7. WISE Kid-Netic Energy TechTok Policies

The following policies have been developed to ensure the most positive experience for all WISE Kid-Netic Energy participants. WISE Kid-Netic Energy is about exploring science and engineering in a fun and exciting way, while maintaining a safe and secure environment for its participants. Participants of WISE Kid-Netic Energy include the participants, the instructors, the junior instructors, visitors and administrative staff.

7.1 Behaviour Policies

At the beginning of the session instructors will go over the expectations with participants (e.g. respect for themselves, others, facilities, equipment, special safety concerns, being excused and other typical classroom rules). Consequences for inappropriate behaviour will be reasonable and will not include corporal punishment in any form, nor will they include humiliating or embarrassing activities. The goal of WISE Kid-Netic Energy is to foster a fun and safe learning environment.

7.2 Medications Policy

Campers requiring medication while at TechToks sessions must have written information signed by a parent or guardian indicating any pertinent information. (See the Medication form in Appendix C)

Parents/guardians must provide only the daily dose of the medication. The medication must be contained in a zip-loc bag or sealable container or jar. The container must be labeled with the participant’s name, medication name and date. The participant can keep and administer the medication themselves. Participants who are prone to forget their medication can be required (by parent/guardian written request) to have the instructors keep the medication and remind the participant to take the medication at a specific time. **Instructors will not administer the medication, participants will be required to take the medication from the container and ingest it themselves.** Parents/guardians of participants who are not capable of self-administering the medication should make arrangements to administer their child’s medication.

The TechTok sessions will not provide any other “over-the-counter” medications such as, but not limited to, Tylenol, Aspirin, Advil, cough, cold and flu medications, and throat lozenges. Any medications that participants
require must be provided by the parents/guardians of the participant. Participants are not permitted to share any medications at any time.

Parents/guardians of participants with allergies must provide the participant with the appropriate medication needed in the event that the camper is exposed to allergens. **WISE will not have EPI-PENs™ on site, participants requiring EPI-PENs™ in the case of an allergic reaction are required to have their own.** For participants, which may require the use of EPI-PENs,™ it is the responsibility of the parent/guardian of that participant to ensure that they are educated in the use of EPI-PENs™.

### 7.3 Attendance, Start & End Procedures

As a safety measure attendance will be taken at the beginning of each TechTok session to account for which participants are present. Participants will be able to enter the building just before the start of the session (am session starts: 10:00 am & pm session start: 1:30 pm). Participants will be dismissed at the end of the session (am session ends: 12:30 pm & pm session ends 4:00 pm) and are expected to exit the location grounds at this time.

### 7.4 Registration Forms

It is the policy of WISE Kid-Netic Energy that every part of the TechTok Registration Form and the Health Form must be completed. Any information missing from the registration form will be highlighted by office staff. It is the responsibility of parent/guardians to fill out the registration forms and the on-site staff (instructors) to acquire any missing information.
7.5 Permission to Photograph Participants

Throughout the duration of the TechToks sessions, instructors will be taking photos of the activities, the participants, junior instructors, and instructors. Photos taken may be used in future TechTok promotion materials, including but not limited to registration brochures, WISE Kid-Netic Energy web sites and social media, and other printed program material.

Parents/guardians who DO NOT want their child photographed must indicate this in writing to the instructors. Filling out photo permission was part of the registration package.

7.6 Food & Safety Policies

Due to the nature of the activities there are several policies in the area of participant safety that are strictly enforced.

*Parents should review these policies in detail with the participant(s) before the start of TechTok sessions.*

7.7 Camp Food Policies for Parents & Campers

7.7.1 Participants who sign up for both AM & PM sessions lunch location

If a participant is attending both AM & PM TechTok sessions, as part of registration the parent/guardian indicated where the participant would be for lunch.

If the participant was registered to stay on location they will need to bring their own lunch and will remain with the instructors over the entirety of the lunch hour (12:30-1:30 pm).

If the participant was registered to leave the location for lunch they will exit the location after the morning session is complete (12:30 pm) and will need to remain off location grounds until the afternoon session starts (1:30 pm). There will be no instructor supervision provided over the lunch hour if the participant is not eating lunch on location.
7.7.2 Microwaves & Fridges Not Available to Participants

**Microwaves and refrigerators will not be provided** for participant lunches, please be sure to have items for snacks and lunches which do not require heating or refrigeration. All food will be kept in a cool, dry place away from chemicals and other hazards.

