

Extended Day Program

PARENT HANDBOOK



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Extended Day Program Parent Handbook	3
Program Overview	3
Hours of Operation	3
Instructional (Regular School) Days	3
Non-instructional Days	3
The Extended Day program offers programming on PA Days, during Winter Break and March Break.	3
Closure Dates	3
Registration Application Process	4
Waitlist Information & Sibling Registration	4
Emergency Contacts	4
Fees	5
Fee Subsidies	5
Method of Payment	5
Fee Refunds and Adjustments	6
Overdue Fee Balances and Re-Registration	6
Child Care Receipts	6
Withdrawals	6
a. Withdrawal from the Program - Family initiated	6
b. Withdrawal from the Program – Ageing out	6
c. Withdrawal from the Program Due to non-payment/Outstanding Fees	7
d. Withdrawal or program modification as part of Progressive Discipline	7
Program Policies and Procedures	7
Privacy Policy	7
Illness/Absences	7
Accidents and Injury	7
Drop off and Pick up Procedure	7
Snacks and Nutrition	8
Transportation	8
Labour Disruption	8
Inclement Weather Program Closures	9
Extreme Weather Days	9
Code of Conduct	9
Behaviour Guidance and Progressive Discipline	9
Approach to Behavior	9
Daily Learning	9
Conflict Resolution	10
Parent/Family Involvement	10
Documentation and Consequences	10
Records Management and Access	11

Communication, Complaints and Concerns	11
Step 1 - EDP Early Childhood Educator	11
Step 2 - Early Years Coordinator	11
Step 3 - Child Care Services, EDP Manager	12
EDP Summer Program	12
Summer Program Registration information packages	12
Summer Program Survey of Interest	12
Non-instructional Days (PD Days, Winter Break, March Break and Summer Break program)	12
Registration	12
Summer Program fees	13
Withdrawing from the Summer Program	13
Main EDP Contact information	13
EDP on X (formerly Twitter)	13

Extended Day Program Parent Handbook

This Extended Day Program (EDP) Parent Handbook provides families with important information about TDSB Extended Day Programs, including all relevant policies and procedures.

Program Overview

The Extended Day Program is complementary to the regular school day, and provides a consistent and high quality learning experience for children. Staff are committed to providing a welcoming and inclusive program that supports children's well-being and engagement. In Extended Day Programs children develop skills such as: collaboration, responsibility, problem-solving, creativity, citizenship and leadership, through play- and inquiry-based learning experiences that build on their natural curiosity.

Programming takes place both inside and outside of the school and outdoor active play is an important component of this program, supporting children's healthy growth and development. Quality programming is an important component of both regular school and EDP, both of which incorporate How Does Learning Happen? Ontario's Pedagogy for the Early Years and The Kindergarten Program.

Similar to elementary education (regular school), Extended Day Programs are legislated under the Education Act and must align with Ministry of Education policies and guidelines. These programs are also governed by many of the same TDSB [policies and procedures](#) that apply to schools. This includes [PR585 Board Code of Conduct](#), which sets standards of behaviour for all members of the school community, including students, staff, and parents/guardians/caregivers.

Hours of Operation

Instructional (Regular School) Days

The Extended Day Program operates before and after the regular school day.

The program begins at 7:15 a.m. until the school entry bell, and resumes at the dismissal bell until 6:00 p.m., Monday to Friday.

Please be advised that Extended Day Programs will be closed for one week over the winter break, and during the last two weeks of August.

Non-instructional Days

The Extended Day program offers programming on PA Days, during Winter Break and March Break.

Closure Dates

The Extended Day Program is closed on the following statutory holidays:

- Labour Day

- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day

Please be advised that Extended Day Programs will be closed for one week over the Winter break, and during the last two weeks of August. Based on operational needs, the EDP may close in alignment with the school's winter break closure dates. If EDP closes for the full winter break, families will receive notice via email communication and will not be charged during this closure period.

The Toronto District School Board reserves the right to make changes to operating hours and closure days, based on operating needs. Families will be updated of any changes via email communication and will be provided with the closure information including any adjustments to scheduled payments as early as possible

Registration Application Process

To complete the admission request form, visit www.tdsb.on.ca/EarlyYears/Extended-Day-Program.

When a space is available you will be sent an admission offer to complete. Please note you will create a password for your account. Once you complete your admission offer, including the Pre-Authorized- Debit form, you will receive a confirmation email providing you with a start date at the EDP location selected.

