



2022/2023

Parent & Guardian Handbook

Henderson Centre After School Care

**Henderson Recreation Centre
2291 Cedar Hill Cross Road
Updated January 14th, 2022**



Welcome to the Henderson Centre After School Care Program

This handbook contains important information regarding Recreation Oak Bay's after school care program. Please keep this handbook readily available to reference while your child is attending the program.



Philosophy:

Recreation Oak Bay strives to make after school care a place your child feels safe, respected, engaged, and encouraged.

At Recreation Oak Bay, staff endeavor to provide exciting programming, physically and mentally stimulating activities, as well as safe challenges; all of which are designed to foster positive self-esteem and confidence while still encouraging independence. The after school care program provides children with an engaging and supportive environment that offers opportunities to develop their social and emotional skills while enjoying the many benefits of group care.

Program phone numbers:

Messages concerning attendance must be left for the Team Leader on the message line. Please specify the program name, your child's name, and the date they will be absent.

If staff do not receive a message that your child will be absent, lost child procedures will be followed.

Henderson Centre After School Care	Phone:
Team Leader/Message Line	250-883-7562
Location: Quail Room	250-883-5979
Location: Nook	250-883-2270

Program Inquiries and Contact Info

For registration, changes, program inquiries or concerns:

Licensed Care Programmer, Meghan Roberts

Phone: 250-370-7902 or email: mroberts@oakbay.ca

Hours: 9:30am-5:30pm Monday-Friday (Hours may vary to accommodate program needs).

For monthly payment information:

Head of Reception Henderson Recreation Centre, Miko Heddle

Phone: 250-370-7202 or email: childcare@oakbay.ca

Hours: 8:30am-4:30pm Monday-Friday

Program	Program Description
After School Care <u>Part time rate</u> (1-4 days a week): \$22.05 per day* <u>Full time rate</u> (5 days a week): \$21.05 per day*	Kindergarten – Grade 5. <ul style="list-style-type: none">• Children are transported by departmental vehicles to the Henderson Recreation Centre for programs.• Programs take place in the Quail Room and The Nook.• The Henderson Recreation Centre features multiple fields, two playgrounds, and an outside area for games. Programs also have access to the Henderson gym where there is a variety of sports equipment, mats, plasma cars and occasional access to the bouncy castle.• Regular activities include sports, organized games, arts and crafts, walking out trips to nearby parks, and free play.• Monthly calendars of detailed activities are sent out to families before the first of each month.

***CCOF Grant will be applied to children in kindergarten**

Program Hours, Program Closures, & Early Dismissal Days

The After School Care operates five afternoons a week, Monday through Friday, when Campus View Elementary School is in session.

Hours: School Dismissal – 5:15pm

Children must be picked up by 5:15pm. Late pickups are subject to a late fee.

Parking:

Parking is available in the parking lot outside of Henderson Recreation Centre. Please note, the parking lot fills up quickly at 5:15pm due to other programming occurring at the centre; please allow for ample time to find parking before the program closes at 5:15pm.

Holidays & Pro-D-Days:

After School Care does **not** operate on statutory holidays, during Winter Break, Spring Break, or on Pro-D-Days*.

*Recreation Oak Bay offers **Skidaddle Day Camp** as alternative care on District Wide Pro-D days. Please note that spaces are limited, and early registration is highly recommended. To register for Skidaddle or for more information, please contact Reception Services at 250-595-7946 or 250-370-7200 or register online at <https://www.oakbay.ca/parks-recreation>

Unexpected Closures:

After School Care programs follow the weather-related closures of School District 61.

For updates regarding weather related closures please check <https://www.oakbay.ca/parks-recreation>

In the event of a closure due to weather, or other imposed causes outside the control of Recreation Oak Bay, a reimbursement of fees will apply if the program does not operate.

Early Dismissal:

On early dismissal days, Recreation Oak Bay endeavors to provide care between the hours of early dismissal and the normal start time of the After School Program, dependent upon staff and space availability. Families will be contacted by email regarding registration procedures.

Program Activities

Transportation to Programs:

When staffing permits, children are transported by departmental vehicle to Henderson Recreation Centre. Occasionally children will walk to Henderson Recreation Centre. **Please ensure your child is dressed appropriately for the weather, every day.**

Monthly Calendars:

A monthly activity calendar is emailed out to parents at the beginning of each month. This calendar outlines the month's daily activities and scheduled out trips. Calendar activities are subject to change due to weather.

Snacks:

Recreation Oak Bay's after school care program provides a healthy and nutritious snack every afternoon. The programs snacks will be listed on the monthly calendar. If your child does not like the provided snack, or has varying nutritional requirements, please ensure that you send extra food in your child's lunch kit to compliment the snack that we offer.

