

Dear Parents/Guardians,

Welcome to the **Henderson Recreation Centre After School Care Program** servicing Campus View Elementary School!

Staff at Recreation Oak Bay understand that starting a new after school care program can be an exciting time with lots of new experiences for children and families. Staff strive to ensure your child's transition into the program is as seamless as possible, and hope that the following information can aid in any "first day jitters".

Below you will find information on the transition from Campus View to Henderson Centre, a program overview, and pickup information for parent/guardians.



Arriving at After School Care:

Kindergarten:

- Children in Kindergarten will line up with their teachers on the ramp by the playground.
- Leaders will meet the children and their teachers near the ramp by the playground.
- Teachers connect with the leaders to ensure the children are enrolled for that day.
- Leaders will sign the children into the program and wait with them at the after school care meeting spot until all children have arrived.
- Children and leaders will board the departmental vehicle and drive to Henderson Recreation Centre.

Grades 1 - 5:

- When the bell rings, children will walk to the large tree at the back of the school (just outside the office window).
- Leaders will sign the children into the program.
- Children will sit and play quiet games while waiting for all other children to arrive.
- Children and leaders will board the departmental vehicle and drive to Henderson Recreation centre.

If your child(ren) will be absent from the program it is imperative that you call the message line prior to 2:30pm the day of the absence.

Message line Phone Number: 250-883-7562

General Program Overview:

Dismissal - 3:00pm – Children meet their leaders, roll call, and transition to Henderson Recreation

3:00pm-3:30pm – Belongings put in cubbies, handwashing, quiet time and snack.

3:30pm-5:00pm – Daily scheduled activity and free play.

5:00pm-5:10pm – Clean up.

5:15pm – Centre closes.

Times are subject to vary to accommodate program needs.

Monthly Calendars:

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

Parent/Guardian Pick-up Information:

NEW – Due to COVID-19 Protocols, all pick-ups will occur outside of the Henderson Centre rooms to help reduce traffic in the facility. To pick-up your child before 5:00pm, please call the room phone:

Quail Room: 250-883-5979

Nook: 250-883-2270

A staff will answer the phone and bring your child outside to you at their designated pick-up area. After 5:00pm all children will be ready to leave from their designated pick-up location. A map with more detailed information is located below.

When picking up a child, the sign-out sheet must be initialed by an authorized pick-up person. Only those authorized to pick-up may sign these forms. Staff ask that you do not let your children sign themselves out and/or draw on the sign out sheets due to licensing regulations. Parents/guardians will need to bring **their own pens** and avoid touching the attendance sheet directly. There will be hand sanitizer available at the sign in and out location.

After school care closes at 5:15pm. Parents/guardians are asked to allow for sufficient time to 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, Staff ask that they please phone the Team Leader at 250-883-6052, as soon as possible.

For more detailed information on these and many other important topics relating to the After School Care program, please consult the [After School Care Program Parent Handbook](#).

If you have any questions regarding the program, please contact:

Meghan Roberts, Licensed Care Community Recreation Programmer

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

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

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