Waitlist Information & Sibling Registration

When we can offer your child admission to our program, we will send you an email with an admission offer and account activation instructions. An activation key will be sent along with an admission offer. You will only receive an admission offer when we are able to offer you a space in our program. You will have a few days to complete the online registration process as per the included instructions.

When a program is at capacity, a program waitlist will be developed and monitored by the EDP Central Team.

Recognizing the benefits for both children and families when siblings attend the same program, siblings of students enrolled in the EDP and who are students at the host school, will be given placement priority. Should only one sibling in a family receive a space in the program, their sibling(s) will move to the top of the waitlist for that program to ensure continuity of care for families.

Families can enroll in the EDP if one is offered at the school where their child must be registered as a student. If a child enrolls in another school, families are required to register for the program at that school location (if available). Waitlist placement from the previous EDP registration and location will be maintained at the new site.

Emergency Contacts

Families will be required to provide two (2) emergency contacts, and two (2) additional contacts for authorized pick up. Authorized persons must be 18 years and older, unless identified and approved by EDP staff and in accordance with the Youth Escort Procedure.

In the event that you need to connect with the EDP staff before or after regular school hours, please call the EDP contact number at the school, and a staff member will be happy to assist.

Parents/guardians are responsible for ensuring that all emergency contact information is current and consistent with information provided to the school office.

Fees

As required by the Ministry of Education, the EDP charges fees to parents to recover the operational cost of the program. Families who enrol their children in the EDP are responsible for all program fees, except for those paid on behalf of families through a Toronto Children's Services fee subsidy agreement (see Fee Subsidies below for more information).

Your monthly fee is due on the 1st and the 15th of each month. For technical inquiries on the EDP parent portal, please contact support@digibot.ca. For all other Extended Day Program financial-related inquiries, please contact EDPfinance@tdsb.on.ca

Fee Subsidies

Fee subsidies are available through the City of Toronto, Children's Services to eligible families. More information is available at www.toronto.ca/communitypeople/employment-social-support/child-family-support/child-care-support/ or by calling 416-338-8888 or 311.

Families receiving partial fee subsidies are required to pay the family fee portion directly to the TDSB on the 1st and 15th of each month. The EDP Team must be notified via email, EDP@tdsb.on.ca, if there are any changes to the subsidy status, or family fee portion.

In accordance with the City of Toronto Children's Services Attendance Policy, families receiving a fee subsidy are allowed a maximum of 35 absent days per calendar year (January to December).

In the event that the City of Toronto withholds child care fee subsidies due to absent days, TDSB will invoice the family at the full fee rate. Payment must be paid to the TDSB within 30 days from date of notice, otherwise a 5% late fee applies.

The TDSB will send an email notification when a family's absence balance approaches the maximum allowable days. Should you wish to review your absent day allowances, please contact your City of Toronto Children's Services Caseworker.

If you are a family in receipt of a child care fee subsidy, please ensure all information required by the City of Toronto Children's Services is up-to-date. Failure to do this can result in the loss of your

fee subsidy and any further EDP costs incurred will be at the full-fee rate, and fee payments will be the responsibility of the family.

Please direct all questions about EDP fee payments to the TDSB Finance Team at EDPFinance@tdsb.on.ca

Method of Payment

Fees for the Extended Day Program will be collected through direct debit. Your monthly fee is due on the 1st and the 15th of each month. For technical inquiries click on [website](#) or please contact support@digibot.ca

For all other Extended Day Program financial-related inquiries, please contact EDPfinance@tdsb.on.ca

Fee Refunds and Adjustments

The monthly EDP fee is based on a blended rate calculation. Withdrawals or new enrolments mid-way through the month will result in prorated fees based on the confirmed withdrawal/enrolment date. If you have any questions about fee adjustments and refunds, please contact EDPfinance@tdsb.on.ca

Overdue Fee Balances and Re-Registration

A student's enrollment in the EDP program will be withdrawn if there are any payments outstanding for more than 30 days. Any outstanding balances must be paid by the end of June of the current school year, in order for the student to be enrolled into the program the following school year.

If you are experiencing difficulties when you login into your [EDP Parent Portal](#) please contact EDPFinance@tdsb.on.ca for assistance with the payment process. A Pre-authorized Debit Payment (PAD) form is a mandatory requirement for all EDP participants prior to participating in the program and that can be completed in the [EDP Parent Portal](#) by login to your account. Please reach out to support@digibot.ca for assistance should you have any technical difficulties accessing your account.

