



Child Care & Before- and After-School Program

Resource Manual

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A Word About This Document

The Child Care & Before- and After- School Program Resource Manual has been developed to support partnerships between schools, child cares and before- and after-school programs operating in TDSB schools and facilities. This manual is intended for both Principals and child care Supervisors and will continue to be updated regularly as new information becomes available, with the most current version available online.

Introduction

The TDSB's [Early Learning and Care Policy](#) sets out the Board's commitment to building strong partnerships with child cares and before- and after-school programs (BASP) in order to support schools, students, families, and communities. The TDSB recognizes child care and BASP in schools as an integral component of the education system and key to building strong communities. The TDSB ensures that fairness, equity and inclusion are essential principles in our schools and are integrated into all [policies](#), programs, operations and practices.

The TDSB has long recognized the importance and support of child care and BASP for families. Viewed by the community as safe and trusted centres for children, schools serve as neighbourhood hubs and are therefore natural sites for child care centres and before- and after- school programs. Many children and their families are introduced to the school environment through the on-site child care centre. The transition from child care to school can be facilitated by fostering strong connections between school and child care programs, thus providing a continuum of learning and care. The [Education Act, O. Reg. 129/16](#), requires that all school boards provide BASP in all elementary schools serving students in grades JK to 6, where there is sufficient demand or viability.

The Role of TDSB Child Care Services

The TDSB Child Care Services team supports the Board's vision for child care and BASP in schools by working closely with many departments within the TDSB. The team provides front end support to child care partners, including those that provide BASP within schools on behalf of the Board, by sharing resources, supporting conversations with Principals and facility services staff, and assisting with space change requests as needed, as well as being available to answer questions as they arise. We assist Principals working in schools with child care and BASP by sharing program requirements and resources to support working together in shared space. As outlined in the *Education Act* the team also supports the development of new BASPs annually where demand and viability are determined.

TDSB Child Care Services communicates regularly with child care operators to ensure that updates and important information is shared. These updates are emailed directly to operators and can be found on the TDSB Early Years [Program Resources](#) web page. Also included on the TDSB Child Care Services website is an important dates section noting upcoming dates to remember for child care and BASP operators. TDSB child care services also posts information about any upcoming virtual drop-in meetings for child care operators who may wish to attend and check in or ask questions.

Child Care and Before- and After-School Programs: Overview

Early Years Programs at the TDSB

Child Care (0 to 4 years)

The TDSB supports more than 200 independently operated, fee-based licensed child care programs in our schools serving children 0-4 years of age, through infant, toddler, and

preschool programs. Child care programs are designed to support the four foundations of learning as described in [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#). Programs are licensed by the Ministry of Education under the [Child Care and Early Years Act](#) and are regulated by Toronto Children's Services and Public Health. Most child care programs in the TDSB have a service agreement with the City of Toronto to accept families in receipt of a fee subsidy. Many also participate in the [Canada-wide Early Learning and Child Care](#) system.

EarlyON Child and Family Centres

EarlyON Child and Family Centres offer free programming for parents and caregivers with children from birth to age six. Located in many schools in the TDSB, these programs provide a safe, nurturing and stimulating program where children can play, and parents can connect. Activities that encourage children's exploration, play and inquiry are incorporated into the programming, supported by *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. TDSB operated EarlyON programs provide children and adults with an introduction to the school environment, easing the transition from home to school. Additional information about TDSB operated EarlyON Child and Family Centres can be found on their [website](#).

Authorized Recreational and Skill Building Programs

Authorized Recreational and Skill Building Programs provide care and programming for children from Kindergarten to Grade 6 at the end of the school day with some programs also available before the school day begins. These programs provide activities that promote recreational, artistic, musical, or athletic skills. Authorized Recreational and Skill Building Programs operate in accordance with the [Child Care and Early Years Act](#).

Extended Day Programs (EDP)

Extended Day Programs (EDP) are TDSB directly operated programs that provide learning experiences for children from Kindergarten to Grade 6 who require care before school starts and at the end of the school day. The EDP is complementary to the core school day, provides

a seamless learning experience for children, and aligns with the Ministry of Education's [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#). Children develop skills such as collaboration, responsibility, problem-solving, creativity, citizenship, and leadership through interesting activities. EDPs are delivered by TDSB staff including Designated Early Childhood Educators and at some locations, Early Childhood Assistants. Additional information about TDSB operated EDPs can be found on the [EDP Website](#).

Licensed Child Care Before- and After-School Programs

Licensed child care BASPs provide early learning and care programs for children from Kindergarten to Grade 6 who require care before school starts and at the end of the school day. BASPs are intended for students attending the host school in Kindergarten to Grade 6. These play-based programs complement the regular school day by providing children with an opportunity for exploration, guided independent activities, quiet time, and outdoor learning. These programs are licensed by the Ministry of Education under the Child Care and Early Years Act and are regulated by Toronto Children's Services and Toronto Public Health. Most child care programs in the TDSB have a service agreement with the City of Toronto to accept families in receipt of a fee subsidy. Many also participate in the Canada-wide Early Learning and Child Care system (for children ages 4 and 5 years old).