All centers are "nut aware zones" to help with any potential allergies' children may have. Please be aware of what foods you are sending with your child at all times, and please send foods that do not contain nut products.

Out Trips:

The After School Care Program participates in several walking out trips. Staff will accompany children on all outings. **Please ensure your child is dressed appropriately for the weather, every day.**

Some out trips will not return to the site until 5:00pm. If your child needs to be picked up earlier, please advise the program Team Leader ahead of time and arrangements can be made for you to pick up your child from the out-trip location.

Active Play Policy:

All children will engage in a minimum of **60** minutes of daily active play broken out throughout their program routine. Active play will consist of un-facilitated play and facilitated games and activities both indoors and outdoors.

Staff will incorporate Fundamental Movement Skills (run, jump, hop, skip, throw etc.) and injury prevention into all active play activities guided by the concepts of Physical Literacy.

Screen time Policy:

Children will not receive any screen time in their daily scheduled routines. On special occasions movies may be shown in the program – please see “Movie Policy” for more information.

Movie Policy:

Movies are occasionally used in children’s programming as a fun addition to the planned activities. Before showing a movie in an Oak Bay Parks, Recreation, and Culture children’s program, staff will:

- Discuss movie choices with the Programmer/Coordinator.
 - o All movie choices will be age appropriate and in accordance with the Canadian Motion Picture Rating System.
- Notify all families of the movie choice ahead of viewing, to allow ample time for input and/or discussion.
 - o All movie choices will be listed on the monthly activity schedule.
 - o During the showing of a movie, alternative activities will always be available for any children who do not wish to view the movie, such as colouring, board games, or reading.

Clothing Requirements:

Children in the after school care program engage in outdoor play year round. Please ensure your child is dressed appropriately for the weather (IE) Raincoat, hats, boots, etc.

Providing a Safe, Healthy, and Supportive Environment

After School Care Staff:

There is an on-site facility licensing manager dedicated to the before and after school program. The staff to child ratio is based on the Island Health Authorities Licensing standards. We uphold a 1:12 ratio for children in Kindergarten and Grade 1, and a 1:15 ratio for children in grades 2 to 5.

All Recreation Oak Bay After School Program staff must meet the following criteria:

- First Aid and CPR – C
- Police or RCMP Criminal Record Check with the vulnerable sector
- Attorney General Criminal Record Check
- 20 Hours of Relevant Training

Island Health Licensing Information:

1. Recreation Oak Bay staff are committed to providing quality leadership and care for all children involved in licensed care programs.

2. All sites are licensed by the Island Health Authority and are regularly inspected by licensing officers.
3. The Oak Bay Fire Marshall has inspected and approved all sites and there are monthly fire drills at all locations.
4. Childcare staff has current CPR-C, First Aid certification, Criminal Record checks and a minimum of 40 hours of relevant training.

Air Quality:

Air quality has a direct impact on the health of humans and the environment. As per Vancouver Island Health Authorities recommendation, Recreation Oak Bay programs will monitor the Province of British Columbia’s current Air Quality Advisories and adjust the programing as necessary. Please see below

Main Information Source:

Air Quality Health Index

<http://www.env.gov.bc.ca/epd/bcairquality/readings/aqhi-table.xml>

Index levels:

Air Quality Health Index Categories and Health Messages			
Health	AQHI	Health Messages	
Risk	Index	At Risk Population	General Population
Low	range 1 - 3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
Moderate (MOD)	range 4 - 6	Consider reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	range 7 - 10	Reduce or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	above 10	Avoid strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.
At Risk Population: People with heart or breathing problems are at greater risk. Follow your doctor's usual advice about exercising and managing your condition.			
* If the AQHI index has increased to 7 (high health risk), it is usually because of high concentrations of smoke particles (PM2.5) in this community.			
			Source: Environment Canada

Recreation Oak Bay’s Response:

Low risk:	No change
Moderate Risk:	Monitor forecasts
High Risk:	Where possible limit outdoor programs activities. Long lasting high exertion activities should be limited, with regular indoor “fresh” air breaks. Participants and Staff with heart or breathing issues, should use caution.
Very High Risk:	Reroute camps indoors, where possible to utilize our facilities across the District. Any camps that remain outdoors will focus on low exertion activities.

Please note: Parents will be notified of any major changes in programming via email or in person as soon as alternate plans have been made.

