



Recipient Handbook Recreation and Leisure Services



1. About Uniti - Semiahmoo House Society Pg. 3.
 - A. Our Mission
 - B. Our Philosophy
2. Stay informed! Pg. 3.
3. Welcome to Rec & Leisure Pg.4.
4. Program Structure Pg. 5.
5. Employee Qualification Pg. 5.
6. Registration FAQ Pg. 6.
7. Program Fees Pg. 6.
8. Autism Funding Pg. 6.
9. How to Register Pg. 7.
10. Payments/Refund & Credit Policy Pg.8.
11. Person Centered Practice/ Orientation & Safety Pg. 9.
12. One to One Policy Pg. 10.
13. Accidents or Injuries Pg. 10.
14. Weather/Emergency Closure Policy Pg. 11.
15. Pickup/Drop off Pg. 11.
16. Conflict Resolutions Pg. 12.
17. Medications Pg. 13.
18. What to Bring/What to Wear? Pg. 13.
19. Nutrition Pg. 13.
20. Illness/Sick Policy Pg. 14.

Rec and Leisure's chant:

**Rec and Leisure, Rec and Leisure, Rec and Leisure!
 Rec and Leisure, Rec and Leisure, Rec and Leisure!
 and repeat...**



Recreation and Leisure adheres to SHS Mission & Philosophy:

Mission:

People with disabilities live self-directed lives in the community at a justifiable cost:

- People are valued members of society;
- People decide how they live their lives, and make informed choices;
- The rights of people are protected

Philosophy:

Uniti - Semiahmoo House Society believes that people who have disabilities should be valued and included fully in their communities, with the same rights and responsibilities as all people living in Canada. We believe that all people have the right to control their own lives through personal choices about relationships, jobs, living arrangements, spirituality, travelling, and recreational activities, and that all people have the right to give back to their communities through volunteering and helping others. Everyone is entitled to live a happy, full and meaningful life. We also believe that rights can be reinforced and protected by making sure that people are connected to and supported by friends, family, staff and the community.

At Rec and Leisure we focus on:

Recreation and Leisure Services offer a wide range of recreational programs adapted to the unique needs and abilities of youths and adults with disabilities, allowing them to participate in the same activities as other members of the community. These activities include music, theatre, dance, fitness, sports, camps and travel. As you pursue new interests, try new activities and have fun in the process, people report feeling more knowledgeable, confident, engaged and included. Rec and Leisure is a completely fundraised program that operates solely on grants, donations, large-scale fundraisers and recipient fees. Our service philosophy is such that we strive to provide a safe and fun environment that enables you to access the community, to express yourself creatively, learn new and exciting things, while having the opportunity to make friends!

Stay Informed!

During your intake and orientation you received a Recipient Handbook and a current newsletter. All information regarding Rec and Leisure programs is distributed via emails and our Newsletter. We also regularly update our website and social media. For up to date schedules throughout the year for the programs and classes you are registered for, please ensure you check your email. Schedules are sent out the week before your program or class start date.

Rec and Leisure offers plenty of notice about registration times, dates, and variety of programs, classes and clubs to choose from. If you wish to receive a newsletter or would like to be added to the Rec and Leisure contact list, please email your request to rec.leisure@uniti4all.com. All of Rec and Leisure's schedules will have rainy day alternative if there is an outdoor outing planned. Rec and Leisure does its best to follow the schedule; however, there are times where for unforeseen circumstances and/or in the best interest of all of the programs and you, the scheduled activity is changed. Staff will contact your families/supporters about the changes as soon as possible via email.

***We do our very best to ensure accurate and timely information is updated on all sharing platforms however we can- not guarantee that you will receive the information. It is your responsibility to ensure we have your most up to date contact information and that you use one or more of the following methods of communication.**

Website: www.uniti4all.com

For all general inquiries:

Phone: 604-612-9344

(operated during program hours only)

Email: rec.leisure@uniti4all.com

Mat Cruickshanki: Program Coordinator

Email:

M.Cruickshank@uniti4all.com

Phone: 604-536-1242 ext. 255



@Uniti - Semiahmoo House Society's Rec and Leisure



@rec.leisure

About Rec and Leisure

Welcome to the program

Rec and Leisure began years ago, when there was a surplus in the Society's budget. A focus group was held with parents to determine where the funds would be best allocated. From there an afternoon youth program began three days a week. Other programs included youth night and a theatre group. Over the years, with the direction and support from the Board of Directors, Executive Director, Director of Programs and the Rec and Leisure staff team, Rec and Leisure has responded to your needs as well as the needs of your families and has grown to over 30 programs year around as well as offering local and international trips.

