



# Child Care Services

**t: 416-394-7965 | e: [ChildCareServices@tdsb.on.ca](mailto:ChildCareServices@tdsb.on.ca)**

***Sent on behalf of TDSB Sustainability, Facility Services and Child Care Services***

Dear Child Care & BASP Partners,

As a follow up email below, sent on December 5, 2025, we would like to provide some additional information to support your summer planning.

## **TESTING YOUR AIR CONDITIONING**

### **Readiness Check (if not already completed)**

- Check power cord and inspect unit for damage
- Confirm unit has power
- Turn unit ON and test operation
- Ensure cool airflow is produced
- Check for unusual noise, vibration, odour, or leaks
- Report any issues **immediately to the Head Caretaker**

### **Important Reminders:**

- Early reporting improves the chance of repair before extreme heat over summer months
- Do not set the thermostat to the lowest temperature setting. This will not cool the room faster and may cause the air conditioner to run continuously, increasing wear on the equipment and the risk of breakdowns. Select a comfortable temperature and allow the unit to operate normally.
- During heat waves or extended periods of high temperatures, it is recommended that units remain operating after hours at a comfortable temperature in order to maintain indoor temperatures and reduce the time required to cool spaces the following day
- Use blinds/shades and keep doors closed to maximize cooling efficiency

## **ACCESS TO SCHOOL COOLING CENTRES (EXTREME HEAT)**

During extreme heat or when air conditioning is not working:

- Child care and BASPs may access a school cooling centre (if available)
- Children may rotate through the space on an agreed upon schedule
- No permit or lease amendment is required
- Advance coordination is required with the Principal and Head Caretaker



## WHO TO CONTACT

Situation	Contact
AC not working in operating schools	Head Caretaker
AC not working in non-operating schools	Security Operations Centre (416-395-4620)
Request for new or replacement AC	Facility Team Leader (FTL)
AC Energy surcharge	<a href="mailto:Robin.McCruden@tdsb.on.ca">Robin.McCruden@tdsb.on.ca</a>
Previously submitted AC requests	<a href="mailto:CustomerServiceMailbox@tdsb.on.ca">CustomerServiceMailbox@tdsb.on.ca</a>
Cooling centre access	Principal and Head Caretaker

## MANAGING HEAT SAFETY

Continue to follow extreme heat best practices, including:

- Increase water breaks
- Reduce activity levels
- Use shaded or cooler spaces
- Monitor children for heat stress

## HELPFUL LINKS

- TDSB's Strategies to Manage Extreme Heat in Schools (attached)
- TDSB's [Occupational Health and Safety Extreme Heat Guide](#)
- Toronto Public Health's [Hot Weather Plan for Child Care Centres](#)

Regards,

CCS Team



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*[www.tdsb.on.ca](http://www.tdsb.on.ca)*

*[TDSB Early Years](#) / [TDSB Child Care & BASP Resources](#)*