Food and Drink Policy:

Staff promote healthy eating and nutritional habits at all Recreation Oak Bay locations. Safe drinking water is always available for all children and staff will encourage them to drink as much as they would like. Please make sure to pack a water bottle. All centers are “nut aware zones” to help with any potential allergies’ children may have. Please be aware of what foods you are sending with your child. **Please refrain from sending any nut products to After School Care.** Children are not allowed to use the vending machines during After School Care hours.

Inclusion:

Henderson Centre’s After School Care is an inclusive program. No child or adult will be discriminated against based on gender, race, religion, culture, ethnicity, sexual orientation, marital status, and/or physical and mental special needs.

Staff recognize that each child is an individual and we strive to develop a partnership between the family and the program to ensure staff are doing their best to support each child in our program.

Additional Support:

If your child is eligible for additional support through funding provided by *Supported Child Development* please contact the Licensed Care Programmer at 250-370-7902 to arrange for a support staff PRIOR to registering for the program.

Sunscreen & Sun Safety:

Recreation Oak Bay programs practice sun safety. Children are encouraged to seek shade, wear hats, and drink lots of water while playing outside.

Children must bring their own sunscreen to After School Care due to individual sunscreen allergies and preferences. Children must apply their own sunscreen or have a friend help them apply it. Leaders can assist with spray sunscreen but will not aid in applying it.

Illness, Immunizations, and Epi-Pens

Illness:

Recreation Oak Bay is committed to providing a safe and healthy environment. A child’s ability to combat common illnesses can be impeded due to the immaturity of their immune systems.

COVID-19 Update

Please see the [COVID-19 Childcare Handbook](#) for the most up to date information regarding COVID-19 wellness guidelines.

For the health and consideration of all, and to avoid the potential spread of illness, if your child displays **any** of the symptoms outlined below, we ask that you please make alternate care arrangements.

- A persistent fever (38.8C or higher), unexplainable rashes, vomiting, diarrhea, persistent cough or pink eye, or is too ill to enjoy After School Care activities.

Please remember to call the After School Care Program before 2:30pm to inform them that your child will be absent.

Program staff reserve the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition. During the program, if your child becomes ill, the staff will follow these procedures:

- 1) Contact the parent(s) or guardian(s) listed on the registration form.
- 2) If the parent(s) or guardian(s) listed on the registration form cannot be located, arrangements will be made to contact the alternate person(s) listed.

Head Lice:

Head lice are common in BC communities. Although they are a bother, head lice are not a health risk. As per Island Health Authority's recommendation, **if your child has a confirmed case of head lice they are still welcome in Recreation Oak Bay's programs.** All families in the program will be notified that there has been a case of head lice and families will be given an information sheet on how to treat head lice and preventative measures for the future.

Please contact the Community Recreation Licensed Care Programmer if you need more information or visit the Island Health website.

Immunizations:

The Island Health Authority recommends that your child's immunizations are current before your child enters the program. A written record of each child's immunizations must be kept attached to their file and be up to date.

- If a child is not immunized, a letter stating this must be provided to the program for the child's file.
 - If an outbreak of a communicable disease occurs, any non-immunized children will be asked to remain home until the outbreak has passed and it is safe for the child to return to the program.

Epi-Pens:

A completed epi-pen information form must be submitted prior to the child's first day attending the program. The child is responsible for carrying the epi-pen at all times. Children will not be accepted into the program with expired epi-pens.

Medical Forms:

Licensing requires a current medical form be on file for every child registered in the program. Parents/guardians are required to fill out a new medical form each year and immunization records must be complete, signed and dated. As this information is extremely important, please keep us informed regarding any updates throughout the school year.

Medication:

Regular First aid treatment does not include any form of orally ingested medications. In order for staff to assist with medication, an *Authorization to Administer Medication form* must be on file. Staff will not administer any medication that is not in its original container or that is not accompanied by a signed *authorization to administer medication form*.

Guidance and Expectations

Guidelines:

At Before and After School Care there are several ways we keep each other safe. There are three basic expectations:

1. Be safe and kind to yourself,
2. Be safe and kind to others,
3. Be safe and kind to the toys, materials and equipment.

Discipline Policy:

- Discipline is based on safety rules.
- A child is not allowed to hurt them self or others.
- Children are given clear, simple, consistent limits regarding appropriate behavior.
- Choices are offered whenever possible.
- Verbal direction and re-direction are the main means of guidance and discipline.

At all times children will be treated with respect, their feelings will be acknowledged and accepted, and they will be encouraged to talk about their problems in a non-threatening supportive environment.

If it is necessary to use a 'time out' or break, children will not be removed to an unsupervised area. Children are supervised at all times.

If a child is in physical danger to themselves or others, they will be removed from the situation to protect the child until self-control is regained.