The people who attend Rec and Leisure are provided with an opportunity to socialize, make friends, and learn new skills. Rec and Leisure offers after school and evening social programs for youth. Rec and Leisure also offers many adapted programs such as music, theatre, photography, fitness, cooking and art. Trips include places like Whistler and Loon Lake in Maple Ridge. We occasionally go on international to ventures like California, Hawaii, or Mexico.

Rec and Leisure delivers services in a way that encompasses the needs and wants of both you and your support network. Rec and Leisure is always open to receive suggestions, input and feedback because we are a collaborative program and will continue to grow with the changing needs of the community.

The Rec and Leisure program always encourages participation, and does not discriminate in our programs based on background, race, ethnicity, culture, language, religion, socioeconomic status, gender, disability or sexual orientation. The activities that are offered in the Rec and Leisure programs encourage a high level of participation. Our staffing provide choices within each activity to ensure that you remain interested and included in the program. The staff also

adapt various activities to meet the abilities and developmental levels and/or needs. In all of the Rec and Leisure programs, the staff provide environments that foster both positive and supportive relationships with you. Staff members work well as a team and communicate regularly so that your support stays consistent through the whole program.

Our continued commitment:

- ☐ Learn new things
- ☐ Grow as a person
- ☐ Have fun
- ☐ Advocate for your rights
- ☐ Promote of your responsibility and accountability
- ☐ Trust that our programs are structured, predictable and reliable
- ☐ Increase your sense of belonging within the community
- ☐ Realize your greatest level of independence
- ☐ Choose from a variety of recreational and leisure options
- ☐ Give back to your community and add to the common the good
- ☐ Express yourselves creatively
- ☐ Develop friendships and social networks
- ☐ Develop your independence
- ☐ Feel safe, personally secure and have a sense of well being
- ☐ Feel comfortable to give us feedback on how we may improve

We Welcome you to Rec and Leisure!



Program Structure

School Semester System:

- Fall Semester (September to December)
- Winter Semester (January to March)
- Spring Semester (April to June)
- Summer Semester (July to September)

Details such as program descriptions, dates, times, locations, and cost will be listed in the newsletter for each semester. Newsletters are published 4 times a year (July, December and March and May) and available approximately 4 weeks prior to the upcoming semester's registration day. All classes, clubs and trips require registration with the exception of Friday Flix and dances.

Rec and Leisure is closed on all Statutory

Holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- British Columbia Day
- Labor Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day



Rec and Leisure is also closed:

- Christmas Break (usually two weeks at the end of December/beginning of January)
- One week of Spring Break (Usually March, following the School District 36 school calendar)
 - The last two weeks of June
 - The first week of September

Employee Qualifications:

All employees and volunteers must have:

- ☐ A Criminal Check completed prior to working with you in our programs
- ☐ Physicians note
- ☐ First Aid Certificate CPR-B/AED
- ☐ TB Test and record of immunizations
- ☐ References
- ☐ Valid, certificates (i.e.: CSW-Community Support Worker, or SETA or EA certificate)
- ☐ A combination of equivalent education and experience
- ☐ Foodsafe
- ☐ Mandt Training
- ☐ Person Centered Thinking Course
- ☐ Class 4 Drivers License
- ☐ SHS Core Training



Registration:

It is highly recommended that you mark the registration date on your calendar so you do not miss out! Registration for Rec and Leisure program are on a first come first serve basis. If you have not participated in a Rec and Leisure program before, please contact Rec and Leisure's Program supervisor (604-536-1242 ext. 255) prior to registration. To ensure the suitability of our programs for you, you must have an orientation to the program and to the Uniti - Semiahmoo House Society. If you attempt to register in a program without already having had an orientation, your spot may be moved to the end of the list and priority will be given to other recipients.

