

**ABBOTSFORD PARKS, RECREATION & CULTURE**

**recreation  
connect**



**2025/26**

# **PARENT HANDBOOK**

**DIRECT2REC.COM**



## Welcome Parents, Guardians and Students to our Rec School Programs!

Thank you for registering your child in our Rec School Programs! We look forward to getting to know you and your child this school year. We are committed to ensuring that your child will have a positive learning experience. Should you have any questions or concerns, please do not hesitate to ask.

**Recreation Based Play:** As a recreation based program, we encourage the participation in a variety of recreational experiences. The opportunities are endless, but some include: arts, crafts, reading, playing games, sports, swimming and skating. Your child will be encouraged to engage in a variety of these experiences to enhance their overall wellbeing. experiences that enhance their overall wellbeing.

**Physical Literacy:** : Physical Literacy promotes children to master their fundamental movement skills. These skills allow them to become more confident in their physical abilities and promotes children to become active for life! Children will learn to run, jump, skip, and hop and promotes children to become active for life!

**Outdoor Adventurous Play:** This type of play encourages children to engage in thrilling and exciting forms of outside play. They will test their limits. Encouraging this type of play fosters positive developmental experiences for children, resulting in benefits to their cognitive, social, and physical well-being. Some examples of this include playing at high speeds, with heights, near elements, and tumble play. This play concept is practiced with trained staff who are able to identify hazards and will help children in setting boundaries. play concept is practiced with trained staff who are able to identify hazards and assist children in setting boundaries.

### REC SCHOOL PHILOSOPHY

We believe that every child has a special style, personality, and potential which makes them a unique individual. We facilitate and lead experiences that encourage creativity, physical literacy and play through a variety of structured and unstructured activities. We understand the importance of fostering positive recreational experiences for the healthy development of your child. We incorporate a variety of play that are proven to result in positive developmental experiences for children.

#### 2.5YRS - 3.5YRS

##### PLAY & LEARN SKATE & GYM

Mon/Wed 9:30am - 11:30am 115213

##### PLAY & LEARN SWIM & GYM

Tues/ Thurs 9:30am - 11:30am 115216

#### 3.5YRS - 5.5YRS

##### PLAY & LEARN SKATE & GYM

Mon/Wed 12pm - 2pm 115214

##### PLAY & LEARN SWIM & GYM

Tues/ Thurs 12pm - 2pm 115223

#### 4.5YRS - 5.5YRS

##### PLAY & LEARN SUPERSTARS

Mon/Wed 2pm - 3pm 115215

Tues/ Thurs 2pm - 3pm 115225

#### 3YRS - 5YRS

##### FOREST EXPLORERS (Offered seasonally)

Fri Apr 9:30am - 11:30am 112948

Fri May 9:30am - 11:30am 112949

Fri Jul 4 - 25 9:30am - 11:30am 118169

Fri Aug 1 - 22 9:30am - 11:30am 118171

Fri Sep-Oct 9:30am - 11:30am 117655



# CANCELLATIONS, WITHDRAWALS & REFUNDS

## PLAY & LEARN REGISTRATION

There are two ways to register:

**ONLINE:** Registration online is now available; however, full payment for school year is required.

**PHONE:** Registration by phone provides the option of setting up monthly payment plans. Payments are withdrawn on the 1st day of each month.

\*Please note there is a \$50 non-refundable deposit required to hold your child's spot

At the time of registration for Play & Learn,

- Complete all waivers and registration forms.
- Have credit card set-up for pre-authorized monthly payments (Play & Learn program fee will be paid in full on the first of every month using the Credit Card on file) or pay in full

## FOREST EXPLORERS REGISTRATION

There are two ways to register:

**ONLINE:** Registration online is now available; however, full payment for season is required immediately.

**PHONE:** Registration by phone, full payment for season is required immediately.

At the time of registration for Forest Explorers programs, you will need to:

- Complete all waivers and registration forms.

## CANCELLATIONS

**Rec School** is scheduled to follow the school district calendar with school closures and holiday breaks. In the event of inclement weather conditions, power outages, emergencies, or utility disruptions, the class may be cancelled. RecSchool will follow the City's safety protocol and cancel the program for that day(s) if necessary.

## CREDIT CARD PAYMENT

Any and all changes are the customer's responsibility and must be received in writing to Abbotsford Recreation Centres 5 business days prior to a payment date for any changes to your credit card information or personal information.

You will be notified of all declined credit card payments and subjected to a \$5 charge added to your Abbotsford Parks, Recreation & Culture registration account. The Account will be frozen until payment has been made. Two (2) or more declined payments may result in withdrawal from program and eliminate monthly payment plan as an option.

