

10. BEFORE CARE PLAN:

TIME:	ACTIVITY:
7:20 AM	<p><u>Before before care:</u></p> <p>Good morning and get settled in! Please set up the front table and make sure all three bins are under it:</p> <ul style="list-style-type: none"> - First aid bin - Paper work bin - Arts and crafts bin <p>Set up the laptop on the table and open the before care attendance list. Take a sip of coffee and wait for the parents to start arriving. You should be ready to greet them with lots of energy.</p> <p><i>(Note: When talking to the parents in the morning without the head coordinator, keep it short and sweet yet energetic. Say something like "Good morning (Child's name)! We have an exciting day planned today! Are you ready?" If the parents have any questions, answer them to the best of your capacities. However if you do not know the answer or feel uncomfortable answering, tell them they should call the office later or speak with the head coordinator at the end of the day.)</i></p>
7:30 AM	<p><u>Start of before care:</u></p> <p>A small number of children will start coming in. Set up the speaker and play upbeat and positive music (not too loud) to set the pace for the upcoming day. Pick a calm group game from the list above and encourage the children to play with you.</p> <p><i>(Note: The children are usually a little tired and shy this early, take your time and chat with them. Make sure to engage in a positive and energetic way. You can even let them pick a song to play)</i></p>
8:00 AM	<p><u>Middle of before care:</u></p> <p>Around this time, ask yourself these questions:</p> <ul style="list-style-type: none"> - How many children are currently present? - Is the group still small? - Is the group looking/feeling tired? - Is the group feeling very energetic? <p>After answering these questions you can readjust the game plan. For example, if the group is getting larger and more energetic, pick a long warmup game from the list. On the other hand, if the group feels tired, sit down in a circle and play a calm group game. This is all up to your judgement as a coach.</p>
8:30 AM	<p><u>Last bit of before care:</u></p> <p>Other coaches start coming in and go to their assigned tasks. As the head coaches get ready in their group meeting spots, start sending the respective children to them.</p> <p><i>(Note: If coaches are still settling in, do not rush to dismiss your children. You are still on before care duty and it is your job to keep the games going until all other coaches have settled in. Maybe switch to a new game and step away from the front table area in order to keep the children engaged and to prevent them from being distracted by the increased foot traffic)</i></p>
9:00 AM	<p><u>End of before care:</u></p> <p>At this time, all head coaches should be at their meeting spots waiting for the arriving children. The remaining before care children can be sent to them.</p> <p>Before you leave to go meet with your group, please write a small review of how beforecare went in the communication booklet. This review can include:</p> <ul style="list-style-type: none"> - How many children there were - What games you played - What the group energy level was like - If there were any accidents/incidents - Any other information you deem relevant

11. AFTERCARE PLAN:

TIME:	ACTIVITY:
3:50 PM	<p><u>Before aftercare:</u></p> <p>Before your aftercare starts, head over to the front table and write your name at the top of the communication booklet. Next, inform the coordinator where you will be grouping the aftercare children. The coordinator will make sure that the head coaches send their aftercare children to this said grouping spot.</p> <p><i>(Note: This grouping spot should be far away from the rest of the children but not so far that you are not seen by the coordinator and the front table anymore. This is to ensure a separation between the aftercare children and those who are not. It not only keeps the aftercare children engaged but also helps coaches know who is where when parents start coming in and foot traffic increases.)</i></p>
4:00 PM	<p><u>Start of aftercare:</u></p> <p>When all the children have arrived. Introduce yourself, some of them have never met you before. Make sure you know all the childrens names as they all come from different groups. Tell the children to leave their backpacks in one spot. After everyone is settled in, choose a long warm up game from the list and play with the children.</p> <p><i>(Note: As parents are coming in to get their children, we want to prevent at all costs that they see a group of children that is disorganized, scattered or worse, doing nothing. Keep it high energy! Play some music on the camp speaker and even participate in the activities with them!)</i></p>
4:45 PM	<p><u>Middle of aftercare:</u></p> <p>At this time, the coordinator will be leaving if they have not already left. Before leaving, the coordinator will bring the laptop and the communication booklet to you and you will be in charge of keeping attendance till the end of aftercare. You are now alone with the remaining children. No need to panic, around this time, ask yourself these questions:</p> <ul style="list-style-type: none"> - How many children are currently present? - Is the group still small? - Is the group looking/feeling tired? - Is the group feeling very energetic? <p>After answering these questions you can readjust the game plan. For example, if the group is getting larger and more energetic, pick a long warmup game from the list. On the other hand, if the group feels tired, sit down in a circle and play a calm group game. This is all up to your judgement as a coach.</p>
5:30 PM	<p><u>Last bit of aftercare:</u></p> <p>As children are starting to leave and the group becomes smaller and smaller, get the remaining children to play games with themselves. Introduce a soccer ball if the children left are still feeling energetic or a card deck if the children are feeling more tired. While the children are keeping themselves engaged, review the list of tasks you need to do before leaving.</p> <ul style="list-style-type: none"> - What still needs to be packed and put away? - Is there any trash laying around the area that I can clean up? - Write a short note about aftercare: <ul style="list-style-type: none"> - How many children were present? - What games were played? - How was the children's overall energy level? - Any other important/relevant notes
6:00 PM	<p><u>End of aftercare:</u></p> <p>At this time all children must have been picked up. You can pack up the remaining materials and put them away in the correct spot. Shoot a text to the location group chat saying you are done and leaving the premises! Have a great night!</p> <p><i>(Note: if any children are picked up late, that is past 6pm, it is very important you make note of it in the communication booklet so that the coordinator can advise the head office)</i></p>