You or your family can register and pay online. You are also able to access your account to change information or print receipts. All programs except Friday Night Flix require registration. To ensure fairness to all, we are unable to accept pre-registration. There are no exceptions. If you are away at the time of registration ask a family member or someone you trust to take care of it for you.

Program Fees

Recreation and Leisure is a fee for service program as we operate outside of traditionally funded program hours that exist from 8 am - 3 pm. We review our fees on an annual basis every April and make adjustments based on staffing and program costs. SHS will continue to use grants, donations, and large scale fundraising to maintain our practice of subsidizing SHS Rec and Leisure Services to keep costs for you as affordable as possible.

It is important to us that people are able to participate in Rec and Leisure Services. People who require financial assistance to access Rec and Leisure Services may apply for Wish Fund assistance to subsidize their program fees. If you have any questions about the increase or accessing the Wish Fund, please do not hesitate to contact program Coordinator Mat Cruickshank at 604-536-1242 ext. 255 or at M.Cruickshank@uniti4all.com

Autism Funding

If you are 18 or under and have an Autism Spectrum diagnosis you may be eligible for autism funding to pay for Recreation and Leisure Services programs and classes. If you wish to use Autism Funding to pay for your programs or classes please contact the Program supervisor prior to registration day.

Staffing Ratios

Our ratios range from 1:3 to 1:5. If at any time you require more support than our said ratios, the person will be expected to go home or be picked up to ensure the continued safety of the you and the other registrants as well as the quality of the program. Please refer to program descriptions for exact staffing information. If you are unsure whether a program is suitable for you please contact the Program supervisor.

Suspected or Disclosed Abuse

We are required by law to report suspected/disclosed abuse to Ministry for Children and Family Development (MCFD) or Community Living BC (CLBC). When MCFD or CLBC receives an allegation of abuse, they will conduct an investigation. If the report is regarding Children—We are not permitted to contact the family/support person, unless specifically instructed to do so by MCFD, or the Police. Reporting procedures are designed to protect the child. Failure to report abuse can result in prosecution under the Family and Child Services Act.



How to Register for Programs

How to Register:

1. Set yourself up with a computer, tablet or smart phone with internet
2. Open your internet browser to the website:
www.uniti4all.com, click Uniti - Semiahmoo House Society
3. Click on the button labelled “Register” found in the upper right part of the screen
4. Scroll down and click Register
5. Click the season you wish to register for (Fall, Trips, Summer etc.)
6. Use the blue ADD button to add programs to your account; you can also search for a specific program using the “filter by” column on the left hand side of the screen; click on the blue title of each program to read additional information (click the X in the top right to exit back to the main page to close the additional information).
7. Your selections will appear on the right hand side of the screen; quantity can be used if you are registering more than one person into the same program (ex: if you are registering yourself and a sibling or a roommate for example and you share one account)
8. Click CONTINUE when you have finished all of your selections
9. Enter in your email address to find your account and then enter in your password or “create your account” (follow prompts)
10. This email and password is your log in information for future registrations, keep it somewhere safe and secure
11. If this is your first time creating your account please ensure you carefully fill out your birthdate and enter the (/ / /) marks as this is required by Active for you to continue the online registration.
12. Confirm each program you wish to register for by selecting yourself or the person you are registering from the drop down menu and then confirming; you must repeat this step for each program you selected
13. Fill out/or update where needed the Registration Forms; if there is a red star (*), it is required information and you will not be able to proceed to the next step unless it has been filled out; click CHECK OUT
14. Be sure to always update your contact information, emergency contacts, address and any new health related information
15. Review your cart
16. Check out: Enter in your credit card information (Visa or Master Card)
17. Enter in your billing information
18. Click COMPLETE
19. The next screen you should see is THANK YOU! YOUR TRANSACTION IS COMPLETE. You will receive an email confirmation shortly thereafter.



Payments/Refunds and Credits Policy:

Payments:

All payments are required at the time of registration and must be paid in full using a credit card via the online Active Works registration system. If you require assistance to register please contact the Program supervisor. We may assist you over the phone or you may schedule an in-person appointment to learn how to use the Active Works registration system.

