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**TYNDALE COUNSELLING SERVICES / FAMILY LIFE CENTRE INFORMATION SHEET**

Thank you for using our services. To access the counselling centre more readily, please pay attention to the following details.

***PARKING***

**Courtesy parking**: A few spaces are designated for courtesy parking at the front of the campus. Please feel free to use them if they are available.

**Parking cost & Registration:**  $1:00 per hour. Please make payment at the front desk. (You will register your car colour, make & model, license plate #). If you are not comfortable to use your name, please register under the name “**B500”** and pay by cash. If payment is made by credit card, your name will be recorded on the receipt.

***OPENING HOURS FOR COUNSELLING***

**Monday to Friday** 8:00 AM TO 9:30 PM **Saturday** 8:00 AM TO 7:30 PM

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| ***ACCESS TO COUNSELLING OFFICES (B500 Wing)*** | |
| **From Front of Building**  **If you are driving, please pay for parking at the Front Desk** | **From South Entrance (Closed at 7:30 pm)**  **If you are driving, please pay for parking at the Front Desk before making your way to South Parking lot.** |
| * You will enter the building on the 300 level. Go straight ahead towards chapel. * As you near the chapel, turn right towards C wing (CH turns to C if you turn right) | * You will enter the building on the 300 level. |
| **Using Elevator** | **Using Elevator** |
| * Take 2nd elevator on left side of corridor to Floor 3 (same as Level 500) * Turn left and go to end of corridor * Turn right and pass through a set of double doors to enter **Counselling Services (B500 Wing).** | * Take the elevator on right side of hallway to Floor 3 (same as Level 500) * Turn right and pass through 1 door and follow the hallway through wing A500 until you pass through two sets of double doors and enter **Counselling Services (B500 Wing).** |
| **Using Stairs** | **Using Stairs** |
| * Enter through door labelled **300 Level C Stair** (opposite to 2nd elevator) * Take 2 levels up and exit through door labelled   **500 Level C Stair**   * Turn right and go to end of corridor * Turn right and pass through a set of double doors to enter **Counselling Services (B500 Wing).** | * Go straight ahead, passing elevator on right * Pass through one door and enter door ahead labelled   **300 Level A Stair**   * Take 2 levels up and exit through door labelled   **500 Level A Stair**   * Turn right and follow the hallway through wing A500 until you pass through two sets of double doors to enter **Counselling Services (B500 Wing**). |
| * You will see a sign in the hallway indicating the **Counselling Services Waiting Room**. Please have a seat in the Waiting Room and your counsellor will meet you there. | |

***HOLIDAYS / CLOSURES***

* Labour Day (September)
* Thanksgiving Day (October)
* Christmas Break (approx. Dec. 24- Jan. 1)
* Family Day (February)
* Good Friday (March/April) Open on Easter Monday
* Victoria Day (May)
* Canada Day (July)
* Civic Holiday (August)