

2026-27 Oak Bay Parks, Recreation and Culture Before and After School Care Program Applications

Application Process

The application process will remain online for the Oak Bay Parks, Recreation and Culture Before and After School Care programs servicing Willows Elementary School and Campus View Elementary School for the 2026/27 school year.

Applications for the 2026/27 school year will be posted and accepted, **online only** via the links below and on the Licensed Childcare page of the website: <https://www.oakbay.ca/parks-recreation/programs-registration/licensed-childcare>.

Application Processing Order

Applications will be processed on a first-come, first-served basis in the following order:

1. Current Registrants as of December 31, 2025, without changes.
2. Current Registrants as of December 31, 2025, requesting additional days/changes.
3. Siblings of Current Registrants as of December 31, 2025.
4. 2025/2026 Paddington Station Daycare Graduates entering Kindergarten at Willows or Campus View Elementary Schools.

Please note: Application and Waitlist information for **new** registrants for both Willows Elementary School and Campus View Elementary School will be available in **May 2026** on the Oak Bay Parks, Recreation, and Culture website.

Application Dates

Willows Elementary School: Before and After School Care

| Applicant | Application Dates |
|---|--|
| <ul style="list-style-type: none">• Current Registrants as of December 31, 2025 (including those requesting additional days/changes) | 7:00 a.m. February 25, 2026 (closes 4:00 p.m. March 11, 2026) |
| <ul style="list-style-type: none">• Siblings of Current Registrants as of December 31, 2025• 2025/2026 Paddington Station Daycare Graduates entering Kindergarten at Willows Elementary School | 7:00 a.m. February 26, 2026 (closes 4:00 p.m. March 12, 2026) |

Campus View Elementary School: After School Care

| Applicant | Application Dates |
|--|--|
| <ul style="list-style-type: none"> Current Registrants as of December 31st, 2025 | <p>7:00 a.m. February 25, 2026 (closes 4:00 p.m. March 11, 2026)</p> |
| <ul style="list-style-type: none"> Siblings of Current Registrants as of December 31, 2025 2025/2026 Paddington Station Daycare Graduates entering Kindergarten at Campus View Elementary School | <p>7:00 a.m. February 26, 2026 (closes 4:00 p.m. March 12, 2026)</p> |

Please note: Application and Waitlist information for **new** registrants for both Willows Elementary School and Campus View Elementary School will be available in **May 2026** on the Oak Bay Parks, Recreation, and Culture website.

Important Application Information

- An individual application form must be completed for each child.
- Current Registrants:** You must submit your application by **4:00 p.m. March 11, 2026**, to maintain your "Current Registrant" status. Applications submitted after this date will be considered as New Registrants.
- Siblings and Paddington Station Graduates:** You must submit your application by **4:00 p.m. March 12, 2026**. Applications submitted after this date will be considered as New Registrants.
- Application Requirements:**
 - A color photo of your child (pdf, png, jpeg and jpg formats accepted).
 - Completed Medical Form.
 - Completed and Signed Permission and Acknowledgment page.
 - Pre-Authorized Payment Plan page signed.
- Incomplete Applications:** Applications missing required information will not be accepted. Ensure all sections are fully and accurately completed.
- Application Status Notifications:** All applicants will be notified via email regarding their application status by May 2026.
- Review the Caregiver Handbook:** Please ensure you review the 2026/27 Before and After School Caregiver Handbook for more details.
- Confirmation:** A confirmation message will be displayed upon submission of your application.

Frequently Asked Questions

Q: Will the application process remain online for the 2026-27 school year? Can I submit an in-person application?

A: After evaluating previous application processes, Oak Bay Parks, Recreation and Culture identified that an online application system streamlines the process and is more convenient for families. All applications must be submitted online.

Q: Can I submit my application using a smartphone or tablet?

A: Yes, the application form can be submitted using any device connected to the internet.

Q: I don't have access to a device with internet connection. What should I do?

A: Starting at 7:00 a.m. on the application days, the Neighbourhood Learning Centre, 2121 Cadboro Bay Road (attached to Oak Bay High School) will have one computer available for legal guardians to complete an online application submission.

Q: How do I know if I am a "current registrant"?

A: For Willows Elementary, current registrants are children who are enrolled in the program for 1 to 5 days per week and wish to continue with the same days of care for the next school year. Any days added after January 1, 2026, are not guaranteed for the following school year and will be considered second priority when requesting changes or additional days of care.

For Campus View Elementary families, children who are registered for 5-days-a-week care at the Henderson After School Program as of December 31, 2025, will be considered current registrants for application purposes.

Q: What is a "new registrant"?

A: A "new registrant" refers to children who:

- Are current registrants who did not submit the correct application by the deadline (or did not submit one at all).
- Are new to the Before and After School Care Programs at the Neighbourhood Learning Centre or Henderson Recreation Centre.
- Were not registered in the program prior to December 31, 2025, but received a spot off the waitlist between January and June 2026.
- Those who are not siblings of a current registrant in the program.
- A child who did not graduate from Paddington Station Daycare.

Q: What steps does OBPRC take when reviewing applications and how are assigned days of care determined?

A: OBPRC program staff first review current registrants who are keeping the same number of care days, and these children are placed for care for the next school year.

Next, staff review all the changes requested, including adding or removing days of care. Once these adjustments are processed, OBPRC determines the remaining program capacity.

This available capacity is then used to determine:

- Sibling placements, and
- Spaces for Paddington Station Graduates entering Willows Elementary or Campus View Elementary.

Following this, staff then review program staff capacity and space available for new registrants.

Q: Are siblings automatically entered into the program?

A: No, siblings are **not** automatically entered into the program. After staff review current registrants and process any changes, such as adding or removing days, remaining spaces are assessed. Available spots for siblings are then determined based on that updated capacity.

Q: What factors determine how many spots are available in the program?



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A: Space capacity in the Before + After School Care Program is determined by the licensed capacity of each program space as well as staff availability and staffing ratios. These factors ensure that OBPRC can offer a safe, well-supervised program that meets all required licensing regulations.

Q: (Willows Before and After School Care) My child is a current registrant. Is their spot guaranteed for next year?

A: If you submit your application by 4:00 p.m. March 11, 2026, all care days your child was enrolled in as of December 31, 2025, will be guaranteed for the 2026/27 school year. Please note this is based on staffing capacity. Any additional days requested will be filled on a first-come, first-served basis, prioritizing current registrants.

Q: My child enrolled in the program in January 2026. Are they considered a current registrant?

A: No, children who enroll January 2026-onwards are not considered "current registrants." Due to staffing capacity, the program cannot guarantee the same levels of care for the 2026/27 school year.

Q: When will new registrants be able to submit applications?

A: New registrant applications will open once program staff determine care availability. If there are no spaces available, a waitlist will be taken, which is different from an application form. More information will be available on the website in May 2026.

Q: If I have any further questions about the application process, who should I contact?

A: For registration and program related inquiries, please email childcare@oakbay.ca.