We will no longer be accepting payment plans or payments in-person, in-house, at reception of Semiahmoo House Society. If you are unable to pay in full, online, using a credit card you may submit a Special Payment Application to pay in person or pay using a payment plan prior to registration day. It is important that this process is started prior to registration day. We recommend at least 30 days before. If you do not submit it prior to registration day there is a chance we may not have all the required paperwork in place to allow you to register. You may then not get the spot in the class or program or trip you are hoping for as registration fills up fast.

This application will be reviewed by the Executive Director (or Delegate). If your application is approved you will be provided further information on how to proceed. You may need to fill out a second form before registering online. Additionally, a special code will be provided to you so you can secure your spot in your program, class or trip when registration day commences. To apply, please contact the Program supervisor for the required form and submit it prior to registration day. You may also find this form on our website: www.uniti4all.com

Refunds and Credits:

If Recreation and Leisure Services has to cancel a program before the start of the program a 100% refund will be given. If the program is cancelled after the 1st class or program day has occurred then a pro-rated refund (based on how many classes occurred prior to the cancellation) will be given. No credits will be permitted in this case.

Refunds will be applied to the credit card that was used on Active Works at the point of sale for the initial registration.

Credits may be considered upon the discretion of the Program supervisor. Credits can be applied to future registrations and are accessible to you when you log in to register. To use the credit you must select the credit and apply it to your payment online at the time of registration. If you require a refund in cheque form (for example: your credit card is no longer usable) please contact the Program supervisor.

Full refunds or credits are permitted up to seven (7) days prior to the start of the program, any classes or trip you have registered for, if we receive a request in writing via an email to the Program supervisor that you wish to withdraw your registration. If you wish to withdraw within the 7 days prior to the start date you will be charged a \$25 cancellation.

**this does not apply to trips, please see the last paragraph for refund and credit information for trips*

If, after attending the 1st class or program day and up to the 3rd class or program day, you decide this program is not a good fit for you, then a partial refund or credit will be considered. Please put your request to withdraw in writing via an email to the Program supervisor. After the 3rd class or program day there will be zero refunds or credits permitted (extenuating circumstances may be considered under the discretion of the Program supervisor).

**this does not apply to trips, please see the last paragraph for refund and credit information for trips*

Refunds and Credits for Trips:

Trips take a considerable amount of time and resources to plan and coordinate, therefore, full refunds or credits are not permitted. A cancellation fee of 6.56% of the registration fee will be charged if you wish to withdraw. Put a request in writing via an email to the Program supervisor that you wish to withdraw your registration. If you wish to withdraw within the 7 days prior to the start date you will be charged the 6.56% in addition to a \$25 cancellation fee. After the start of the trip (check in time or drop off time) has commenced there will be zero refunds or credits permitted (extenuating circumstances may be considered under the discretion of the Program supervisor).

Person Centered Practices

Uniti - Semiahmoo House Society supports people and families to have positive control over their lives, to live self-directed lives within their own communities, on their own terms. Foundational to this commitment is that we know what is important to and for the you or your family/supporters and seek to support them to achieve a good balance between the two. Therefore, the wants and needs of you, family supported will be determined using a process that is professional, insightful, reliable and accountable. These expressed wants and needs determine the support that the Society develops and implements. The resulting living description or plan guides the interventions of Society staff. In all cases a Living Description/Person Centered Plan that reflects the desires, dreams and need for support of the person and/or family will be in place and acted upon.

A comprehensive, respectful and current Risk Assessment is in place for each person supported by the Society, whether it is deemed that there are genuine risks for a person or not. Where a person does not have any risks, their Risk Assessment will reflect that there are no risks, and will still be reviewed regularly to reflect that this is still current. Risk Assessments also address WCB requirements in ensuring the education, abilities, health and safety of staff and volunteers in supporting people that receive services from Semiahmoo House.

Intake & Orientation

Anyone that would like to join the Rec and Leisure program must meet with the Program supervisor for a program orientation prior to registering for classes/clubs/trips to determine suitability of the program. During your orientation, you will be introduced to the staff and other people. You and your support network will be offered tour of our facility. You will also learn about the many services and programs we have available to you, the expectations, your rights and your responsibilities. You, your family and support network, along with the Program supervisor discuss all information required to attend the Recreation and Leisure program. You are expected to complete the remaining forms and return them to us prior to attending the program. The forms are named: "All About Me: Living Description" and "How to Keep Me Healthy and Safe: Risk Assessment".

