

October 13, 2020

To Child Care Operators and Before-and After-School Program Operators:

As you are aware, TDSB sites are closed on statutory holidays as well as two TDSB Board holidays for all TDSB staff.  The two TDSB holidays in the 2020-21 school year are:

* Thursday, December 24, 2020 (TDSB designated day in lieu of Remembrance Day)
* Monday, April 5, 2021 (Easter Monday)

Child Care and Before-and After-School Programs that would like to open on the two TDSB holidays may request this through the regular permit application process.  A Permit is required so that caretaking coverage may be properly arranged in advance. Permits for these days may be subject to Permit fees. All details, including fees and policies/procedures, are outlined on the [Permits website](https://www.tdsb.on.ca/community/permits).

Notifying your site caretaker or Principal that you will be open on this day *does not* constitute a permit.

1. *For Licensed Child Care and Before-and After-School Programs with Umbrella Agreement Leases (Child Care Lease Agreement)   
   The umbrella agreement leases allow child care and before-and after-school program operators to be open on the two TDSB holidays.  Permits for leased spaces are required and will be issued free of charge.  Rental fees are chargeable only if additional spaces are requested.*

1. *For Licensed Child Care and Before-and After-School Programs with Direct or FDK Leases (Best Start Agreement, Child Care Direct Agreement, and/or JK/SK Before and/or After School Program Child Care Lease Agreement)*

*The two TDSB holidays are not included on the leases. Child care and before-and after-school program operators may apply for permits for these two days, subject to the following conditions:*

*a.       that there are available TDSB resources to provide full-day caretaking;*

*b.       that a type “(A2) Partial Subsidy” permit is processed and fees are paid based on room usage, at rates published on the* [*TDSB Permits*](https://www.tdsb.on.ca/community/permits) *website;*

*c.       that caretaking overtime costs at $803.92 per day plus HST are recovered on the permit; and*

*d.      the caretaking fee may be waived if there is an Umbrella lease agreement holder that is open on the same day at the same location.*

Permit Process

[Permit applications](https://www.tdsb.on.ca/Community/Permits/Applications) must be submitted online, through the TDSB permitting software *eBase*.  If you have not yet established an account on the eBase system, please do so immediately.  All instructions, including a training video, are on the [Permits website.](https://www.tdsb.on.ca/community/permits)

Where there are costs attached to the permit (rental fees for spaces not included on your lease, caretaking charges etc.), the permit fee *must* be paid before the permit can be approved.  If you need time to arrange a cheque, please take that into account.

To ensure that we have adequate time to process these permits, all applications should be submitted **no later than Friday, November 6, 2020**. It is important to note that we cannot guarantee that applications received after this date will be processed. Permits will be issued within 3 weeks provided that any necessary payment is received in advance.

Please do not hesitate to contact TDSB Permits if you have any questions or need assistance with the permit process:

TDSB Permits

Phone: 416-395-7666 (Monday to Friday, 9 a.m. to 12 noon, and 1 p.m. to 4 p.m.)

Fax**:** 416-395-8062  
E-mail: [permits@tdsb.on.ca](mailto:permits@tdsb.on.ca)

[tdsb.on.ca/Community/Permits](https://www.tdsb.on.ca/Community/Permits)

Thank you,

**Toronto District School Board**

Child Care Services

416-394-2072

[ccs@tdsb.on.ca](mailto:ccs@tdsb.on.ca)