Child Care Receipts

Families will be provided with a tax receipt of their childcare expenses for the calendar year in February, following the calendar year end and can be viewed/downloaded via the [EDP Parent Portal](#). Please note a tax receipt is generated to the names and amounts on the receipt are based on the information provided through the Digibot On-Line Portal. However, it is not applicable to split the 50/50 on tax receipt as it is a general tax receipt that is only generated for each family account based on registrations created individually in Digibot. The parents should provide both their names in the portal. This way a tax receipt will include both their names when generated. Please reach out to support@digibot.ca for assistance should you have any technical difficulties accessing your account. For any finance related questions, please contact EDPFinance@tdsb.on.ca.

Withdrawals

a. Withdrawal from the Program - Family initiated

If a family wishes to permanently withdraw from the program, **two (2) weeks** written notice must be provided to the EDP Central Team by email indicating the last date of attendance. TDSB will calculate the refund amount based on total payments received to-date minus the actual daily costs from day one of enrollment (based on rates in the “Bi-weekly Payment” section above). The refund may be issued via the original payment option selected, or by TDSB cheque. Note: a processing fee will be applied to any withdrawal request received with less than two weeks (2) notice.

b. Withdrawal from the Program – Ageing out

The Extended Day Program is available to children from Kindergarten to the end of Grade 6. When a child enters Grade 7 they will no longer be eligible to attend the EDP. Notice will be given to parents by May 31st of each school year indicating the last day in the EDP for that year.

c. Withdrawal from the Program Due to non-payment/Outstanding Fees

Families are responsible for paying their assigned program fees (full fee rate or fee determined by the City of Toronto Children’s Services). The Extended Day Program may withdraw services (care of a child/ren) if fees are outstanding for more than 30 days. The Extended Day Program will provide a family with two (2) weeks notice of the final day of service in the event of nonpayment. If a family is having difficulty meeting payment obligations, please speak with Child Care Services Manager, EDP, directly and before 30 days of non-payment Privacy Policy Privacy Policy

d. Withdrawal or program modification as part of Progressive Discipline

The Extended day program is committed to providing a positive climate where everyone enrolled feels safe, included,. In alignment with the TDSB [Caring and Safe Schools Policy \(P051\)](#), EDP Program staff actively promote positive behaviours and interactions.

In situations where Progressive discipline strategies have not supported the student’s behaviours, the Extended Day Program may implement a modified schedule or if necessary withdrawal notice may be issued.

Program Policies and Procedures

Privacy Policy

The Toronto District School Board is committed to keeping your information safe. Access to the information in your child’s Trillium (school board) file will be available to EDP staff, as Board staff. While parents/guardians review and update this information annually, they are required to notify the school office and the EDP Central Team of any changes to their child’s information throughout the school year.

Illness/Absences

If your child shows signs of illness, please keep them at home. Should your child be absent from school/EDP please connect with the school office and EDP staff to confirm their absence. There will

be no reduction in fees if a child is absent due to illness, or for other reasons. In alignment with TDSB Procedure

[PR693 \(Child Care: Students who have been Suspended.](#)

[Expelled or Excluded\)](#), if a child has been suspended, they will not be permitted to attend the EDP until the suspension has been completed. There will be no reduction of fees during this time.

Accidents and Injury

While attending the EDP, children are supervised at all times by qualified staff. However, accidents can happen while children are exploring the classroom or engaging in outdoor play spaces. Should your child be injured while in the EDP, staff may connect with you by telephone or when you arrive to pick up your child. Should the injury require further medical attention, we will contact you and/ or your emergency contacts as soon as possible. Staff will complete an internal report.

Drop off and Pick up Procedure

Extended Day Programs have a “face-to-face” drop off and pick up protocol in place to support daily interactions with families. Please ensure that you connect with a staff member at both drop off and pick up to ensure the safe arrival and dismissal of your child(ren). For safety reasons, children will only be released to an authorized adult (18 years or older) and photo identification must be provided before your child will be released, unless you have reviewed the Youth Escort Procedure with EDP staff and completed the Youth Escort Form.

Late Pick up: A late pick up fee of \$1.00 per minute for the first 15 minutes; and \$2.00 per minute thereafter will be applied to the next regularly scheduled bi-weekly payment. If parents and emergency contacts cannot be reached by 6:30 p.m., as a last resort, staff will contact the appropriate Child Protection Agency.

If late pick up occurs regularly, staff will meet with the parent/guardian to discuss and determine whether the EDP hours meet the family’s needs. If continued lateness is expected or continues, the Early Years Coordinator will advise the family that it is necessary to find an alternative program and a notice to withdraw from the EDP may be issued for unresolved patterns of lateness.