Emergency Drills

Uniti - Semiahmoo House Society has an emergency plan and has it available upon request. This plan offers a map of the buildings and nearest safety exits, as well as brief reminder instructions. Rec and Leisure performs emergency fire drills and earthquake drills regularly. During an emergency drill, the staff support you to participate. Attendance must be taken to ensure everyone is accounted for. All drills and concerns are recorded. If you are arriving during the time of a drill, please participate. All family/support persons, staff and recipients must be committed to the safety of all concerned as well as the facility.

Safety

Our employees maintain a safe environment. Family/support persons and people registered can help by bringing potentially unsafe situations to the immediate attention of staff. Uniti - Semiahmoo House Society is inspected monthly to ensure facilities meet safety standards. Recreation and Leisure does not tolerate any bullying, harassment or sexual harassment of any kind to protect the people we support and staff. Recreation and Leisure does not tolerate any violence in the workplace to ensure the safety of the people we support and the staff are protected.

Hygiene

Uniti - Semiahmoo House Society employees promote good personal habits. Please wash hands with soap and warm water before food preparations, before eating and after using the washrooms. Please ensure that you practice these basic necessary daily hygiene functions at home and before arriving at your Rec and Leisure Programs.



One-to-One Policy

Our One-to-One Policy also applies to any person who is coming with additional support outside of a 3:1 ratio (for example two staff, or a 2:1 support ratio).

If a person requires more support than our determined ratio, we offer the person the option to provide additional support so that they may attend our programs in a safe and effective manner. Additional support is to be provided externally by the person. The person is still responsible for their own registration fee for the services Recreation and Leisure provides. In addition to registration fees, it will be the person's responsibility to pay for the associated costs or wages for the additional support person(s). Additional costs may include things like admissions fees for activities (for example: admission to the Greater Vancouver Zoo) or transportation costs associated with the person using their own vehicle for transportation (for example: parking and gas).

The support person must have education as a Community Support Worker (CSW) and/or employment experience working as a CSW (or a combination of both) or education and employment in a related field. The support person will not be a family member. The program supervisor will meet with the potential one-to-one support prior to start of program to complete an orientation and provide the required documentation such as Criminal Record check for working with Vulnerable Persons as well as a Confidentiality Agreement. If you need assistance finding additional support please access the following resources:

- www.supportworkercentral.com
- www.findsupportbc.com
- Family Support Institute (www.familysupportbc.com)
- CYSN Worker (Children and Youth with Special Needs, Social Worker)
- Navigator, STADD (ages 16 – 24)
- Facilitator, CLBC
- If you are aged 19+: Nolda Ware, Family Supports and Services (n.ware@shsbc.ca, 604-805-0683 or 604-536-1242 ext. 266)

You may provide us with an advertisement that lists the qualifications you are looking for and contact information and we will post it internally for you. Semiahmoo House does not play any role in the relationship between you and the SHS staff persons you decide to hire other than posting the advertisement for you. The hiring of SHS staff to support you as an additional support for Recreation and Leisure Services is a private arrangement between you and that person. SHS is not responsible for any costs associated with wages, activities, or transportation for this person. Please note that that if SHS feels that the one to one staff is not a good fit for the program or the person they are supporting, we have the obligation to contact the families with our concerns. SHS has the right to ask the families not to allow that unfit one to one staff to return to program. SHS will not release any information pertaining to that person's education, experience or other qualifications without explicit consent to release that information in writing from the person (for example: criminal record checks, doctor's notes, etc.).

Accidents or Injuries

Minor accidents, such as scrapes and bruises, will be attended to by the staff. The incident will be documented and brought to the attention of the family/support person when the recipient is picked up.

