



**YOUTH
REGISTERED
PROGRAMS**



ST. JOHN'S
NEWFOUNDLAND AND LABRADOR

Registered Youth Program Information

We would like to extend a warm welcome to participants in the City of St. John's Youth Program. Our programs are based on Canada's HIGH FIVE® quality standard for children's recreation and sport. We strive to provide youth with a relaxed, safe environment which promotes healthy development with an emphasis on physical activity. High Five® is used by organizations across Canada. It helps deliver high quality programs that are safe, welcoming, and respectful to the individual needs of each youth.

The City of St. John's promotes the acceptance and inclusion of all individuals regardless of economic status, national or ethnic origin, religion, culture, body size, sexual orientation, gender identity, age, or ability.

Hours of Operation: Varies depending on program. View the City of St. John's website www.stjohns.ca or the latest [City Guide](#) for current program details such as locations, dates, times and costs.

Ages:

- 12-16 years old
- Registration online using your Reconnect account.

Program Names	Program Descriptions
Youth Registered Programs	Summer programs, events, outings, learn-to's/courses, etc.

Special Events: Youth events throughout the year will be advertised on social media platforms. Events such as the Youth Talent Show and Youth Week are annual events that take place each year.

Volunteer Opportunities: The junior leader program is available for youth interested in volunteering with the afterschool or summer programs.

General Participation

Activities in youth program will focus on physical activity, fundamental movement, and creative exploration. Examples of activities are:

- Team building activities
- Cooking and baking
- Outside & gym activities
- Arts & crafts
- Board games, puzzles, cards
- Outdoor Team (archery, snowshoes...)
- Mindfulness activities

Only program staff and registered youth participants within the designated age range will be permitted in the Youth Program. While some parents/guardians/siblings may want to participate and engage with their child/children/sibling, Youth Programs are designed for registered youth only. Youth outside the program's age ranges will not be permitted to participate. All members of the public will need to wait outside the program space to ensure the safety of all participants and staff. External individuals may be present if proper documentation has been filled out, received, and approved by the Program Supervisor.

Youth will have access to staff members for support and supervision but must be able to engage independently in programming. A staff-to-participant ratio will be maintained based on previous attendance records to ensure adequate coverage. The goal is a 1:10 ratio, with staff present in all areas where activities are taking place.

Registration

Please ensure that your REConnect profile account is up to date and accurate. It is extremely important that any allergies or underlying medical conditions are listed prior to attending program.

Please note that not all programs require registration, but it is beneficial to have an account with your youth's information and an emergency contact in case of an emergency while attending a program. There may be a cost associated with some of the registered youth programs depending on the season.

Payments & Refunds

Registration occurs online using your RecConnect account or in person at the H.G.R Mews Community Centre or the Paul Reynolds Community Centre.

To withdraw or obtain a refund, an application must be completed and submitted at least two weeks prior to program's start date. All youth summer camp weeks are subject to a non-refundable \$50 deposit. Please see following link for refund application: [Refund Application](#) or visit www.stjohns.ca.

What to Bring

Youth should dress appropriately for the weather and planned activities. Youth will be notified ahead of time for any activities that require additional clothing, such as swimming or snow activities. During poor weather conditions, please bring indoor footwear.

Encouraging healthy bodies through physical activity and good eating habits is very important. We request that you provide your youth with healthy and nutritious food. Please avoid giving your youth any peanut products due to peanut allergies. You will be advised of any additional food related allergies or restrictions at the start of the program.

Backpack with the following:

- Lunch bag, healthy snacks and lunch for the day (high sugar refreshments, i.e. energy drinks and pop are discouraged)
- Sunblock (30+ SPF)
- Water bottle
- Suitable clothing and footwear for weather (i.e., rain gear, hat, sunglasses, etc.)
- Electronic devices are not permitted to be used during program time
- Swimming attire, sandals, towel, goggles (when scheduled)

Please ensure all personal items are marked with the youth's name.

Arrival and Departure

- Youth will be signed in upon arrival.
- Staff can email forms to be completed by a parent/guardian when required (i.e. medical, swimming ability, etc.).
- Registered programs may have additional forms such as permission slips and consent to leave program.
- If there are any medical concerns or issues that staff need to be aware of, please contact us prior to the start of the program. Forms can be found the City of St. John's website www.stjohns.ca or staff will email forms to a parent/guardian (i.e. medical, swimming ability, etc.).
- If a youth is asked to be picked up by parent/guardian, for reasons like illness, building closure, or any other reason that may arise, we ask that the pick-up parent/guardian is someone that is able to promptly arrive to the site.

