

Epicentre Policies and Procedures

The safety of our children is of paramount concern at the Epicentre. With this in mind we require that parents/guardians acknowledge and adhere to the policies below.

1. We will be following current Covid guidelines so please keep your children home if feeling unwell, if they have been in contact with someone who has Covid or have been ordered to self-isolate. If BC Public Health Orders change, we will too.
2. Should you wish your child to take the bus after school to attend one of our programs you must let us know via email so we can provide you with the proper procedure to request a bus stop change. This is a privilege the school is providing and we want things to continue to go as smoothly as possible.
3. As a safety measure in line with the Epicentre updating its safety policy to be compliant with current provincial child-care regulations, all children participating in Epicentre programming are required to have a current photo of themselves on file. Please provide a clear photo via email to epicentre@sginh.ca or give a physical copy to the program facilitator / admin assistant at the Neighbourhood House office located in the CRC Office at The Driftwood Centre.
4. If a child becomes ill or is injured during a program, the parent/guardian will be contacted immediately. If the parent cannot be reached our staff will adhere to the emergency contact information on your child's registration form. Please notify us immediately if changes occur in addresses, phone numbers or emergency contacts for your family. 911 will be called for transportation to medical facilities if deemed necessary.
5. Only parents, legal guardians or approved persons, as indicated on your registration form, can pick up a child from our programs. We require proper notification should someone else be taking your children home.
6. It is the Epicentre's responsibility, to the extent it is possible, not to release a child to an authorized person who appears to be intoxicated. If the staff believes that a child will be at risk, the staff will offer to call an alternative person to come pick up the child. If the person is driving a vehicle, staff will call 911 and notify local RCMP. If the staff believes the child is in need of protection, they will call the Ministry of Children and Families.
7. Due to operational and staffing costs, families who pick their children up late will now be charged \$10 fee for every 15 minutes the program facilitator has to wait before they can leave.
8. The Epicentre is a tech free zone. Any electronic devices need to stay in the child's backpack. The Epicentre and staff are not responsible for broken or lost items.
9. We have an open-door policy. Parents/Guardians are welcome to come by unannounced, anytime during program hours for a visit. We are proud of our programs and therefore welcome the opportunity to "show off" whenever possible.

Thank you for your cooperation! We truly are trying to offer the best experience we can for our Island families and kids.

Warm regards,
The Epicentre

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