

Ladies Club

- Registration is required to participate in this program
- The Kids Place has a right turn down or defer registration
- If a session is filled up, registrant will be priority consideration for the next session if still interested.
- Registration is free but this excludes the cost of materials
- The program's goal is to provide support for all women
- Registration closes on the Wednesday before the program
- Holds the last Friday of each month at 6pm
- Each session duration will be determined by Director of program
- An address and phone list of all participants must be maintained
- Each session will allow a maximum of 25 ladies
- Babysitting is not provided for participants of this program
- Facilitators must have all materials for the program previewed and preapproved by Director of Program
- A log of activities must be kept and this is the property of the KIDS Place
- A clean, safe and non intimidating environment must be kept throughout the duration of the program
- Personal information provided by participants is strictly confidential
- Any incident must be reported to the Director of Programs and documented by filling in the Incident Report Forms

Wednesday Pizza Delight

- Registration for the Pizza Lunch closes Tuesday at 11 pm
- Pizza must be ready and table chair set up by 3pm Wednesday
- Everyone who registers and shows up must get a pizza and a drink
- Facilitators/Volunteers must neatly dressed, long hair covered or pulled back
- There must be 1 volunteer to supervise 5 kids. Child ration 1:5
- No more than 40 participants at a time
- A clean and safe environment must be maintained before, during and after the meal
- Facilitators/volunteers are to ensure items needed for the pizza are available by day cups, plates, napkins)
- Disruptive or inappropriate behavior must not be tolerated
- Conversations must be friendly to encourage kids to return
- A register must be maintained of all participants of the program
- A log book containing quantity of items used –pizza, cups, spoons etc must be kept
- Any incident must be reported promptly to the Director of Programs and documented by filling in the Incidence Report Forms

Teens Club

- All materials –C.D, DVD, books, worksheets must be ready a day before the meeting
- All equipment- TV, DVD, ect. must be tested and in working order a day before the program
- Materials to be used must have been previewed and approved by the director of programs and the facilitator of the program before it is presented to the teens
- A register of names, addresses, phone numbers, e-mail, ect. of participants must be kept
- A lesson plan of the activities to be engaged in at each meeting must be kept for future reference; this becomes the property of the kids place
- The facilitator supervises the teen’s club which will be led by a teenager
- The facilitator ensures that they stay on topic and on course
- Facilitator ensures that the environment remains safe and secure for a positive impact of the program on all participants
- Unruly and inappropriate behavior is unacceptable and will be firmly addressed
- Abuse of any type must be reported to the relevant authorities
- All personal information shared with the facilitators by participants of the program are to remain confidential
- All incidents must be reported and an incident report form must be filled out and kept in a file in the office of the director or programs
- Facilitators must submit a performance/review report to the director of programs after the conclusion of each program

Food Handling

- Always wash your hands in hot water and soap before touching food, after using the washroom, and after touch garbage, handling a mop, uncooked or raw food, or after taking a break
- Sloppy and unsafe handling of food is not acceptable
- Wash your hands for at least twenty seconds. Enough time to sing happy birthday once or twice to yourself
- Dry your hands using paper towel, not on your apron if you are wearing one or on your clothing
- Wash all area of your hands exposed to food
- You must wear a finger cot if you have a cut or an abrasion
- All leftover cooked pizza's and opened drink bottles must be disposed of the same day. They are not to be kept for the next pizza delight
- Sneeze or cough into a tissue or your sleeve
- Hot food must be kept hot and cold food must be kept cold

Clean Up

- Keep all storage areas organized and clean and free from insects and rodent infestation
- Store all food items on shelves at least eight inches off of the floor
- Keep cleaning equipment such as mops, brooms, wiping clothes in good repair. Do not leave mops and pails full of dirty water over night
- Wipe down all tables and chairs after the program and do not leave a full garbage container overnight in the facility. Facility garbage containers must be washed and lined with a new garbage bag. Garbage containers with splits or cracks must be replaced
- Floor must be swept mopped and sanitized immediately after the program