Provincial Early Years Program Documents

[How Does Learning Happen? Ontario's Pedagogy for the Early Years](#) is a professional learning resource for those working in early years programs. While supporting pedagogy and program development in early years settings, it builds on foundational knowledge about children and is grounded in new research and leading-edge practice from around the world. *How Does Learning Happen? Ontario's Pedagogy for the Early Years* includes goals for children, expectations for programs and questions for reflection.

[The Kindergarten Program 2016](#) and [The 2019 Addendum to The Kindergarten Program](#) sets out principles, expectations for learning, and pedagogical approaches that are

developmentally appropriate for four- and five-year-old children and that align with and extend the approaches outlined in *How Does Learning Happen?* Additionally, the Ministry of Education released the policy document [Growing Success](#) which details the policies and practices for assessment, evaluation, and reporting of children’s learning in Kindergarten.

Governance and Child Care Centre Management

High-quality child care programs have effective governance structures, comprehensive and well-functioning policies and procedures and competent leadership.

Most operators providing child care within TDSB schools are not-for-profit. Child care programs may be part of a multi-service agency or may be a community-based Board of Directors governed child care organization. The Board of Directors is responsible for making policy decisions, hiring a program supervisor, and supporting with parent concerns when necessary. Publicly funded institutions, such as the City of Toronto or community colleges may also operate licensed child care programs.

Working Together: A Strong History of Collaboration

For more than 30 years, the TDSB has welcomed child care and BASPs into its schools, thus establishing a long history of leadership and collaborative practice with early years service providers. We continue to work in collaboration with our child care and BASP partners, and with Toronto Children’s Services as the system service manager for licensed child care and with the Ministry of Education. As programs in schools continue to grow and develop, these important partnerships are a vital component in ensuring the needs of families are met.

The Early Years Community Advisory Committee

[The Early Years Community Advisory Committee](#) advises the TDSB and staff on matters concerning the implementation of the Early Years Policy and identifies issues of broad community interest concerning early years programs and services. Members include representatives of recognized groups across Toronto with an interest in early years public education, parent members, designated TDSB staff and trustees appointed by the Board.

Child Care& Before- and After-School

Programs and School Coordination:

Overview

Child care and BASPs located in school settings provide a supportive and secure environment for children and families and promote a continuum of care and learning. Strong partnerships among school, child care and BASP, and other community programs encourage consistency and continuity for children as they enter school.

This section offers numerous ways in which child care programs and schools can work together to help children make a positive transition to school and provide a welcoming experience for children and families.

Working Together: A resource tool for Principals and Supervisors

Both the school Principal and program supervisor play an integral leadership role in establishing and maintaining strong partnerships among school staff, child care program/BASP staff and families. It is essential that the Principal and program supervisor

invest in professional relationships that support a shared vision and goal. When program leaders model open and ongoing communication, this strongly encourages program staff to also build and sustain meaningful relationships, thus ensuring seamless care for young children and supports for their families.

Working Together: A Resource Tool for School and Child Care/Before- and After-School Program Leaders has been developed to support collaborative relationships between leadership and educator teams working in the TDSB system to create an integrated approach to serving children and families.

PA Day Planning

On PA Days, BASPs have access to their shared space classrooms from 7 a.m. to 6 p.m. It is important for Principals and Child Care Supervisors to develop a plan that will support their full day program within leased and licensed space. Each school and BASP is unique and therefore it is recommended that you work together to determine an arrangement that is mutually agreeable. It is important to keep in mind that BASPs are not permitted to operate in space that has not been licensed by the Ministry of Education and on the TDSB Early Years Lease Agreement.

Outdoor Play

The *Child Care and Early Years Act* (CCEYA) mandates that children attending a child care program for six hours or more must have two hours per day of outdoor play, weather permitting. Schools and child care/BASP partners are strongly encouraged to coordinate shared use of the school's playground areas to ensure sufficient access is available for both the instructional day and licensed child care and/or BASPs.

The Toronto District School Board's Duty for Before- and After-School Programs

New Before- and After-School Programs

In accordance with the *Education Act*, *O. Reg. 129/16*, school boards are required to ensure the provision of a before- and after-school program for every elementary school serving students in the primary and/or junior division (e.g., from Kindergarten to Grade 6) where there is sufficient demand and/or viability. The TDSB meets this duty through our [Extended Day Programs](#), licensed child care BASP, and authorized recreational and skill building programs. These programs are offered before and/or after school on all school instructional days. Full day programming may be available on non-instructional days—such as PA days, school breaks and during the summer—if there is sufficient interest.

To ensure compliance with the Board's duty for BASP, TDSB Child Care Services engages in an annual process to determine whether there is sufficient interest and viability in developing new BASPs in schools serving students in Kindergarten to Grade 6 that do not already have a program. Where there is sufficient interest, schools proceed to a registration process, which is the next step in confirming viability and establishing a program. It should be noted that licensed BASPs are cost recovery programs, and a minimum number of registrations are required to ensure a viable program. Once established, the BASP is expected to continue in subsequent years, although this will be subject to sustained program viability.

