

**Deep River Municipal Recreation Department**  
**Summer Leaders Training Course**  
**Policies and Procedures**

1. **Welcome** : On behalf of Council and the Department.

2. **Chain of Command**: - Council  
- Recreation Program Co-ordinator  
- Playground Co-ordinator  
- Leaders

3. **Purpose of Program**:- Fun and Enjoyment  
- Learning through Play  
- Develop Social and Physical Skills  
- Co-operation (Meeting New Friends)  
- Safe Environment (Location to Play)  
- Exposure to Variety of Activities  
- Parents Request (Break from Mothers and Fathers)  
- Meets Children's Needs (Fitness)  
- Employment

4. **Definition of Programs**:  
Organized activities, in a safe environment, which motivate young people to co-operate in an enjoyable learning experience.

5. **Locations & Ages**:

Playgrounds - Deep River Arena/St. Mary's Playground - Playgrounds for children 4 yrs to 8 yrs.

- has a large open area for play and trees for shade, available space and washrooms.
- Sports Camp - Deep River Arena/St - Facility for children 8 yrs to 14 yrs. has a large open area for play and trees for shade, available space and washrooms
- Town & Community Facilities (Campus, Pool, Grouse Park)
- Arts Camp - Town & Community Facilities- For children ages 8 -14
- Town & Community Facilities (Arena, Pool, Library, Lamure Beach)

6. **Volunteers**:  
Should be encouraged and be at least 12 yrs.

7. **Uniforms**:  
T-Shirts, Hat, Whistle, Name Tag and Clipboard

9. **Staff Meetings:**

Playground Staff Meetings will be arranged to ensure everyone is prepared for the week

10. **Special Events and Themes:**

Notices will be circulated on the first day of the program session. Reminder notices are to be handed out a few days in advance..

11. **Community Wide Special Events:**

A Visit to the Long Term Care for Friendship Day  
Career Day at the Fire Department & Water Day  
Out of town Sport Camp Day Trips (Logo's Land/Lake Dore)

12. **Notification of Travel:**

Parents should be notified in writing when child is off site for special event.

13. **Publicity:**

Write ups to be completed by leaders for N.R.T. and presented to playground Co-ordinator and in office on Thurs of each week.

Notices for playground children should be submitted to Recreation Office at least two days in advance.

Posters can be placed in the Town notice board at the Post Office and other Town locations e.g Library.

14. **Attendance and Facility Check List: : See Attachment "A"**

To be completed each day and submitted to the Playground Co-ordinator for action and delivery to Recreation Office.

15. **Sign on Payroll:**

New employees must complete necessary government forms in order to be paid and satisfy regulations.

16. **Pay Cheques:**

They are directly deposited into your bank account. Time sheets must be completed and handed in each second Friday & must be (clearly printed)

17. **Petty Cash:**

Program co-ordinator has program float. Limited monies are available. Receipts must be obtained for all monies spent and submitted to Recreation Office.

18. **Sick Leave & Holidays:**

If a leader is sick she or he is not paid for such days. If sick, leaders must contact Co-ordinator as soon as possible. All leaders receive 4% vacation pay in lieu

of holidays.

19. **First Aid: Ambulance Phone# 911**

First Aid Kits are at the locations and should be checked each day and replenished when necessary. Accident report forms must be completed for every occurrence and leaders should advise Summer Program Co-ordinator and Recreation Program Co-ordinator (Christine Armstrong.)

20. **Telephone:**

Leaders must have immediate access to a telephone. At the Deep River Arena please use staff office phone or phone available in the Mezzanine. All other program may use phone at facility site.

21. **Camp Attendance Lists:**

All day programs should have a complete list of each child including: **name, address, age, phone #, and medical history.**

22. **Rainy Day Procedures:**

Leaders proceed to camp regardless of rain or other unfavourable conditions. If the weather clears regulate the program bearing in mind the conditions of the field and related areas..

23. **Insurance:**

**Accident Insurance** is available to all Ontario residents through the Ontario hospital insurance plan O.H.I.P. If a person or child is injured at the Playground and they require medical treatment by a Physician or hospitalization the expenses are covered, or the injured party does not have to pay the doctor or hospital directly.

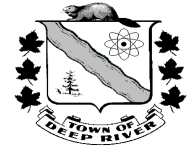
**Liability Insurance** is special insurance that is purchased by the Municipality in the event a staff member or members are sued by a child, parent or person because the person suing believes the staff member(s) are directly responsible for the child or persons injury. For example suppose a child was permanently injured because a leader asked the person to perform a skill that was obviously beyond the capability and such act was a direct result of the permanent injury. The injured party could take the leader(s) to court and if the evidence indicated the leader(s) were at fault, the judge could award a financial settlement of hundreds of thousands of dollars depending on the circumstances.

24. **Staff Evaluation:**

All leaders will be evaluated throughout their term of employment. This evaluation will be available to the employee only and remains the property of the Department. We would like to remind you that if other places of employment are asking for a reference concerning previous experience the evaluation becomes a very important tool. It is strongly suggested that each employee perform to the best of their ability.

25. **Program Evaluation:**

Each staff member will be required to complete a program evaluation before the last day of employment. This evaluation should include equipment, supplies, activities, ideas for next year, publicity, and program weaknesses, etc.



The Town of Deep River  
Municipal Recreation Department  
Leader's Final Evaluation

Leader: \_\_\_\_\_

1. Punctual	1	2	3	4	5
2. Good rapport with kids	1	2	3	4	5
3. Teamwork Skills	1	2	3	4	5
4. Leadership Skills	1	2	3	4	5
5. Completed General Program Expectations: (ie. Prepared, made sure all children were picked up at locations, kept site clean)	1	2	3	4	5
6. Energy and Enthusiasm	1	2	3	4	5
7. Participates in Meetings	1	2	3	4	5
8. Uses Effective Discipline with kids	1	2	3	4	5
9. Would Recommend for Next Year	1	2	3	4	5

10. Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

