

Dear Parents/Guardians,

Welcome to the **Neighbourhood Learning Centre After School Care Program** servicing Willows 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 Willows School to the Neighbourhood Learning 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 in front of Willows Elementary School.
- Leaders will meet the children and their teachers under the covered area by the library.
- 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 in under the covered area in front of the library, until all children have arrived.
- Children and leaders will walk together to the Neighbourhood Learning Centre.

#### Grades 1 - 5:

- When the bell rings, children will walk to the Cadboro Bay Road side of the school – right beside the path and the baseball diamond.
  - This new location is due to COVID-19 School Board protocols.
- Room leaders will sign the children into the program.
- Children will sit and play quiet games while waiting for all children to arrive.
- Children and leaders will walk together to the Neighbourhood Learning centre or a designated out-trip location.

**Please remember, 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: 250-883-6052**



### General Program Overview:

- **Dismissal - 3:30pm** – Children meet their leaders and walk to the Neighbourhood Learning Centre.
- **3:30pm-4:00pm** – Belongings put in cubbies, handwashing, quiet time and snack
  - (Please remember to pack your child an additional snack for after school care).
- **4:00pm-5:00pm** – Daily scheduled activity and/or free play.
- **5:00pm-5:10pm** – Clean up.
- **5:15pm** – Centre closes.

Times are subject to vary to accommodate program needs.

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### 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 Neighbourhood Learning Centre rooms to help reduce traffic in the facility. To pick-up your child before 5:00pm, please call **250-886-6746**. A staff will answer the phone and bring your child to the Youth Centre exterior entrance. After 5:00pm all children will be brought to the Youth Centre for pick-up.

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](mailto:mroberts@oakbay.ca)  
Office Hours: 9:30am-5:30pm Monday-Friday (Hours may vary to accommodate program needs).

**Thank you and welcome to the Neighbourhood Learning Centre After School Care Program!**