At schools where there is insufficient interest, families will be informed that other arrangements will need to be made for their BASP needs. These schools will continue to be reviewed on an annual basis for future BASP development.

Before- and After-School Programs Expansions

To continue meeting the need for programming in schools, BASPs are encouraged to review their waitlist annually to determine if a program expansion is needed. While the TDSB encourages BASPs to expand programs where there is demonstrated demand, the decision to do so lives with the BASP provider who must consider several factors such as operational feasibility and financial viability.

BASPs that require additional space for program expansions must follow [Procedure PR691 - Licensed Child Care and Before- and After-School Programs: New and Expanded Programs in Schools](#). For additional information please see section *B.2 Changes to Leased Space*.

Room Selection

The Ministry of Education and the TDSB support an integrated BASP system in which partnerships are developed to provide seamless, high-quality programs for Kindergarten to Grade 6 students. Shared space classrooms provide age-appropriate learning environments where children can extend their experiences throughout the day and support their sense of belonging. School resources and equipment should be available for students during BASP hours to support the vision of seamless learning.

When determining which Kindergarten and Grade 1-6 classrooms are most appropriate for BASP primary and alternate space, Principals and supervisors should consider factors such as licensing requirements, parent/caregiver access and building security.

Before a new BASP classroom can open, it must be compliant with the requirements of Ministry of Education, Toronto Children's Services, Toronto Public Health, and TDSB Child Care Services. To ensure that the rooms selected will meet these criteria, please see the following helpful hints:

- Identify classrooms that will be used for primary space (daily use), as well as alternate spaces (episodic use). These spaces should be chosen with longevity in mind (a minimum target of 5-year use) and movement of child care shared spaces should only take place when necessary.
- Kindergarten BASPs operate in Kindergarten classrooms.
- School-Age BASPs operate in Grade 1-6 classrooms.
- Where possible, BASPs should be clustered within the school to support the safety of the students and staff, as well as the security of the school building.
- Where possible, BASPs should be located close to a designated entrance, to support the safety of the students and staff, as well as the security of the school building.

The following spaces are NOT appropriate for BASP primary spaces (daily use) and therefore will not be approved. These spaces may be used as alternate spaces (episodic use):

- Gymnasiums
- Libraries
- Cafeterias
- Music Rooms
- Intensive Support Classrooms
- Art Rooms
- Closed or non-operational classrooms

Sharing Space with Before- and After-School Programs

In alignment with TDSB [Procedure PR691 - Licensed Child Care and Before- and After-School Programs: New and Expanded Programs in Schools](#) BASPs will operate in shared space classrooms within the school. Principals and BASP Supervisors play an important role in ensuring the success of shared space. Regular conversations between leadership teams are required to share important information about their respective program operations and requirements, and to discuss ways to work together for families.

TDSB and BASP staff working in shared space classrooms may choose to meet to discuss how to successfully navigate working together. These conversations may be supported by the Principal and BASP Supervisor if needed, and aid in the continued development of respectful working relationships and sharing of their respective program needs. Conversations and check-ins also allow for an opportunity to set common expectations for how classroom resources and equipment will be shared and maintained.

School resources and equipment should be available for students during BASP hours to support the vision of seamless learning. Principals and BASP Supervisors should connect to discuss the shared use of materials as well as collaborate on a process for replacement and replenishment of materials.

Use of the Staff Room by Child Care Staff

The school staff room should be made available for a child care staff rest area, in accordance with the Child Care and Early Years Act. The staff room is for the use of child care staff during lunch and breaks only and should not be used for any other purpose unless identified in the Lease agreement or permit. Use of the staff room for a child care staff rest area is considered a part of the school common area and does not require a Lease agreement or permit during the school year or for summer use. Principals and child care operators must ensure that all child care staff sign the Child Care: Information Sharing and Confidentiality Agreement (PR692).

Classroom Keys and Access Cards for Child Care/BASP Staff

Child care tenants should be provided keys to exclusive and shared space classrooms to support their ability to follow TDSB safety protocols. Child care tenants can request

keys/cards/FOBs by completing the [663E Key Request Form](#). The completed form should be submitted to the Principal/Site Manager for approval.

Each September, the Principal/Site Manager, in consultation with the tenant, will review the keys/cards/FOBs that have been issued to tenants using [663A Key/Access Control form](#). The form is kept in the Access Management Log and a copy of the form must be sent to the Facility Services Security Unit.

Access cards/FOBs for designated child care doors are generally programmed to operate between 7:00 am and 6:00 pm Monday to Friday.

Tenants may not lend their key/access card/FOB to anyone, including contractors, parents, or volunteers. Access cards/FOBs should not be provided to parents/guardians for entry into the child care or school.

Tenants must report any lost or stolen keys/access cards/FOBs immediately to the Principal.

Tenants will be charged a fee for replacement keys/access cards/FOBs.

Additional information can be found in the [Key and Access Control Guidelines](#).