Under no circumstances is physical punishment used.

If a child is unable to co-operate in a program, staff will meet with parents/guardians to seek a resolution to the situation. At that time, a letter may be sent to the parent/guardian as follow up to the discussion. If there is no satisfactory improvement in the child's behavior, the child may be removed from the program with notification to the parents/guardians. In cases of more severe incidents and behavior concerns where the safety of the other children may be at risk, parents/guardians may be contacted to remove the child from the program immediately. Recreation Oak Bay reserves the right to refuse participation in a program where safety of others is at risk. A pro-rated refund will be given if the child is asked to withdraw from the program.

Personal Items:

Please keep personal toys at home. Children who bring personal toys will be asked to keep them in their backpacks and/or cubbies until the end of the day. Personal toys have proven to prompt arguments, have a tendency to get lost and/or broken, and promote exclusive play.

Lost and Found:

The After School Program area has a lost and found box. It is emptied at the end of every week and any remaining items are brought to Henderson Reception. Recreation Oak Bay staff are not responsible for the children's lost or misplaced items.

It is recommended that:

- Children’s clothing and belongings are clearly labeled (name and phone number).
- Children leave toys and personal items at home.

Attendance, Pick-Up, Unexpected Circumstances, and Emergency Situations

Attendance:

To prevent any “lost child” concerns, it is imperative that a message be left on the message line, before 2:30pm, if your child will be absent that day. Messages concerning attendance must be left on the appropriate message line. Please specify the program name, child’s name, and the day and date of the absence. Please do not email this information.

If the staff does not receive notification that your child is going to be absent, they will initiate the Lost Child Procedures.

Sign-in & Sign-out Sheets:

When dropping off or picking up a child, the sign-in/sign-out sheet must be initialed by the authorized pick-up person. Only those authorized to pick-up may sign these forms. We ask that you do not let your children sign themselves out and/or draw on the sign out sheets.

Late Pick Up Procedure:

After school care closes at 5:15pm. Parents/guardians are asked to allow for sufficient time to collect their child’s belongings, connect with a staff member, and leave the centre by 5:15pm.

If a parent/guardian is aware that they are going to be late, we ask that they please phone the Team Leader as soon as possible.

If a parent/guardian has not picked up a child and/or called the program by 5:15pm, the staff will initiate the following procedures:

- Attempt to contact the family and then the alternative person(s) from the authorized pick up list.
- When a child is not picked up by 5:15pm, two staff members will remain at the childcare until the situation is resolved.
- If that person is unavailable and the parent has not contacted the caregiver 20 minutes after the site has closed the staff is required to notify the Ministry of Children and Families.

Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged – Please see “Late pick up fee” below for more information.

If late pick up becomes an ongoing problem, and reasonable effort has not been made to solve it, Recreation Oak Bay may choose to terminate care.

Late Pick Up Fee:

Pick up time for program participants is 5:15pm. Please note that a late fee charge applies to parents/guardians who pick up their child after 5:20pm.

The late fee is \$5.00 per child, for every 5 minutes (or portion thereof) beginning at 5:20pm. For example, if a child is picked up at 5:30pm, the charge will be \$10.00.

Please note, the program clock will be used to determine late fee charges.

Late fee payment will be processed using the payment method indicated on the Pre-Authorized Debit Plan portion of your registration form.

Lost Child Procedures:

It is imperative that parents call the message line by 2:30pm if your child is not going to be attending the program that day. Please do not email this information as emails are not always checked.

If a child is not at the designated pick up location by 2:55pm, and staff have not received a message on the After School Care message line to inform that your child will not be attending the program, the following lost child procedures will be initiated:

1. The leader will check the classroom and school office.
2. The leader will try to contact the parents/guardians at work/home.
3. Alternate contacts will be called to find any information regarding the child.
4. If the child still cannot be located after the above steps have been taken, the police will be contacted.

Failure to Notify of Absence Fee:

If your child is not attending the Program on a particular day, it is your responsibility to notify us on the message line by **2:30pm** that day. **Please do not email this information.**

If failure to notify staff of absence becomes an ongoing problem, and no reasonable effort has been made to resolve it, Recreation Oak Bay may choose to terminate care.

Missing children involve many people, a great deal of effort, emotional stress, and causes a disruption to our programs. If a message is not received on the message line by 2:30pm the lost child procedures will be followed.

Persons Authorized to Pick up and Emergency Contacts:

Staff will not dismiss your child to anyone but the parent or guardian who is designated on your registration form. The parent or guardian is required to notify staff **in writing** if someone other than the parent or guardian will be picking up the child. If arrangements have been made for an alternate person to pick up your child, ID must be presented upon pick up.