## WITHDRAWALS & REFUNDS

Should you wish to withdraw your child from the program, the City's policy will be followed. Parents or guardians must provide notice in writing that you wish to withdraw your child from the program with a minimum of 15-day notice prior to the start of the next month/ payment.

All requests must be emailed to [recschool@abbotsford.ca](mailto:recschool@abbotsford.ca). Requests submitted with less than 15-day notice may result in next month's payment being processed.

Refunds will be processed and returned to the individual account should the program be cancelled for any reason. All withdrawals will result in a \$5 administration fee.

Program payments are paid monthly. Should your family go on short-term holidays or not require access to the program for any reason, the monthly fee will still apply to maintain your child's spot in the program.

# VACATION & SCHEDULES

## REC SCHOOL HOLIDAYS & BREAKS

Rec School programs follow the school district calendar, and run from September to June. There will be no class on Statutory Holidays and school breaks. Schedule is subject to change with limited notice.

Play and Learn will not run on the following days (subject to change):

- National Day for Truth and Reconciliation (September 30)
- Thanksgiving (October 13)
- Remembrance Day (November 11)
- Winter Break (December 22- January 2)
- Family Day (February 16)
- Spring Break (March 16 - 27)
- Good Friday (April 3)
- Easter Monday (April 6)
- Victoria Day (May 18)

## FOREST EXPLORERS SAMPLE CURRICULUM

The following example is subject to change in order to meet the children's needs.

9:30am	Check-in & Playground time
9:45am	Nature walk
10:15am	Nature craft
10:40am	Snack & bathroom break
10:50am	Story time
11am	Nature journal
11:15am	Group game & pick up

## FOREST EXPLORER PROGRAM

Thank you for joining us for Forest Explorers, an outdoor Rec School Program. This program is perfect for little explorers who love to spend time in nature. We will be exploring all that Ellwood Park has to offer in a fun and safe environment. As this program is fully outdoors, we encourage children play in nature. This can sometimes mean... getting messy! Please ensure you pack appropriate outdoor clothing that you don't mind getting muddy.

## WEATHER

This program runs rain or shine; please come prepared with appropriate clothing. In the event of extreme weather, you will be contacted regarding cancellation.

## DROP-OFF /PICK-UP

Located at Ellwood Park Playground. When possible, please settle and drop your child off within the first 5 minutes of group start time.

## WHAT TO BRING

What to bring (ensure all children's items are labeled)

- Snack (nut-free)
- Water bottle
- Weather appropriate shoes and clothing. On rainy days, dress in rain gear (ex: a Muddy Buddy).
- Change of clothes (preferably in a plastic bag).
- Sunscreen (please ensure children are sent with sunscreen already on).

*Leaders will have a wagon to keep children's bags in as we explore around the park.*



# WHAT TO EXPECT

## PLAY & LEARN SAMPLE CURRICULUM

The following example is subject to change in order to meet the children's needs. Please note that the ice is removed in approximately March/April, the skate portion will be replaced by an additional day in the gymnasium or outside time. Please also note that the pool may be shut down for up to one month for maintenance. The swim portion will be replaced by an additional day in the gymnasium or outside time.

### MORNING CLASS

9:30am	Open play & craft
10am	Skating or Swimming
10:45am	Snack
11am	Circle time
11:30am	Pick up time

### AFTERNOON CLASS

12pm	Skating or Swimming
12:30pm	Open play & craft
1:15pm	Snack
1:30pm	Circle time
2pm	Pick up time

### SUPERSTARS CLASS

2pm	Learning centres
2:30pm	Stretching, Dancing or Yoga
2:45pm	Science, Building , Creating
3pm	Pick up time

## PLAY & LEARN PROGRAM INFO

### SWIMMING/SKATING

Play & Learn participants registered in the Skate/Gym class will skate once per week. Participants registered in the Swim/Gym class will swim once per week. Please note the Ice Experience (pond) usually closes in March or April. Students will participate in additional gym or outside time.

### DROP-OFF /PICK-UP

When possible, please settle and drop your child off within the first 5 minutes of group start time. Doors will open 5 minutes prior to start of class for drop off.

### WHAT TO BRING

Please bring in a clearly labeled reusable bag or backpack each day:

- A full change of clothes (in case of toileting needs or snack spills)
- A labelled & reusable water bottle and snack.
- Please send your child in clothes that suit the weather.
- We will provide paint smocks for crafts.
- Children will also need a pair of non-marking, indoor running shoes.
- In reusable bag, please include: Swim suit, and towel for swimming (no goggles or flotation devices), or a helmet and warm clothing for skating (skate rental included).
- It is important that all of your child's belongings are clearly labeled.
- Please note that toys brought from home are discouraged, as they may be used by other children or could get lost.