Ministry Licensing and City Approvals

Child Care BASPs are licensed under the *Child Care and Early Years Act*. Licensing regulations include room size and set up, availability of washrooms and sinks (hand washing and food preparation), maintenance and lighting for exits and fire code compliance. Inspectors from the Ministry of Education, Toronto Public Health, Toronto Fire, and Building Departments may visit and approve the space for the program. The maximum group size per room for Kindergarten is 26, with a ratio of 1 staff per 13 children. For grades 1-6, the maximum group size is 30, with a ratio of 1 staff per 15 children or 1 staff per 20 children if over the age of 10.

Before- and After-School Program Third-Party Service Agreement

The BASP Third-Party Service Agreement is a confidential legal agreement whereby the third-party BASP provider commits to offer the program on behalf of the Board. This agreement outlines service requirements and parties' responsibilities and is coordinated directly between the child care operator and TDSB Business Services.

A. Facilities/Buildings/Services: Overview

The Facility Services Department is an integral part of the TDSB's structure. At the school level, Facility Services is represented on site by the head caretaker; at the learning network level, by the Facility Team Leader (FTL); and at the regional level, by the Regional Manager. Facility Services includes caretaking, design, construction, maintenance, and sustainability.

The Facility Services department is committed to the planning and provision of safe, clean, and healthy learning and working environments for students, staff, and the community in all TDSB facilities.

This section outlines procedures for requesting and receiving improvements, repairs and maintenance to all space, property, and playscapes used by child care programs and BASPs. Caretaking services for child care and BASPs are specified, as are emergency, waste management and security procedures.

A.1 Use of TDSB-Approved Contractors

In accordance with the Child Care Lease Agreement, all alterations to spaces must first be approved by the TDSB. The Board is a party to the collective agreement with the Maintenance and Construction Skilled Trades Council (MCSTC) and with Canadian Union of Public Employees (CUPE), and as such strict compliance of the terms of the collective agreements must be followed.

PLEASE NOTE: Only TDSB trades staff or contractors approved by the Board can perform work in Board facilities or on Board property.

Compliance with these rules and regulations is necessary to ensure the health and safety of TDSB building occupants and any persons performing work on TDSB sites. TDSB tradespersons are trained to ensure that buildings and sites are maintained to meet all code requirements and the Board's own construction standards.

Any alteration work that is performed without Board approval and/or fails to comply with the terms and conditions of the Collective Agreement is subject to a fine. Payment of such fines will be the responsibility of the child care operator. Any work that does not conform to Board standards will be replaced by the Board and all costs will be borne by the child care operator.

A.2 Requesting Work for Tenant-Funded Projects

Occasionally child care or before- and after-school program operators may wish to make upgrades to their leased space. Before completing any work within a TDSB building it is necessary to begin conversations with the school Principal, Head Caretaker and Facilities Team Leader who will guide you through this process. The [Tenant Work Requests Guideline](#)

outlines the steps required to begin the process for requesting upgrades to child care/BASP space.

[Facilities Work Request Form](#)

[Viability Review Request Form](#)

For all tenant improvement inquiries (status or quotes), contact:

Project Customer Service Assistant

416-395-4577

A.3 Tenant-Funded Repairs

This procedure applies to all activities related to repairs that are funded by the child care operator, including requests for carpet cleaning, new keys or locks, repairs to window coverings and repairs to tenant equipment and appliances.

Operating Schools (Head Caretaker on Site)

1. The child care operator notifies the head caretaker of the request.
2. For all requests other than carpet cleaning, the head caretaker creates a notification and gives a notification number to the child care operator for tracking purposes.
3. The head caretaker forwards the request to the Facilities Team Leader (FTL).
4. The FTL advises the child care operator of an estimate range.
5. If approved, the FTL assigns work to the appropriate tradesperson or task force.
6. A Request to Invoice is sent to the TDSB Accounting department.
7. The Accounting department issues an invoice to the child care facility for work completed.
8. The child care operator sends the payment to the TDSB Accounting department.

9. For requests to clean carpets over and above the annual cleaning, the operator notifies the caretaker, who forwards the request to the Task Force maintenance team leader. The maintenance team leader advises the operator of the estimate range and, if approved, assigns the work. Steps 6 to 8 follow, as above.

Non-Operating Schools (Head Caretaker Not on Site)

1. The child care operator completes a Facility Services Request Form.
2. See Requesting Work for Tenant-Funded Projects (Appendix A.2)

Request to Install a Secure Access System

Tenants may want to provide a secure entrance to their facility, separate from the school's own secure entrance. Any new secure access system installed for the tenant must be compatible with the school's security system, and if possible, tied into the existing system. Any requests to install a secure access system must be reviewed and approved by the Caring and Safe Schools advisor.

1. To install a secure access system for their facility, the tenant must discuss their security needs with the school Principal.
2. The Principal will contact the Caring and Safe School advisor to request an on-site security consultation.
3. During the consultation, the school Principal, the FTL, the tenant, and the Caring and Safe School advisor will discuss the security needs of the school as a whole and the child care's specific security needs to determine the most suitable type of secure access system.
4. Some secure access systems are not considered acceptable. The Caring and Safe School advisor has the authority to decide if a system preferred by the tenant or the school is permissible.
5. During the consultation, the Caring and Safe School advisor will describe the specific requirements of their recommended secure access system on the [Facility Services](#)

[Work Request Form](#). The Caring and Safe School advisor will sign the Facility Services Work Request form to indicate that they approve the installation of the system described.

