



Child Care Services

t: 416-394-7965 | e: ChildCareServices@tdsb.on.ca

This message is sent on behalf of Toronto Lands Corporation

Dear Child Care Partners,

Thank you for your continued dedication to supporting Toronto District School Board (TDSB) students, families, and the broader community. We are writing to provide a clear overview of standard lease transition protocols to ensure seamless administrative continuity for your programs.

Automatic Transition to Month-to-Month

Upon the completion of your organization's initial one-year lease term, the agreement automatically transitions into a **month-to-month arrangement**. This transition happens seamlessly; no action is required on your part unless either party wishes to provide a ninety (90) day written notice of non-renewal.

To assist with your administrative planning and annual audits, please note the following operational details:

- **Terms and Conditions:** All existing terms, rules, and responsibilities outlined in your original agreement remain in full force and effect during the month-to-month period.
- **Annual Audits:** Your original lease serves as the primary legal source document for all reporting and auditing purposes. A new lease document is not required annually.
- **Rent Adjustments:** In accordance with standard operating procedures, the Landlord retains the right to adjust the Base Rent by providing at least sixty (60) days' written notice prior to the effective date of the new term.



When is a New Lease Issued?

For absolute clarity, **Early Years Lease agreements are not re-issued on an annual basis.** Your current agreement remains active indefinitely under the month-to-month structure.

The *only* instance in which a revised lease agreement will be generated is if your organization submits and completes a formal **Space Request** through the TDSB Child Care Services Team to modify your physical footprint.

Questions & Support

We value your partnership in delivering high-quality early years programming within our safe, sustainable school environments. If you have any questions or require further clarification regarding your lease structure, please do not hesitate to contact the Toronto Lands Corporation directly at info.tlc@tdsb.on.ca.

Sincerely,

Asset Management & Leasing Team

Toronto Lands Corporation (TLC)



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www.tdsb.on.ca

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