# REC SCHOOL POLICIES

## NUTRITION

Please pack a snack that is ready to eat (cut to appropriate size for your child). Water is preferred. Please pack nut-free foods. Please alert leaders of any relevant allergies..

**DIAPERING & TOILETING POLICIES** The comfort and wellness of your child comes first. When possible, it is strongly encouraged that you help the leaders maintain your child's comfort by encouraging toileting at drop-off. Please note that children registering for this program are required to be toilet-trained. If your child is new to independent toileting and still prone to accidents, please consider sending your child in a pull-up diaper. Leaders will not change diapers and parents will be contacted if an accident occurs in the pull-up.

## MEDICAL INFORMATION

It is vital that we are aware of your child's medical history. Please inform us at the time of registration, or email us at [recschool@abbotsford.ca](mailto:recschool@abbotsford.ca). (i.e. allergies, asthma, special medication, behaviour challenges, etc.).

## INJURY

**Minor injury:** If your child sustains a minor injury while at the school, staff are trained and will provide first-aid treatment. Leaders will report the incident to parents and guardians at time of pick up.

**Major injury:** In the case of an injury requiring medical attention, the child's parents will be notified immediately. If we are unable to contact a parent or guardian, the alternative contact person will be called.

## HEALTH & SAFETY

In the event of illness, we ask that your child not attend the program for the health and safety of leaders, children, and their families. Please note that sick days will not be refunded; however, if your child falls ill long-term, please email [recschool@abbotsford.ca](mailto:recschool@abbotsford.ca).

Your child is not permitted to attend if any of the following symptoms are present:

- Communicable illness (chicken pox, measles, hand, foot and mouth, etc.)
- Diarrhea
- Eye infection
- Fever
- Persistent cough
- Scabies
- Yellow/green mucus running from child's nose
- Skin infection
- Vomiting

In the event your child becomes ill at the program, we will contact you immediately for pick up. If we are unable to get ahold of you, we will contact the emergency contact as stated on participant information form. While awaiting pick up, we will provide the child with somewhere quiet to rest and do our best to make them comfortable. Once your child has been symptom free for 24 hours, they will be permitted to attend the program again.





# REC SCHOOL POLICIES

## EMERGENCY PROCEDURES

All staff maintain current first-aid All staff maintain current first-aid certification and earthquake preparedness training. In case of a fire, long term power failure, extreme weather conditions that result in an evacuation of the facility, parents will be notified as soon as possible, including possible alternate location of where to pick up your child. Parents will be notified by phone when possible or by a notice posted at the facility. To prepare children for emergency procedures, emergency drills are practiced with the group.

Staff are First Aid & CPR certified.

Staff will ensure the following common safety practices are implemented at all times:

- A well-stocked first aid kit will be easily available to all program areas.
- Staff will ensure that children understand expectations regarding appropriate behavior. An activity will not start until there is a clear understanding and agreement about safety.
- Staff will maximize their view of children and activity areas at all times.
- Equipment will be checked regularly.
- Hazardous objects and materials will not be stored in areas used for children's activities.
- Equipment will be suitable for the age and abilities of the children.
- Outdoor play areas will be checked for hazards prior to use and staff will dispose of hazardous objects in a safe manner.

## LOST CHILD PROCEDURE

### Abbotsford Recreation Centre

- If a child is lost, leaders will gather the group together and perform a head count. The group will be kept together and supervised, and will not change locations.
- Leaders will provide child's name, age, description, and last place they were seen to front desk staff, supervisors, and managers. A search will be done of the immediate area.
- All departments will begin facility-wide search (washrooms, gymnasium, pools, ice rinks, etc.) Staff will be posted at doors and exits.
- Should the child not be located, police will be contacted immediately, and facility will be on lockdown until advised by police. Staff will stay posted at doors, and parents/guardians will be contacted.
- If appropriate, the building perimeter, parking lots, fields, and senior center will also be searched.



# REC SCHOOL POLICIES

## Ellwood Park

- If a child is lost, leaders will gather the group together and perform a head count. The group will be kept together and supervised, and will not change locations.
- A search will be done of the immediate area. Leaders will provide child's name, age, description, and last place they were seen to supervisors and managers.
- Should the child not be located, police will be contacted immediately. Leaders will contact parents/guardians.
- Leaders will follow direction of supervisors and the police.

The following behaviour expectations will be emphasized:

- Children may not go out of sight of a leader without permission.
- Children will be requested to line up and settle down before moving from one location to another.
- Children will have an opportunity to provide a legitimate reason for being unable to participate in a planned activity.
- It is the goal of the leader to help the child become involved in the group activity.





