5.5.e. Prohibited Items

- i. If any youth is found with prohibited items (weapons, pornography, drug paraphernalia, etc.) at the Shilo MFRC Youth Program, the parent/guardian will be contacted immediately. The Military Police may be called, if necessary.