Major Accidents will be handled in the following manner:

- An Employee will administer First Aid (all employees hold First Aid Certificates)
- Every attempt will be made to notify the family/support person or emergency contact
- If a person needs to go to the hospital, an employee will accompany him/her in an ambulance and someone will continue calling to try and reach the family/support person or emergency contact.
 - In the case of a hospital visit, it is expected that the emergency contact person on file will meet the Rec and Leisure staff member at the hospital. If the first emergency contact is unavailable, the second person will be contacted. If neither emergency contact is available, further participation in Rec and Leisure services will be put on hold until a plan is put in place that ensures this will not happen again.
- Staff must complete an Incident Report and contact the program supervisor

Inclement Weather, Emergency and Unscheduled Closures Policy

In the event of any snow on the roads, our programs will still run, all scheduled outings in the community will be changed to on-site activities at Semiahmoo House Society.

In the event of heavy snowfall, our first priority is the safety of the people we support and staff. We expect to be open all scheduled days in winter. However, if the Handy Dart has grounded their buses and Translink is closing services because the roads are deemed too unsafe for travel, Rec and Leisure may also be closed. The program supervisor will make an early morning decision to close services based on the status of Handy Dart and Translink transit services. We will contact you via e-mail by no later than 11:00am on that day.



In the case of power outage during program hours, staff will call Hydro to check how long the outage is expected to last. If the power outage is going to be indefinite, or if Rec and Leisure is unable to provide adequate service because of no heat or light, families and support person will be telephoned and asked to pick you up. Staff will remain until the last person leaves. Refunds and/or credits for emergency or unscheduled closures will not be provided.

Pick up/Drop off

Due to the high volume of traffic in our parking lot it is essential that your families and supporters follow this policy to keep everyone safe. We ask that all family members and supporters please come into the building to pick you up at the end of your program and inform a staff member when you are leaving. We ask that all family members and support persons DO NOT wait outside a Society Bus or Van for you to offload from the vehicle. This is very unsafe for everyone and staff will ask family members and supporters to wait inside SHS front entrance.

Rec and Leisure staff does not encourage anyone to exit the building until their family or supporters has arrived and has been visually identified by a staff.

If you regularly walk, bus or drive home on your own please ensure that this is discussed with the program supervisor prior to registering or that an email is sent to rec.leisure@uniti4all.com so we can ensure all staff have the information.

Anyone who picks you up from program should be registered as your primary, secondary or emergency contact. This can be done when you register online on Active Works. You can also update this information anytime. Staff may ask for ID from the person who is picking you up.

Please note: Should a person arrive to pick you up who does not appear to be in a fit enough state to drive, or appears intoxicated, we will discourage this person to drive and 911 may be called to intervene.

Please be aware that Handy Dart has a 30 minute drop-off and pick-up window. Please arrange the window outside of program time. Please arrive no earlier than 30 minutes before your program start time. Please arrange your Handy Dart home to pick you up no later than 30 minutes past your program end time. *For example: Jane is registered in Adult Night Out which runs from 6:00pm to 9:00pm. Jane arrives at SHS at approximately 5:45pm. Her Handy Dart will be booked to pick her up from SHS between 9:00pm and 9:30pm.*

Feedback, Suggests and Concerns:

We welcome your feedback, suggestions and concerns. There are a number of ways you can provide this to us:

- Online: go to www.semi-house-society.com and click “Suggestions” in the top right, fill out our online survey
- email rec.leisure@uniti4all.com if it is Rec and Leisure related

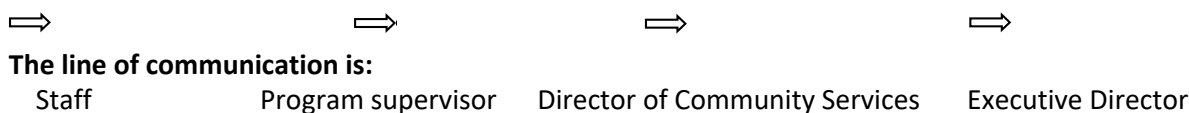
3. Phone:

- 604-612-9344 (Rec and Leisure staff cellphone, during program hours)
- 604-536-1242 ext 255 (Mat Cruickshank, Program Supervisor)
- 604-536-1242 ext 232 (Brianna Hopaluk, Director of Community Services)
- 604-536-1242 ext 221 (Front Desk Reception, Semiahmoo House)

4. Satisfaction Survey—our annual satisfaction surveys are sent out via email in the fall of each year. Please let us know how we are doing!