# REC SCHOOL POLICIES

## RESPECT & BEHAVIOUR MANAGEMENT POLICY

The City of Abbotsford aims to provide children with a rewarding experience by allowing them to grow and learn in a safe and fun environment. This requires cooperation and consideration for the rights and property of others.

The City of Abbotsford abides by the Respectful Workplace Policy which outlines:

Abbotsford's commitment to provide a respectful work environment where all employees, elected officials, volunteers, suppliers and contractors act and are treated in a fair and respectful manner. The City will not tolerate or condone discrimination, harassment, bullying or any other disrespectful behaviour at our workplaces/program. Consequences will occur from non-compliance of this Policy, and will be determined on a case by case basis; taking into account the relevant circumstances. Leaders, participants, and parents are expected to abide by this policy in all interactions and activities.

The following behaviour expectations will be emphasized:

- Children will be given positive, clear, simple, and consistent instructions regarding appropriate behaviour.
- Children will work with program leaders to identify appropriate behavior during program and agree to abide by it.
- Program leaders will encourage all children to participate in every planned activity.
- The goal of RecSchool is to support every child's growth through active participation and engagement.

- All participants are expected to abide by the Respectful Workplace Policy.
- Students who are not following this code of conduct will be removed from participating in the activity until they are able to behave appropriately.
- It is unacceptable for a child to hurt others or the surrounding environment (i.e. equipment, furniture). One-to-one discussions, verbal warnings, and redirection will be the primary method of behaviour management.
- If required, child will be separated from group (under supervision) while they focus on calming their body.
- Discipline is based on consistent rules - children will be treated with respect. Physical restraint will only be used if a child presents a physical danger to themselves or others.
- Under no circumstances will physical punishment be used.
- Continuing defiance of behaviour expectations by a child may result in the removal of that child from the program.
- Behaviour problems will be treated with confidentiality.
- Incidents will not be discussed with other children or parents, and will be limited amongst staff.
- RecSchool leaders will discuss any serious behaviour problems that have occurred during the day with parent and guardians at time of pick-up, or by phone or email.

# FREQUENTLY ASKED QUESTIONS

## TELL ME ABOUT PLAY & LEARN SUPERSTARS?

Our \*NEW\* Play & Learn Superstars program is tailored to provide structured learning and is only available to students registered for the 12pm -2pm session on the same day. The structured nature of the program aims to instill foundational skills, and foster a sense of responsibility, independence, and academic curiosity for your child. Consistent daily routines and clear expectations help children develop self-regulation skills, and cultivate smooth transitions between activities. This program is for only children entering kindergarten in September 2026.

## TELL ME ABOUT REC SCHOOL SWIM/GYM?

The students will take a Lifesaving Society swimming class once a week for 30 minutes. Children should arrive wearing their bathing suit under their clothes. The leaders will take all of the participants into the women's change room and help them to get ready for their lesson. While the children are in their swim lesson, the leaders will be available to help children who need to go to the bathroom, or those who need a little extra coaching to get in the pool. When the class is over, the leaders will then take the children into the women's change room for a quick rinse and assist where needed with getting dressed. Remember to bring a reusable bag for the wet clothing. On gym days, the children get 30 minutes of gym time where they will work on their Physical Literacy (Active Start) skill-based techniques through games and sports.

## TELL ME ABOUT REC SCHOOL SKATE/GYM?

Once a week the children go skating for approximately 20 minutes. We start slow, the first few times the children only walk on the ice, then progress to standing with skates on, and finally to assisted skating. We provide the skate rentals, but you need to bring your own helmet, warm clothing, and gloves (snow pants are not required). Children may bring their own skates - please label them. Leaders will assist the children with putting on skates and helmets. On the gym day the children get 30 minutes of gym time where they will work on their Physical Literacy (Active Start) skill-based techniques through games and sports.

## WHY IS THE COST DIFFERENT EVERY MONTH, WHEN THERE ARE SHORTER MONTHS AND CANCELLATION DATES?

Play & Learn program fees are different every month. Pricing is based on the number of classes in each month due to holidays and breaks. Play & Learn calculates program fees based on class length, and is multiplied by the number of classes in a school year. Two hour classes are \$21/class and one hour are \$10.50/class.

## WHAT DO I NEED TO SEND?

Please send a nut free snack and a reusable water bottle with the child's name on it. We also recommend to bring a change of clothes, non-marking clean indoor runner and either a warm jacket for skating, or a swimsuit and reusable bag for swimming.

## DOES MY CHILD NEED TO BE POTTY TRAINED?

Yes, your child needs to be able to go to the bathroom on their own with minimal support from the staff. Toilets are available in the classroom.