6. The tenant will submit the Facility Services Work Request form to the FTL, with the appropriate signatures.

Note: Tenants must review their security requests first with the Principal and then with the Safe and Caring School advisor before sending in the Facility Services Work Request form.

A.4 TDSB Buildings and Property: Repairs and Maintenance

The TDSB is responsible for maintaining the space occupied by child care centres in accordance with the Board's standards for school buildings. The process for addressing repairs such as lighting and heating problems, broken windows or other safety concerns is as follows:

Operating Schools

1. The child care centre notifies the head caretaker of the problem.
2. The head caretaker creates a notification to have the repairs corrected and then gives a notification number to the child care centre for tracking purposes.
3. The head caretaker forwards the request to the FTL.
4. The FTL assigns the work to the appropriate tradesperson or task force.

Non-Operating Schools (No TDSB Caretaker on Site)

1. The child care centre notifies the TDSB Call Centre about the problem.

2. The TDSB Call Centre creates a notification to the FTL and Toronto Lands Corporation (TLC) Support to have the repairs corrected and gives the notification number to the child care operator for tracking purposes.
3. The FTL and TLC Support assigns the work to the appropriate tradesperson or task force.

The standard of maintenance is prioritized as follows:

- **Emergency work:** This includes repair work necessary to ensure the safe operation of the centre. The initial response time is within one working day. If the head caretaker is not available, contact the TDSB Call Centre at 416-395-4620.
- **Urgent work:** This includes items that will not immediately affect the safe operation of the centre, but which—if left unaddressed—could compromise health and safety over time or inhibit the operation of the centre. The response time is within five working days.
- **Routine maintenance:** This includes minor repairs and activities related to the centre. The response time, on average, is 30 working days depending on current workload.

A. 5 Caretaking Services

As stated in the child care lease agreement, the Board provides caretaking services for child care centres according to the normal standards established for schools. While the Board will endeavour to provide the following services on an ongoing basis, the Board does not assume or accept responsibility for the failure to do so from time to time.

Daily

- Sweeping, dusting, vacuuming and wet mopping will be performed as required.

- Garbage will be removed from exclusive child care spaces twice daily, after lunch and at the end of the day. If cleaning services are provided by a contractor, then garbage removal will occur once at the end of each day.
- Washrooms will be cleaned, disinfected, and restocked with consumable supplies (toilet paper, paper towel, hand soap).
- Hazardous materials and litter will be picked up from grounds and/or play areas prior to the child care centre's use of the area.
- Entrances will be cleared of snow and ice, salted and/or sanded prior to the opening of the child care centre and as required throughout the day.
- Comfort conditions will be maintained in accordance with TDSB temperature guidelines for Kindergarten and child care areas.

Other Services

- Floors will be completely cleaned (either completely scrubbed and refinished, or spray buffed only) once annually. It is recommended caretaking and child care staff connect in advance to discuss and plan for this.
- Rugs will be completely shampooed once annually.
- Windows, lights, walls, and shelves will be washed annually.
- **Please Note:** The major cleaning of child care space usually takes place during the summer months and will require the temporary relocation of the child care program to an alternative licensed space. Child care operators, the Principal and the head caretaker should discuss possible plans to relocate to an alternate space and to coordinate schedules prior to the start of summer break.
- Child care programs serving infant, toddler, and preschool age groups should consult with their Ministry of Education Program Advisor to discuss temporary relocation requirements to accommodate cleaning.
- Should the child care wish to have major cleaning completed on the weekend or after hours they will be responsible for any caretaking overtime costs associated.

- Pest control services, including removal of dead pests, will be provided as required. Note: The Board, or others appointed by the Board, will consult with the child care operator prior to the application of any chemicals.

Grounds services (e.g., grass cutting, leaf raking and pruning) will be provided according to TDSB standards.

Note: Additional services are available upon request at extra cost to the child care operator.

General Notes

- The Board, or others appointed by the Board, will ensure access to the child care centre in accordance with operating hours 7 a.m. to 6 p.m. outlined in the lease agreement.
- The Board, or others appointed by the Board, will assist in emergency cleanup due to spills, accidents and so on. However, if two or more urgent situations arise at the same time, the needs of the academic program will take precedence. This item applies only to sites staffed by TDSB caretakers.
- The Board is not responsible for cleaning appliances, special fixtures, furniture, toys or dishes in the child care centre.
- The supply of paper towels in non-washroom areas is the responsibility of the child care operator.
- The cleaning of interior window coverings (draperies, blinds) is the responsibility of the child care operator.
- The scheduling of caretaking tasks, including both daily and ongoing (major) cleaning, will be arranged by mutual agreement between the child care operator and the head caretaker (or others appointed by the Board). The frequency of cleaning is predetermined to maintain a sanitary environment.
- The Board will advise the child care operator of any scheduled interruptions of the life-safety systems in the building.