Complaints Process

Who to talk to and how do I start the process?



The difference between an informal and formal complaint:

An informal complaint differs from a formal complaint.

An informal complaint is done through discussion (written or verbal) and should be attempted before moving into the formal complaint process.

The formal complaint process is started when a person submits a ‘Uniti - Semiahmoo House Society Complaints Resolution

form’ and checks the ‘Formal Complaint’ box on the form. A formal complaint cannot be anonymous. This form is then processed and we commit to do the following:

- Acknowledge the complaint;
- Investigate the complaint fairly and thoroughly on the basis of facts;
- Provide a complete and prompt response.

These procedures ensure and respect the dignity of all:

Please use this procedure if you have a complaint:

- Please telephone, email or schedule a meeting to speak in private with the employee or supervisor
- Please do not personally contact employees outside of program hours for issues relating to Recreation and Leisure Services. Employees are not expected to provide you with their personal contact information. To reach employees you can refer to the contact information above. All staff have work emails which you are entitled to ask for
- Please communicate respectfully and privately.
- Please refrain from having open conversations in front of other people we support unless they have given their consent to participate in the discussion.

You may submit a Formal Complaint via the following ways:

- Our website at www.uniti4all.com—fill out the form online or print a form to fill out
- Submit the form to the Front Desk Associate or email it to shs@shsbc.ca
- Ask an SHS staff or a self-advocate from the Self Advocates of Semiahmoo to help you fill out and submit the form

Suggestions, feedback and concerns may be provided anonymously however complaints require your contact information so we may follow up with you.

Medications

Uniti - Semiahmoo House Society is authorized to administer non-prescription medication and prescription medication as required. If you take non-prescription medication, prescribed medication, temporarily or permanently, you will need to fill out all of the questions on the Active Works registration form under Medications. The staff will be responsible for administering that medication. Over the counter, non-prescription medication (i.e. Asprin, cough syrup, etc) will not be given to you under any circumstances without previous consent from you, your family/support persons or your doctor. Staff can only administer prescribed medicine to you if it is specifically entered into our records and is properly prescribed by a licensed physician. The procedure for authorizing SHS staff to administer prescribed medication is:

- ☐ You or your family/supporters must complete the Medication questions on the Active Registration form when you register online.
- ☐ Medication must be received in a blister pack in clearly defined doses, with the pharmacist prescription label attached
- ☐ Medication must be kept locked out of reach of any recipients. Please notify staff directly when any medication is brought to Rec and Leisure programs.



Nutrition

Our staff provide guidance on nutrition to you as appropriate, and we model good eating habits. You are expected to bring your own meal if you are in a program that falls during lunch or dinner time. Please ensure you have enough to eat, as Rec and Leisure staff will not be providing any food, and please bring healthy choices. Uniti - Semiahmoo House Society has a strict **no nuts policy** due to allergies, so please ensure that any food you bring is entirely nut-free.



What to bring/what to wear?

- **Clothing:** Please ensure you are dressed appropriately for the weather. If arrive without proper clothing, staff will encourage you to call to have your family or support person drop off the required clothing.
- **Sunscreen + Hat + Water Bottle** for those sunny, hot days please
- **Rain-gear and Snow-gear** for those cold and stormy months please
- **Food:** Meals are not provided unless listed on your schedule so if the program is offered over a mealtime, food must be sent. If you need a meal and arrive without a meal and the program is offered over a mealtime, staff will encourage you to call to have your family or support person drop off something to eat.
- **Money:** If the schedule has a dollar amount listed next to the activity, please ensure you bring enough cash or money on your debit card. Staff will not provide extra funds.
- **Government Issued ID:**
 - If you attend our Adult Social nights or other 19+ activities you are required to bring government issued ID (such as a drivers license, BC ID or passport) and one secondary piece of ID with your name on it (such as a bank card or library card). If you forget your ID and are not permitted into the establishment you will need to go home or have a family member or support person pick you up.
 - If you are attending an overnight trip with us please ensure you bring your care card and a form of ID with you (BC ID, Passport, Drivers License etc.)
- **No strong perfumes, colognes or soaps please!** Uniti - Semiahmoo House Society is a “fragrance free” building, so please refrain from wearing strongly scented colognes or perfumes.