Any late fees will be automatically billed to the family (including families with a child care fee subsidy) through Digibot – please ensure that you have provided your correct banking information in your parent portal. The EDP staff will not accept cash/cheque payments for these late fees.

Snacks and Nutrition

On both instructional and non-instructional days, snacks are provided for the morning and after-school components of the Extended Day Program.

EDP snacks are provided by an approved TDSB vendor. The current provider is Wholesome Kids: wholesomekids.ca. A 4-week menu and portion guide for serving foods is provided and posted on the EDP information board, for parent’s reference.

If your child has any food restrictions, allergies or dietary requirements, please update this on the parent portal on digibot. The EDP Central Team who will connect with the vendor to explore providing an appropriate alternative.

On both instructional and non-instructional days (PD Days, and school breaks), two (2) snacks are provided; however, parents are asked to provide a nut free lunch and water bottle daily.

Transportation

Please note, bussing to and from the EDP is not provided by the TDSB and transportation is the responsibility of parents/guardians.

Labour Disruption

In the event of a labour disruption involving unionized EDP staff, the Extended Day Program will be closed to all families. Parents will be refunded for any Extended Day Program closures incurred during a labour disruption. Ongoing updates and information will be provided throughout the job action, via email and posted to the EDP web page www.tdsb.on.ca/edp and X@TDSB_EDP.

For school closures relating to non-EDP staff labour actions, the Board will review opportunities for the Extended Day Program to remain open, offering a full-day program to existing families enrolled in the program. The fee will reflect the full day non-instructional rate, equivalent to the rate charged on a PA day.

Families will be responsible for the incremental change in cost associated with the full-day program, calculated as the difference between the instructional day rate and the non-instructional day rate. All program updates and information will be provided to families via email and posted to the EDP web page www.tdsb.on.ca/edp and X@TDSB_EDP.

Inclement Weather Program Closures

On rare occasions, schools and EDP programs will close due to severe weather conditions. Our full-day, before and after School programs will follow the same closure procedure as local school boards. When schools are closed due to inclement weather, our EDPs will also be closed to families. Families will be notified through email, phone, and the parent portal when their program has been canceled. News of closures will also be shared through EDP website/Parents portal and X, as well as your Board of Education's website.

**During these rare and unforeseen closures please note refunds will not be issued.*

Extreme Weather Days

Parents are asked to ensure their children are dressed appropriately for the weather, including a hat, sunscreen, and a water bottle in warmer months, and warm coats, hats, mittens, and boots in cooler months. Staff will monitor Toronto Public Health alerts to ensure children remain safe in all weather conditions.

Code of Conduct

The Extended Day Program is committed to creating and fostering a program that has a positive program environment that supports respect, inclusion and safety. All students and families are guided by the [Board Code of Conduct](#) and are expected to demonstrate respect for [human rights](#) and [social justice](#).

Behaviour Guidance and Progressive Discipline

Our approach to behaviour guidance and progressive discipline is collaborative, involving input from school principals, families, program coordinators, and the Caring and Safe Schools Department.

Guiding and managing student behaviours in the EDP is a shared responsibility between the core day school team, the educators in the EDP, the student and their family. The approach to managing inappropriate behaviours will be based on a progressive discipline model consistent with the school's approach and in accordance with the safe and caring schools procedure P051.[PROCEDURE PR.702.PROGRESSIVE DISCIPLINE AND PROMOTING POSITIVE STUDENT BEHAVIOUR](#). The range of interventions, supports and consequences will include learning opportunities to reinforce appropriate and positive choices.

Approach to Behavior

- Inappropriate behaviour is managed using a progressive discipline method, which means consequences get more serious if behaviours don't improve.
- The goal is to help students learn from their actions and make better choices in the future.

Daily Learning

- Students learn to respect shared materials and spaces, express their feelings appropriately, and understand and appreciate different opinions.
- These moments are seen as chances to teach and learn, where everyone can work together to solve problems.

Conflict Resolution

- When conflict/challenges arise, educators encourage children to listen to each other, understand each other's feelings, and find solutions together.
- Educators help students think about the consequences of their actions and suggest other ways to handle situations.

Parent/Family Involvement

- Parents will be informed if there are any behaviour issues with their child during EDP.
- Sometimes, educators may need parents' help to support and work through these situations.

Documentation and Consequences

- Serious behaviour incidents may be documented, and strategies will be tried to improve behaviour.
- If all strategies fail, a suspension from the program may be necessary.
- A suspension, if needed, is decided by the Principal/Program Manager and applies to both the school day and EDP.