Use of the Child Care Centre Outside of Normal Operating Hours

When a need arises to use the child care centre outside of leased hours, the child care operator must obtain a permit through the [TDSB Permit Department](#) to ensure the presence of caretaking staff. Additional information about permits can be found in Appendix C – TDSB Permits.

Emergency Caretaking

To obtain emergency caretaking service in a site with TDSB caretaking staff, contact the head caretaker. In a site without TDSB caretaking staff, contact the TDSB Call Centre at 416-395-4620. If the opening of the child care centre is delayed due to the lateness or absence of the head caretaker, the TDSB Call Centre should be contacted.

Maintenance Services: (See TDSB Buildings and Property: Repairs and Maintenance – Appendix A.4)

A.6 Playgrounds and Playscapes

TDSB Responsibilities

The TDSB provides normal maintenance and repairs to all playscapes on Board property, including equipment funded by child care centres.

Operating Schools (TDSB Caretaker on Site)

- Caretakers perform a daily visual playground inspection to identify any obvious defects, such as low spots at the base of the slides, exposed concrete footings, presence of broken glass or loose or broken apparatuses.
- Caretakers pick up hazardous material and litter from the grounds/play areas prior to use of these areas by the child care centre.
- During days of freezing rain or ice accumulation, playgrounds are closed until the area is safe for use (at the principal's discretion).

- Caretakers sweep up and dispose of contaminated loose or spilled material outside of the contained play area.

Non-Operating Schools (No TDSB Caretaker on Site)

- The child care centre carries out a daily inspection according to the requirements of the *Child Care and Early Years Act*.

TDSB Playscape Inspections

All playscapes on TDSB property, including those on non-operating sites, are inspected quarterly by TDSB staff, and TDSB tradespersons will complete any reported follow-up maintenance work (e.g., minor damage of a playscape component through normal wear and tear or vandalism). Upon receiving the inspection report, the head caretaker issues a notification to the facilities team leader (FTL), who assigns and prioritizes the work. Child care operators should obtain the notification number from the head caretaker in order to track the progress of follow-up maintenance work. (See TDSB Buildings and Property: Repairs and Maintenance – Appendix A.4)

Playground Repairs and Maintenance

Minor repairs to equipment or to existing surfacing should be reported to the head caretaker. Surfacing top-up requests are also considered to be regular maintenance and should be reported to the head caretaker. If applicable, a copy of the Third-Party Inspection Report should also be given to the head caretaker. The head caretaker creates a notification and provides the notification number to the child care centre for tracking purposes. Upon completion of the repair work, it is the responsibility of the child care operator to arrange for, and cover the cost of, the re-inspection report as required.

Where child care centres are located in non-operating schools, there is a head caretaker for one hour each morning or a contractor for a brief period each morning to conduct a daily playground inspection. Child care centres in non-operating schools should report minor

repairs or surfacing top-up requests to the head caretaker, to Toronto Lands Corporation or to the TDSB Call Centre at 416-395-4620.

Annual Playground Inspections

The child care operator shall arrange for all annual inspections of play spaces in their control in accordance with the CCEYA. Child care operators are responsible for obtaining and covering the cost of annual inspections of any exclusive or shared playground located in TDSB property. Copies of annual playground inspections should be kept by the child care operator and made available for review by TDSB staff if requested.

Maintenance of Synthetic Surfaces

Due to the high cost of installing and maintaining rubber or synthetic surfaces, child care centres are responsible for the full cost and ongoing maintenance of synthetic surfaces, including vacuuming and cleaning. The warranty on synthetic surfaces is one year.

Major and Minor Retrofits (See Requesting Work for Tenant-Funded Projects – Appendix A.3)

Child care operators are responsible for arranging for, and covering the cost of, new playscapes, retrofits or major repairs (e.g. replacement of a playscape component) to equipment owned by the child care centre, in accordance with the [Facility Services Work Request Form](#) process.

The TDSB arranges for, and covers the cost of, third-party inspections for new installations or retrofits of equipment owned by the child care centre. The TDSB does not arrange for, or cover the cost of, annual inspections.

Community Access to School Playgrounds

The TDSB has a commitment to the community use of spaces both inside and outside of the school building. To ensure child care and BASPs are able to meet their required outdoor play

time as mandated by the Ministry of Education, local conversations between child care programs and community organizations may be required to ensure equitable access to outdoor play areas.

A.7 Child Care Signs and Banners

Tenants may wish to install wall or post mounted outdoor signs. Costs associated with the purchase or installation of signs is the responsibility of the tenant. Cost of installation depends on the size and location of the sign. Should there be a need to replace or repair child care signs this will be the responsibility of the child care operator.

The tenant should follow these steps:

1. Consult with the principal and the FTL regarding the proposed location and size of the sign.
2. Once verbal agreement on the location and size of the sign has been reached, the tenant will contact the [TDSB Business Process Analyst](#) (BPA) for free sign design services.
3. To ensure consistent appearance for signage posted on school property, the tenant and BPA must make sure the sign complies with TDSB design specifications for signs. Approved templates for signs are shown below.
4. The Business Process Analyst will share the sign design with the tenant for review and then the TDSB approved vendor for an estimate.
5. The larger the sign, the more likely it is that it will require a City of Toronto sign permit. The tenant must check with the vendor at the time of request to confirm that your sign does not require a permit. If a permit is required, the TDSB vendor will apply for the permit at the tenant's cost.
6. When the template and the estimate have been received from the vendor (along with the City of Toronto permit, if applicable), the tenant must fill out the [Facility Services](#)

[Work Request form](#). If an existing sign needs to be removed, please include that information in the Facility Services Work Request form.