7.7.3 Nut-Free Environment

WISE Kid-Netic Energy has adopted a **no-nut policy** for all of its locations. Participants will not be permitted to bring peanuts and nuts in any form to locations. Please be sure to check the contents of all items in your children’s lunches and snacks, including but not limited to: granola bars, chocolate in any form, snack foods, and cookies. There are many children for whom exposure to peanuts, nuts or nut products including oils can cause serious illness or even death.

7.7.4 Allergies & Medications

Due to participant allergies and other medical conditions, there will also be a strict no sharing policy regarding all food, snacks, medications and beverages.

7.7.5 Eating & Technology

Food is not to be consumed while participants are participating in TechTok activities or using the technology provided by WISE Kid-Netic Energy or the program location. If the participant requires a snack or lunch they will eat in a designated area away from the technology/devices that are provided.

**7.8 Safety Policies for Participants**

7.8.1 Designated Area for Equipment & Supplies

All TechTok session equipment, including laboratory and other science equipment, craft supplies, technology, devices and First Aid equipment is strictly off limits to all participants unless instructors indicate otherwise. All equipment will be kept in a designated off limits area, and will be distributed as necessary.

7.8.2 Safety Equipment

Participants must wear safety equipment as requested. If an activity requires lab coats (provided), safety goggles (provided) and gloves (provided) participants must comply to participate. All instructors have been trained in WHMIS safety and chemical handling procedures and will maintain a safe environment for all participants.
7.8.3 Chemicals

Chemicals can never be smelled, tasted, or touched at any time. If chemicals are used, instructors will ensure the safe handling of all substances.

7.8.4 Appropriate Attire

Participants must wear footwear at all times. Participants should be outfitted in appropriate classroom clothing, i.e. no clothing with inappropriate messaging, etc.

7.8.5 Participants Must Request Permission to be Excused

Participants must request permission to be excused, and inform instructors of their whereabouts at all times. This includes trips to the washroom facilities.

7.8.6 Safe Play

Participants engaged in play must maintain safe practices at all times, typical of schoolyard play.

7.9 Consequences for Inappropriate Behaviour

The instructors reserve the right to skip any of following levels of consequences in the case of extreme danger to other participants. In all cases if the behaviour has adversely affected another participant or instructor an apology to the offended party will be expected.

7.9.1 Verbal Warning

The participant will be spoken to about the inappropriate behaviour and will be asked to stop that behaviour immediately.

7.9.2 Out of Activity

The participant will be asked to sit out of the remainder of the activity or if not engaged in a specific activity, will be requested to sit-out of a particular activity later in that session or in the next session.

7.9.3 Out of the Session

The participant will be sent home from the session for the rest of the day. The parents/guardians of the participant will be contacted and will be required to pick up the participant immediately. If the behaviour occurs at the end of a session the participant will be requested to stay home for the next session they are signed up for. No refund will be given to the parents/guardians of participants expelled from TechTok sessions for inappropriate behaviour.
7.9.4 Out of TechToks

The participant will be requested to leave the session and not return for the remainder of sessions. The parents/guardians of the participant will be contacted and will be required to pick up the participant immediately. No refund will be given to the parents/guardians of participants expelled for inappropriate behaviour.
Medication Form

TechTok Location: ________________________________

Dates of Sessions: ____________________________

Name of Participant: __________________________

Name(s) of Medication(s):
1. ________________________________
2. ________________________________
3. ________________________________

Reason(s) for Taking Medication(s):
1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

Dosage: ________________________________

Dates medication will be required: ________________________________

Time medication is to be taken: ________________________________

Please check one of the following options:

_____ Participant will care for medication and requires no reminder to take medication at
the designated time.

_____ Participant will turn medication over to instructor(s) and will require reminding about
taking the medication.

*** Please be aware that staff will not administer the medication. The participant will
take the medication from the instructor’s hand and will then take the medication themselves.
Instructors are not responsible for ensuring that the medication has been ingested.***

Signature of authorization from parent/guardian that all information above is correct and
the policy regarding medication is understood:

________________________________________________________________________

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________