

## **PROGRAM POLICY – JUNIOR**

The library provides a variety of programming targeted specifically for children to enhance the development of motor skills, literacy and social interaction and to meet the library's goals as set out in the Programming Policy. In delivering the programs, the library will provide as safe an environment as possible.

### **General Information**

1. Staff and volunteers are required to provide a Child Abuse Registry Check and Criminal Record Check prior to working at the library and must meet the criteria as set out in the Child Abuse Registry Policy and the Criminal Record Check Policy.
2. Guest presenters will be asked to provide copies of the checks mentioned in 1. If that is not possible, extra staffing will be put in place as outlined in "Staffing Section 3".
3. The library limits program size, in part, to comply with the guidelines for room capacity as set out by the City of Portage la Prairie Fire Department.
4. Chronic medical conditions should be mentioned at the time of registration so that the programmer can consult with the parent/guardian as to the nature of the illness, the symptoms, the action to be taken in case the illness occurs and any other information needed to help keep the child safe.
5. Food or candy may be part of the program.
  - a. This will be clearly stated at the time of registration.
  - b. The library will not serve peanuts/nuts but the library CANNOT guarantee an "allergy free environment".
6. **Advertising**
  - a. Advertising for programs will indicate time, place, the type of event and the age level of the participants to be registered in the program.
  - b. Programs requiring a parent/guardian to remain in the building will be noted on the advertising of the event and at the time of registration.
  - c. Sessions for "children who are ready to be in an independent group setting" are for children only.
  - d. On occasion family programming will be offered. Each child must have a parent/guardian registered for a family event. Adult family members are not required to provide a Criminal Record Check and Child Abuse Registry Check.

7. Depending on the arrangements made with the programmer, a parent/guardian must sign the child in and out of the program.
  - a. A parent allowing his/her child to arrive and to leave the library on his/her own can indicate this at the time of registration or when the registration is confirmed by the programmer.
  - b. Should the program end at or after the library's closing hours and a parent/guardian has not arrived to pick up the child, the parent/guardian will be contacted.
  - c. Should contact not be made and the parent/guardian not arrive within 30 minutes of closing or the end of the program, the police will be called and the child will be released to the custody of the police. At no time will a library staff member take a child home.

#### 8. Registration

Unless stated otherwise, all participants must be registered to attend programs. This will allow the programmer to:

- a. Comply with room capacity guidelines as set out by the City of Portage la Prairie Fire Department.
- b. Comply with the parameters as set out by a guest presenter or the staff programmer.
- c. Provide adequate staffing to meet the demands of the program being offered.
- d. Enable the staff programmer to confirm an individual's attendance, to determine the method of pick-up at the end of the program and to discuss health issues of which the programmer should be aware.

#### 9. Staffing

- a. Staffing levels for a particular program will be determined by the programmer (and a guest presenter if any) in consultation with the Librarian.
- b. Should a program have a participant with a severe health issue, two employees will automatically staff the session.
- c. Should a guest presenter be without the required checks as described in "General Information- Part 2", two staff members will automatically oversee the program.

## 10. Special Needs Children/Adults

- a. Special needs children/adults are welcome to participate in any library program providing he/she is accompanied by a Teacher's Assistant/Social Worker/parent or guardian having a Child Abuse Registry Check and a Criminal Record Check.
- b. A copy of these documents must be presented to the programmer either at registration or before the start of the program.

## 11. Movies

The library pays Audio Cine Films Inc. an annual license fee which allows us to incorporate our movie collection in children's programming.

- a. All movies are rated by the Manitoba Film Classification Board (MFCB). Should no rating be available through the Board, the library can, as set out in the Board's rating policy, use the Canadian Home Video Rating System.
- b. Unless specified in the advertising, all movies shown for children's programming will have a G (anyone can attend) rating. MFCB guidelines will apply for all other ratings.
- c. As required by the MFCB, the movie's rating will be posted at the entrance to the viewing area.

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