7. After the tenant has received the signed and approved Facility Services Work Request from the Customer Service Assistant (CSA), including the reference number, the sign may be ordered from the vendor.
8. Once the sign has been received, contact the Head Caretaker, who will schedule installation through the FTL, who will assign the work according to the complexity of the job. Please communicate the Facilities Work Request reference number to the Head Caretaker and request a quote for installation.

To ensure a consistent appearance for signage posted on school property, the TDSB has developed a template for outdoor child care signs. The template below is the graphic standard for all new child care signs displayed on TDSB property.

The sign displays the TDSB logo and the agency logo (if applicable), the name and phone number of the child care program and a stock photo of smiling children. The Board's philosophy of co-branding is intended to increase public confidence and trust by raising public awareness of successful program initiatives.

Approved Tenant Sign Templates



Installation of Signs and Banners

All signs or banners must be installed by TDSB Facility Services staff. Costs associated with the design and permit as well as the purchase and installation of signs or banners are the responsibility of the child care operator. To request a sign or banner please complete the [Facility Services Work Request Form](#).

A. In-Ground Sign

In-ground signs are viewed as structures by the City of Toronto and therefore all installations require city permits.

Criteria that the city inspector will look at include:

- Sign details and sign surface area

- Footing/fastening details
- Height of sign above surrounding grades
- Distance of sign from property lines and street lines

In addition to the details above, a site plan must be submitted as part of the sign permit application. For these reasons, and to ensure TDSB standards and compliance, in-ground sign requests require TDSB design review.

B. Large Wall-Mounted Sign

Large wall-mounted signs may also require a permit. This will be verified by the TDSB estimator.

Criteria that the city inspector will look at include:

- Depth and height of the building where the sign is to be attached
- Clearance from grade to the bottom of the sign
- Existing building elevations including storey levels and their heights
- Location of windows and other openings
- Cross section showing the depth of the sign and structural capability of the building or structure to which the sign is attached
- Sign weight and attachment details

C. Small Wall-Mounted Sign

Small wall-mounted signs usually do not require a city permit. This will be verified by the TDSB estimator.

A.8 Child Care Relocation Due to Construction

The TDSB is committed to maintaining safe operational schools for all students, staff, and community members. Most larger scale maintenance and construction projects occur over the summer when fewer occupants are in the building. This may impact child care or BASP operations, and from time to time it may be necessary to temporarily relocate programs to other areas of the school building or to other school sites.

All efforts will be made to accommodate child care and BASP operations during school construction, but an off-site relocation will be required if it is unsafe for the program to remain in its current location or if the nature of the work requires access to all spaces within the school. The TDSB will make every effort to find a relocation space that meets all child care or BASP requirements and wherever possible, ensure the relocation site is close in proximity to the current location. Child care and BASP supervisors should be included in all communications relating to work scheduled for the school building.

A.9 Food preparation and use of appliances in TDSB Buildings

TDSB school kitchens are intended for general staff use and are not designated or approved as commercial-grade kitchens for cooking meals.

Should the tenant choose to retrofit the space into a commercial-grade facility – at their own cost and with the Landlord’s prior written approval – the kitchen may only be used for general staff use until commercial-grade retrofits are completed.

Permitted use includes:

- The standard appliances already installed (e.g. kettles, microwaves, toasters, and use of the existing oven); and

- Minimal food preparation and light cooking, strictly for non-commercial purposes

If the tenant plans to modify any electrical outlets to accommodate more equipment, please note that:

- All work must be completed at the Tenant's cost;
- It must be carried out by TDSB licensed contractors; and
- The Landlord must review and approval any proposed modifications in writing beforehand through a Tenant Work Request Form

A.10 Child Care Requests to Install Air Conditioning

Child care tenants may request to have air conditioning installed in their exclusive or shared space classrooms under the following conditions:

1. The child care is fully responsible for labour and material costs to maintain, repair and replace the air conditioning.
2. For new installations and replacement of existing air conditioning units the child care will be charged an energy surcharge of \$300 per year per air conditioning unit. Air conditioning units that presently exist will not be subject to the \$300 per year surcharge until such time as they are replaced.
3. When the child care tenant completes and submits the Air Conditioning Energy Surcharge form the air conditioning unit will be installed and the TDSB Accounting department will reconcile the funds annually.

It is recommended tenants with air conditioning units installed in their spaces turn on and test units prior to the summer to ensure the unit is in proper working order. Should repairs or maintenance be required, the tenant should connect with their Head Caretaker and Facility Team Leader to arrange for repair or maintenance.

For more information, please see [GU.FAC.106 Air Conditioning Energy Surcharge for Child Care Tenants Guideline](#).

