



POLICIES AND PROCEDURES FOR FAMILIES USING A PRIVATE CONTRACT WORKER AT CAMP

1. **Contract Policy for Private Contract Workers**

Policy: Families indicating on their registration that they intend to send a Private Contract Worker to Rainbow Day Camp ('Rainbow') with their child will be sent a letter outlining Rainbow's Private Contract Worker Policies and Procedures. Attached to this letter will be a letter of introduction, job description, and Letter of Agreement from Rainbow to their Contract Worker to read, sign and return, prior to placement at camp. The signed Letter of Agreement will act as a contract between Rainbow and the Private Contract Worker for the duration of their placement at camp.

Procedure: The signed Letter of Agreement must be received by Rainbow prior to commencement of placement at camp and will contain the following:

 1. Name of Camper
 2. Camp session date

By signing the Letter of Agreement, the Private Contract Worker agrees to the following:

 1. Review the Rainbow Programmes for Children Policies & Procedures Manual and the job description for the position
 2. Abide by all rules, regulations and policies established by Rainbow Programmes for Children, and shall perform all duties as outlined in the job description
 3. Accept responsibility of doing all things that may be necessary to ensure the success of the job and the general good and welfare of all campers
 4. Certify that they are free of communicable diseases
 5. Abide by confidentiality and privacy policies as they pertain to camp operations
 6. A parent or guardian must also sign the Letter of Agreement for Private Contract Workers under 18 years of age.

2. **Age Policy for Private Contract Workers**

Policy: All Private Contract Workers must be a minimum of (15) fifteen years of age and entering grade 10, prior to starting their placement at Rainbow.

Procedure: Families sending a Private Contract Worker to camp with their child with special needs must ensure that their Worker has attained the age of (15) fifteen prior to starting their placement.

3. **Recruitment of Private Contract Workers**
Policy: It is not the responsibility of Rainbow to provide recruitment, orientation or training for family-hired Private Contract Workers.
Procedure: All recruitment and hiring of Private Contract Workers is the sole responsibility of families. Orientation and training opportunities may be offered to Private Contract Workers at an additional cost to families.

4. **Qualifications for Private Contract Workers**
Policy: Other than the age restriction, there are no other qualifications required by Rainbow for Private Contract Workers. The onus is on the family to ensure the Contract Worker they choose to accompany their child to camp is qualified to be a responsible caregiver.
Procedure: Rainbow strongly recommends that families require that their Private Contract Workers have a minimum of First Aid certification and a Criminal Reference Check if over 18 years of age.