Communications

Your RECconnect account is used by staff to generate contact information for guardians, alternate pick-up lists and medical needs. For the safety of your youth, please ensure this account is up to date with current information. Email will be the main method of communication for program newsletters and other relevant information will be posted on the white/bulletin board at each site.

Important: If for any reason your youth will be absent from a registered program, please contact the program directly by phone/text/voicemail or by email. (see additional contact numbers under "Contact Information").

Scheduled and Unexpected Closures

Throughout the year there may be holidays or other reasons that city buildings and offices are closed. There will be no youth programs during these days. If facilities are closed unexpectedly during a program (poor weather, power outage, no water, etc.), the program will be cancelled. Refunds will not be issued for unexpected closures.

Managing Illness

Please be mindful of sickness before attending programs.

- Youth must stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting).
- Guardians must ensure that you list your youth's underlying health conditions and/or present symptomatic due to allergies.

Medications/Allergy Information

Nuts or nut products are not permitted in our program. If a youth requires medication, has allergies or any medical condition please contact us. Prescription medication must be in its original container with the physician's instructions on the label. Over the counter medication will not be administered in the program.

Contact Information

If you have any general inquiries on Youth Programs, please contact the H.G.R. Mews Community Centre at 576-8499 or the Paul Reynolds Community Centre at 576-8631 or email recreation@stjohns.ca.

Code of Conduct

The City of St. John's, Recreation division, is committed to providing quality programs and services where participants may develop socially, cognitively, physically, and emotionally. The code of conduct has been developed to ensure there is a mutual understanding of what is acceptable behavior and unacceptable behavior. The Recreation division maintains appropriate staff levels and makes every reasonable effort to ensure meaningful participation.

Acceptable Behaviors:

The Recreation division expects that staff, patrons, participants, and guardians exhibit the following behavior while visiting facilities and participating in programs and services:

Respect
Honesty

Kindness
Responsibility

Safety
Healthy Choices

Unacceptable Behavior:

Behavior with potential to harm oneself, others, property or which would otherwise negatively impact program quality is unacceptable and will not be tolerated. Behavior expectations will be displayed in the facility and discussed with participants on a regular basis. Staff will use discretion to take appropriate action if unacceptable behavior occurs and typical outcomes are listed below:

Procedure for Addressing Unacceptable Behavior

- Unacceptable behavior will be discussed with patron/participant.
- Adult patrons/participants will be asked to leave the program/facility.

- Guardians of a child/youth patron/participant will be notified of the unacceptable behavior and will be asked to arrange immediate pick up.	
First Occurrence	<ul style="list-style-type: none"> – The procedure above will be followed. – Patrons/Participants and guardians (if applicable) are encouraged to work with staff to identify solutions to assist the patron/participant in displaying expected behaviors in the future.
Second Occurrence	<ul style="list-style-type: none"> – The procedure above will be followed. – The patron/participant may be re-introduced to program/facility following a meeting, with guardians (if applicable) to establish an individualized plan to prevent further unacceptable behavior.
Third Occurrence	<ul style="list-style-type: none"> – The procedure above will be followed. – The patron/participant may be removed from the program/facility on a part-time or full-time basis.
If the Recreation division is unable to ensure the safety and well-being of patrons or participants, other individuals, the security of property or program quality, we reserve the right to remove the patron/participant displaying unacceptable behavior from the program or facility.	

Inclusive Services

Youth must be able to participate in the program independently, and safely without the requirement of additional staff support unless pre-arranged by the family with Inclusive Services or external respite support. Support may be available for those who require assistance to participate. When barriers prevent successful participation, Inclusive Services staff may be consulted for recommendations to foster successful participation. For further information, please visit [Inclusive Services website](#) or contact Inclusive Services Team at inclusion@stjohns.ca or 576-6972.

If a youth is attending with a support worker, the coordinator must ensure proper documents have been received, and staff working are aware. If a youth attends the drop-in program that has needs exceeding the capacity of the staff, the guardians must be contacted and a meeting had about additional needs, prior to returning to the program.

Recreation Division program staff, including Inclusion Counsellors, are **NOT** able to support the following:

- Personal care (i.e., toileting, hygiene)
- Feeding
- Extreme behavioural issues (i.e., aggressive behaviour which compromises the safety of the participant, other participants, and staff).

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