**HIGH PRAIRIE MUNICIPAL LIBRARY**

**BYLAW AND POLICY MANUAL**

**POLICY C-10**

**PROGRAMS POLICIES**

**Program Plan**

The **High Prairie Municipal Library** hosts a variety of free programming. The participants have access to resources at the library including books, computers, movies, games, crafts and snacks to have a safe, caring and stimulating environment.

All participants in programs are not required to have a membership with our library to register or attend but must have an account free from fines before they can attend.

**1. Safety (Appendix 6)**

In order to help ensure the safety of children, we require that each child who is participating in the **High Prairie Municipal Library Summer Programs** complete an **Emergency Contact Form**. It will be the family/guardian’s responsibility to keep all contact information up-to-date. **Emergency Contact Forms will remain strictly confidential and will be in the sole care of the Library Manager, Programmer or designate.**

**Library staff would be notified of severe food allergies identified by Parent/guardian and how to deal with a reaction.**

**2. Medical Attention**

In the event of a serious accident or sudden serious illness, the **High Prairie Municipal Library Staff** will call an ambulance (911) and if allergic reaction, follow directions provided in the risk assessment form. Efforts will be made to contact the family/guardians listed on the **Emergency Contact Form** immediately.

**3. Daily Sign-In/Sign-Out (Appendix 7)**

We require that all children who are taking part in the **High Prairie Municipal Library Programs,** sign in and sign out at each visit. The time of the Sign-In and Sign-Out will also be recorded.

**4. Food**

Snacks will be provided on-site, other foods will not be permitted due to possible allergy concerns.

**5. Code of Conduct**

In order that the High Prairie Municipal Library can be a safe, respectful and enjoyable place for all, the following guidelines will be expected of each child who partakes of the **High Prairie Municipal Library Programs:**

* Follow High Prairie Municipal Library rules, as posted in the library
* Display respectful and kind behaviour to the Program Leaders and all other participants
* Use language that is not offensive to anyone
* Let Program Leaders know immediately if there is a problem or concern
* Must inform program leader and sign out before leaving premises.

\*If a child poses a difficulty in maintaining a safe, respectful and enjoyable environment through misbehaviour, a High Prairie Municipal Library staff member will speak to the child about the behaviour and explain to him/her how their behaviour must change. The child will then be given an opportunity to change their behaviour. Any need for further intervention by Library Staff member for that day, and the child will be asked to leave the library. The child will be welcomed back the next day to rejoin the program, providing the previous negative behaviours do not continue. **The Library Staff will have full authority to ask a child to leave the High Prairie Municipal Library and the Programs if a child’s behaviour is inappropriate /unacceptable to maintaining a safe, respectful enjoyable environment.**

**The Library Manager will have discretion to limit the number of participants to maintain safety.**

CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF APPROVAL: June 2014

REVIEW DATE: May 4, 2021