**Please do not bring valuables and electronics. Uniti - Semiahmoo House Society is not responsible for lost or stolen items.*



Illness and Sickness Policy

If you become sick while at Rec and Leisure:

We will call your emergency contacts immediately to let them know so that you need to go home to rest and recuperate. We will take very good care of you until your emergency contacts arrive. If need be, we will administer first-aid and call 911. We will accompany you to the hospital and wait with you until an emergency contact arrives.

We will also ask you to go home or have your family or support persons pick you up if you arrive to program and are experiencing any of the below symptoms. If we cannot reach your family or support persons we will call your emergency contacts. This is for the protection of your peers and staff.

Please stay at home if:

- You are not well enough to take part in the regular program
- You are suffering from one or more of the below noted symptoms:
 - Fever
 - Cold
 - Cough
 - Green or yellow mucous leaking from nose or eyes
 - Sore throat
 - Pink eye

We ask that you be symptom-free for 24 hours (or provide us with a Doctor's note) before returning to Rec and Leisure.

*We also require that you please stay home until 48 hours have passed from the last bout of vomiting or diarrhea.

For the protection of your peers and staff, it is also necessary for you to inform us within 24 hours of a diagnosis of a serious illness, or disease of a contagious nature in your family:

- Measles
- Chicken pox
- Whooping cough
- Flu
- Fifth's Disease
- Impetigo
- Scabies
- Lice or any other communicable disease.

When a you return after a lengthy illness of 3 days or longer or have recovered from a communicable disease, a doctor's letter is required to certify you are not longer contagious and can once again participate in the regular program.

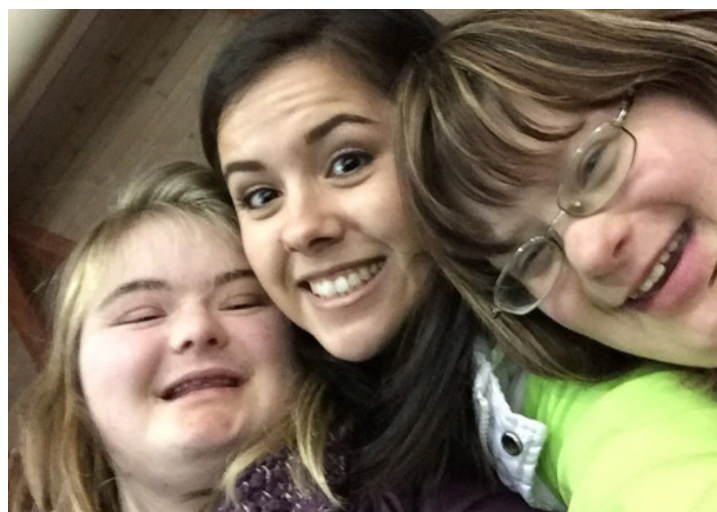
If you miss a session due to illness you will not be credited or refunded.



The following responsibilities were developed by the people registered in Recreation and Leisure Services. As a group they are reviewed frequently or referred to as a friendly reminder during the program. They are often updated and customized to suit the group's needs and program needs.

My responsibilities as a recipient of Recreation and Leisure Services is to:

- Be respectful to each other and myself
- Respect each other's time
- Respect each others personal space. I will not touch them or their belongings without asking first
- Support each other by using kind words
- Be open to new ideas from the group
- Cellphones and chargers are not to be used during program time other than for emergencies
- Listen to others
- Stay on topic
- Encourage and help each other to participate
- Support each others feelings in the group
- Be kind to each other and myself
- Help each other when and where I can





An Inclusive Community Values All People!

Mat Cruickshank: Program Coordinator

Email: M.Cruickshank@uniti4all.com

Phone: 604-536-1242 ext. 255

For all general inquiries:

Phone: 604-612-9344

(operated during program hours only)

Email: rec.leisure@uniti4all.com

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www.uniti4all.com

15306 24th Avenue, Surrey, BC V4A 2J1

604-536-1242