The behaviours demonstrated by *children* for which may be considered for withdrawal include:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;

- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- Bullying;
- Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Fighting;
- Possession or misuse of any harmful substances;
- Extortion;
- Inappropriate use of electronic communications or media devices; and
- An act considered by the principal to be a breach of the Board's or School's Code of Conduct

The behaviours demonstrated by *parents* for which may be considered for withdrawal would include.

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing a sexual assault;
- Use of profane or improper language;
- Bullying if,
 - i. the pupil has previously been suspended for engaging in bullying, and
 - ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person;
- Racial harassment;
- Hate-motivated occurrences;
- Distribution of hate material;
- Possession of explosive substance;
- Any activity listed in section 306(1) motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor; and
- An act considered by the Principal /EDP Management to be a serious breach of the Board or School Code of Conduct.

Records Management and Access

The Toronto District School Board is committed to keeping your information safe. Access to the information in your child's Trillium (school board) file will be available to EDP staff. While parents/guardians review and update this information annually, they are required to notify the school

office and the EDP Central Team of any changes to their child's information throughout the school year.

Communication, Complaints and Concerns

The TDSB wants to hear your questions and feedback, and makes every effort to address them as quickly as possible. Below is the best way to connect with us if you have feedback, questions or concerns about the Extended Day Program. At your child's school, your child's EDP Early Childhood Educator is the first point of contact, followed by the Early Years Coordinator, and the Child Care Services/EDP Manager.

PR.505 DIR: Parent Concern Protocol <https://ppf.tdsb.on.ca/uploads/files/live/100/169.pdf>

Step 1 - EDP Early Childhood Educator

The first place to go about any EDP-related questions or concerns is your EDP Early Childhood Educators. They can help you with:

- any questions about the EDP program spaces, learning, and experiences, etc.

Step 2 - Early Years Coordinator

If you would like more information, or if you have other questions about the Extended Day Program, please talk to the Early Years Coordinator

- Program policies and planning
- Feedback or concerns

Step 3 - Child Care Services, EDP Manager

The Child Care Services EDP Manager is responsible for the overall management of the Extended Day Program. They support EDP staff and can be contacted if you feel your questions or concerns have not been addressed or resolved to your satisfaction.

EDP Summer Program

Summer programs will be offered on a weekly basis for seven weeks during July and August, at school sites where there is sufficient parental interest and demand. Please note that the program will not operate the last two (2) weeks of August. Children entering kindergarten as of September, will be able to enrol in the Summer Program the following year."

Note: Summer Program hours of operation and locations are subject to change depending on operational needs.

Summer Program Registration information packages

Prior to the start of the EDP Summer Program, parents will be sent a registration package through the Digibot Online system.

Families are required to complete the following documents for completion prior to program start:

- Contact and Pick-up Information

- Medical and Dietary requirements
- Media Release Form
- Excursion and Offsite Activity approval
- Community Walk Permission Form

Summer Program Survey of Interest

EDP Parents will be surveyed in February of each year about their interest in an EDP Summer Program to determine need and demand. Participation in the Summer Program does not affect EDP placements for the regular school year, therefore if parents do not wish to register their child(ren) for the Summer Program they will not lose their registered placement for the regular school year.

Non-instructional Days (PD Days, Winter Break, March Break and Summer Break program)

The Extended Day Program operates from 8:30 a.m. to 4:30 p.m. on all PD days, during Winter break, March break and Summer break programs. *NOTE: Summer programming will be offered at select locations, based on sufficient demand. See additional information below .*

Registration

Families can enrol their child in any of the Extended Day Program Summer Program offered, via an online registration process. **In order to be guaranteed a space in the program, payment for the week(s) selected must be paid by June 30. These fees will not be refunded after June 30.**

Summer Program fees

Fees will be as identified in the EDP Summer Program registration information and noted on the [website](#).

Withdrawing from the Summer Program

To receive a 50% refund on amounts paid, the withdrawal notice and refund request must be received by the EDP team at EDP@tdsb.on.ca on or before June 30.

Main EDP Contact information

Telephone: 416-394-2072

Email: edp@tdsb.on.ca

EDP on X (formerly Twitter)

For up-to-date blogs, pictures and videos of the various activities and Learning experiences place in programs, please follow the EDP X account: @TDSB_EDP

The Toronto District School Board reserves the right to make changes to operating hours and closure days, based on operating needs. Families will be updated of any changes via email communication and will be provided with the closure information including any adjustments to scheduled payments as early as possible

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