



STEPS TO SUCCESS

Ensuring Safe Programs

This "Steps to Success" pamphlet has been developed in collaboration with the SAP Program Advisory Committee and Safe Programs Committee.

PARENT

RESPONSIBILITIES

- Keep in touch with staff
- Understand and support the **STEPS TO SUCCESS**
- If an issue arises seek all pertinent information: **FIRST**, contact Program Supervisor and then if necessary, contact Program Coordinator
- Identify the issue(s)
- Encourage positive problem solving
- Model respect
- Join us when you can

Have Fun,
Be There,
Choose Your Attitude,
Make Someone's Day

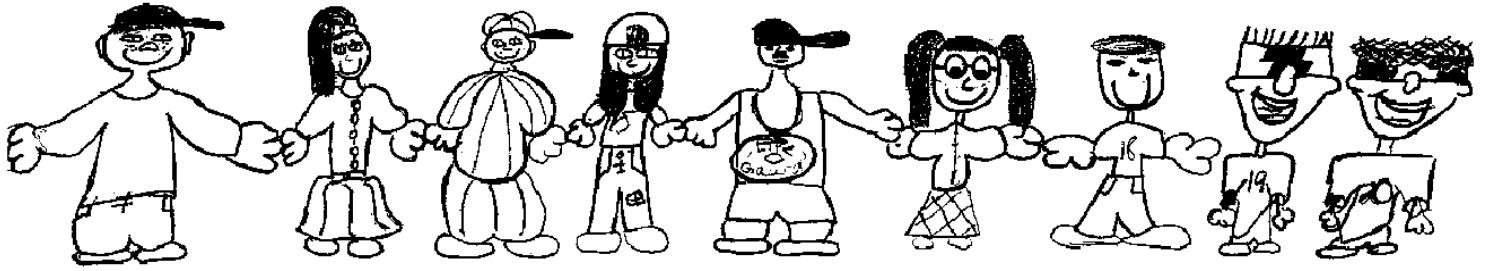
STAFF

RESPONSIBILITIES

- Provide a safe, supportive and fun environment
- Participate actively
- Help children learn problem solving skills
- Keep in touch with parents and school staff
- Understand and support the **STEPS TO SUCCESS**
- If an issue arises seek all pertinent information
- Identify the issue(s)
- Collaborate with others to solve the issue(s)
- Model respect

RIGHTS RESPONSIBILITIES REWARDS

to be safe	follow the rules	I feel safe
to be respected	respect others and the environment	I feel respected
to learn new skills	be kind and help others	I feel valued
to be heard	participate in program planning	I feel understood
	practice a positive attitude	I have fun with my friends



OBJECTIVE

We help children learn to work together and use effective problem solving skills within a supportive and fun environment.

CONFLICT RESOLUTION

PROCESS

- Agree to LISTEN... to each other.
1. What is the PROBLEM?
 2. What can WE/I do?
...share, take turns, trade...
 3. Is it WORKING?

STEPS TO SUCCESS: ENSURING SAFE PROGRAMS

MINOR OCCURRENCES

If at any time compliance occurs the situation will be monitored

First Occurrence

Child Incident Form

*Behaviour Management Strategies

Second Occurrence

Child Incident Form

Inform parent of required meeting should third incident occur

*Behaviour Management Strategies

May consult with Program Coordinator and/or School Staff.

Third Occurrence

Child Incident Form

Consult Program Coordinator

Meet with Child/Staff/Parent

Plan of action (agreement, modify schedule)

Consult with School Personnel

Fourth Occurrence

Child Incident Form

Suspension - Re-entry Procedure

Three or more suspensions, may result in withdrawal from the program.

Withdrawal

MAJOR OCCURRENCES

Police may be contacted for major occurrences.

Intentional damage to property and/or equipment (vandalism)

Theft of value

Harassment

Intimidation (bullying)

Intentional physical aggression

Possession of a weapon

Possession of illegal drugs or alcohol

Assault causing serious bodily harm
Use of or threat to use a weapon

*Behaviour Management Strategies - Redirection, Natural Consequences, Providing Choices, Use of Social Contract, Conflict Resolution Process