Emergency contacts must be kept current and should consist of family members or friends who are available to pick up your child (if you are unable to be contacted). In the event of an emergency, Recreation Oak Bay's staff must be able to contact someone to whom your child may be released.

Custody and Court Orders:

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The legal guardian is responsible for providing accurate, up to date information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented. The legal guardian must provide all consents.

Emergency Situations:

Staff has been trained to follow Recreation Oak Bay Emergency Procedures during emergency situations such as a fire or earthquake. Emergency Evacuation Procedures are posted in each facility. Fire drills are conducted monthly at each location. Please note that programs are equipped with cellular phones and staff will attempt to contact parents/guardians during/after an emergency.

Accidents:

Recreation Oak Bay's first priority is the safe care and treatment of the children. In the case of an emergency, accident or illness, Recreation Oak Bay will phone an ambulance and/or contact the parent/guardian. A Recreation Oak Bay staff person will accompany the child to the hospital until a parent/guardian comes to meet the staff and child at the hospital.

Situations Requiring Assessment:**If a person is authorized to pick up a child and is incapable of safe care the staff will:**

1. Assess the situation.
2. Contact the other parent as an alternative.
3. Contact the emergency contact person as an alternative.

If a person authorized to pick up a child is incapable of safe care and insists on taking the child, the staff will contact the Police.

If no one arrives to pick up a child 15 minutes after the program ends, the staff will:

1. Contact the parent or emergency contact(s).
2. If no contact can be made, and 20 minutes has passed, the staff may contact the Ministry of Children and Families.

If an unauthorized person requests the release of a child, the staff will:

1. Not release the child.
2. The child will remain under the supervision of staff and they will explain to the unauthorized individual the policy that no child will be released without written authorization by the parent or guardian.
3. Contact the parent or legal guardian for written confirmation that this person present is allowed to take the child. The parent can fax or email in a request, but the signature must be compatible with the one on file on site.
4. Make all reasonable efforts to ensure the safety of the child and other children.
5. If necessary, the police will be called for assistance.

Withdrawal Policy and Payments**Registration Changes and Program Withdrawals:**

Withdrawals and registration changes require **one clear month's written notice and will be in effect for the first of the following month.** If one month's notice is not given, a fee equal to your following month's payment will be applied. Notice of withdrawal must be given by the last day of the month. For example, notice given by November 30th will take effect on January 1st. Withdrawals or refunds are not given for a partial month. Refunds are not given for fees paid. Notice of withdrawals and registration changes must be submitted via email to the Licensed Care Programmer (mroberts@oakbay.ca).

Refunds and Cancellations:

No refunds or credits are given for days absent due to illness, appointments, extracurricular activities, visiting friends, vacations, etc. In the case of extended illness, a medical note must be provided and refunds or credits will be considered on an individual basis. Refunds are not issued on fees already paid.

Extended Absences:

Families who wish to remove their children from childcare for an extended period of time, such as for a vacation, cannot be guaranteed space availability upon their return.

Monthly Payments:

Registration forms must have the Pre-Authorized Debit Plan (PAD) section completed upon application. PAD payments are processed on the first business day of each month and may be made using Visa, MasterCard, American Express or automatic withdrawal from your bank account.

Please note that depending on the financial institution, payments may take 5-10 business days to be processed.

Please immediately inform the Head of Reception at Henderson Centre (phone 250-370-7202 or email childcare@oakbay.ca) of any changes to your credit card information. All changes to PAD plan information require 4 days' notice to take effect. Failure to give adequate notice may result in additional fees.

Monthly Registration Confirmations:

Monthly registrations confirmations will be emailed to the email address indicated on the registration form. Confirmations may only be emailed to one address. Confirmations indicate care at time of registration. An updated confirmation will be emailed for any changes made throughout the school year. **Please keep these receipts for income tax purposes.**

Dishonored Payments:

There will be a \$20.00 administration fee charged for all dishonored payments. Payment is due immediately following notification. Accounts which remain in arrears may result in disruption of childcare. Repeat declined payments may result in removal from the pre-authorized payment program. Monthly fees will need to be prepaid to attend the program.

New Applicant Registration Fee:

New applicants will be charged a onetime \$25.00 registration fee (per child) at time of registration. Payment may be made using Visa, MasterCard, and American Express or by cheque. This application fee is not processed if your child is not offered a space in the program.

Subsidy:

Families, who may be eligible for subsidy from the Ministry of Social Services, please contact the Accounts Office at the Oak Bay Recreation Centre at 250-370-7125.

Thank you, and welcome to the Henderson Centre After School Care Program!