

<b>Topic:</b>	<b>Before and After School Child Care Program</b>
<b>Effective:</b>	<b>September 2010</b>
<b>Cross-Reference:</b>	<b>Education Act (SS. 258-260.9); Ontario Child Care and Early Years Act, 2014.</b>
<b>Review Date:</b>	<b>September 2018</b>
<b>Revision Date:</b>	<b>September 2021</b>
<b>Responsibility:</b>	<b>Superintendent of Education (Early Years and Childcare)</b>

**INTENDED PURPOSE:**

In accordance with the Education Act (SS. 258 - 260.9), the Halton District School Board (HDSB) will ensure the operation of a before and after school program in each HDSB elementary school where there is sufficient parent demand for students in Kindergarten - Grade 6. Before and After School programs are delivered by suitable third party child care operators selected by the HDSB using a suitable Request For Proposal process or other means determined by the Board. Should a suitable third party operator not be found, the HDSB will directly operate the programs.

**PROCEDURES****Third Party Operators**

1. All Third Party Operators have a signed agreement with the Halton District School Board ensuring compliance with Extended Day regulations set out in the Education Act as well as compliance with the regulations made under the Child Care and Early Years Act, 2014.
2. All Third Party Operators operate independent from the Halton District School Board and set fees, policies and procedures independent of the Halton District School Board.

**Hours of Operation**

1. Before and After School Program will operate from 7 a.m. to the beginning of the school day, and from the end of the school day to 6 p.m. on each school day from September to June inclusive.
2. Before and After School Programs will not operate on any statutory holidays.
3. Before and After School Programs will operate on professional development/ activity days, school breaks (December and March), and/or during the summer months where there is sufficient parent demand and the program is deemed viable based on the Ministry of Education directives.
4. The Board will post bell times for the upcoming school year by May 31st of the previous school year.
5. The Halton District School Board will post information on the HDSB website regarding the third party school age providers attached to each school and the associated fees to assist families with child care needs for Before and After School Programs.

**Fees**

1. Fees are determined annually by each Third Party Operator independent of the Halton District School Board.
2. Daily fees charged by each Third Party Operator will be posted on the [HDSB website](#) by May 31st of each year.

3. In the event the Halton District School Board directly operates a Before and After School Program fees will:
  - be established in a transparent manner;
  - calculated in accordance with the provincial policies, guidelines and requirements;
  - published on the Halton District School Board website;
  - cover incremental costs associated with the program;
  - directly relate to reasonable operating costs;
  - be invoiced and collected by the Halton District School Board.

### **Financial Assistance for Before and After School Program Fees**

1. The Region of Halton Child Care Services offers financial assistance related to the costs of child care for families, based on the reason for care and financial eligibility.
2. Parents/guardians can visit the [Region of Halton](#) or call (905) 825-6000 for further information on fee assistance.

### **Closure of the Program Due to Unforeseen Circumstances**

1. If a decision is made by the Board to close schools due to inclement weather, or other unforeseen circumstances, all Before and After School Programs will be closed as well.
2. Closure/cancellation decisions will follow the Board's inclement weather/school closure procedures, and will be communicated as per those procedures.
3. In the event of a mid-day school closure, the after school care portion of the Before and After School Program will not operate.
4. Parent refund/credit policies are determined by each operator in the event of closures.

### **Operational Procedures for Schools**

1. An *Operational Handbook for School-Based Childcare Partnerships* describes the parameters for successful school and child care operator partnerships. Principals are to be familiar with all aspects of the handbook. The handbook will be reviewed and updated every two years.
2. All Programs for Kindergarten aged students must be operated from a purpose built Kindergarten classroom to afford students a high quality developmentally appropriate program.
3. Ideally schools should not be relocating designated spaces for Before and/or After School programs within the school year. Operators require stable, consistent spaces to conform to their licensing requirements. Moving of program spaces should only be done at the start of a school year or in special exceptions where a space is not available for a special event (e.g., concert in a gymnasium for two days). Should spaces be moved, it should be done in consultation with the Child Care operator to ensure compliance with the OCCEYA and at logical breaks in the school year (Winter Break, March Break, etc.).