Note: Portable air conditioning units are not permitted for regular use and may only be used with Board approval during exceptional circumstances.

B. Child Care and Before- and After-School Program Lease Agreements

Toronto Lands Corporation (“**TLC**”) is responsible for administering Early Years Lease Agreements (“**Lease Agreement**”) between the Toronto District School Board (“**TDSB**”) and child care Operators, including Third-Party Providers for Kindergarten and School Age BASPs. All issues relating to the occupancy of space within TDSB operating and non-operating schools or to the terms and conditions of the Lease Agreement must be referred to TLC.

This section provides an overview of Lease Agreements and outlines the procedure for changing the location of child care leased space and Before- and After-School Program leased space. **It is imperative that principals and child care operators notify TDSB Child Care Services of any intention to change the location of leased space and that all approvals are received prior to the occupancy of this space.**

TDSB [Procedure 691](#) outlines the process for expanding existing child care space and the establishment of leasing new child care space in operating schools. [PR662 - Child Care Occupancy Review](#) outlines the process to be followed in the event that a school needs to reclaim child care space.

B.1 Lease Agreements

All child care operators and licensed Before- and After-School Program providers must have an executed Lease Agreement with the TDSB prior to occupying space. The lease provides a mechanism for defining and establishing an agreement regarding the use of “Exclusive Space”, “Shared Space” or “Shared Alternative Space” (where applicable). It also defines the roles and responsibilities of the child care operator and the TDSB. Generally, the terms of the Lease Agreement are evergreen, and continue year after year with no requirement for renewal. They are subject to termination notice or relocation notice as defined in the Lease Agreement. In accordance with the Lease Agreement, child care operators must provide Toronto Lands Corporation with a copy of their certificate of insurance on an annual basis.

Copies of the Lease Agreement should be kept by both the school and the child care operator, and should be filed in a secure, well-marked location for easy access by future personnel.

Exclusive Space

Space leased for the exclusive use of child care program. Typically, exclusive child care spaces are for infant, toddler, and preschool age groups. Occupancy costs are charged for the use of exclusive space. Payment for occupancy costs is due on the first of every month, or as otherwise stated in the Lease Agreement, and must be submitted to TDSB’s Business Services department.

Shared Space

Space shared with a regular day school program. Shared space is available for use before the school day begins as early as 7 a.m., and after the dismissal bell until 6 p.m. Occupancy costs are charged for the summer use of shared space only as classroom spaces are occupied during the instructional day for school use. Payment for occupancy costs is due

on the first of the month, or as otherwise stated in the Lease Agreement, and must be submitted to TDSB's Business Services Department.

Shared Alternative Space

Space shared with a regular day school program. Shared alternative space is only made available to the child care operator in situations where the Principal or landlord needs to temporarily relocate or modify the child care operator's use of any shared space during designated school hours, as defined in the Lease Agreement.

All space used by child care and BASP providers must be approved through a Lease Agreement or a permit. A permit is required, and fees are charged for the use of school space that is not included in Schedule "A" of the Lease Agreement or use of space outside of a child care operator's "Permitted Hours of Access", as defined in the Lease Agreement.

Note: Permits are also required for child care and BASP providers who wish to access their leased space on Board-designated holidays (Easter Monday and the TDSB holiday in lieu of Remembrance Day).

B.2 Changes to Leased Space

It is imperative that Principals and child care and BASP operators notify TDSB Child Care Services of any intended changes regarding their leased space. The TDSB must approve all space changes prior to occupancy.

The approval process for changes regarding child care space is outlined as follows:

- The Principal or child care/BASP operator contacts TDSB Child Care Services to request a change in their leased space.

- TDSB Child Care Services will review with the operator and Principal the current lease agreement(s) to ensure that all spaces are properly captured.
- TDSB Child Care Services will review the request for new and/or space changes to ensure that all requests are in compliance with child care licensing and school board requirements.
- TDSB Child Care Services will complete the space request paperwork and mark up the floor plans. All paperwork will be sent via email to the operator and Principal for review and signing. In non-operating schools, the principal's signature is not required.
- The Principal and operator should each retain a copy of the space request for their records.
- Once reviewed and signed by the TDSB Child Care Services Manager, forms will be sent to TDSB Planning.
- The TDSB Planning department reviews the space request along with the floor plans against the pupil accommodation needs of the school program to ensure that the request for child care space will not affect the current or future program requirements of the school. Any concerns are reviewed with the school Principal.
- Upon approval from TDSB Planning, TLC prepares the lease agreement and sends copies of the paperwork to both the Principal and child care for signing.
- Upon receipt of all approvals, TLC prepares a revised Detailed Space Summary (Schedule "A" of the Lease Agreement) and sends copies of the new Lease Agreement to the operator and Principal.
- The operator is not permitted to occupy the space until they are in receipt of the executed Lease Agreement.

Child Care Operating Schedule

In the spring of each year, operators of child care centres and BASPs will receive important information regarding their operating schedules during TDSB holiday periods.

1. Statutory Holidays

According to the Early Years lease agreement, child care centres and BASPs may remain open between 7 a.m. and 6 p.m., Monday to Friday, excluding the following statutory holidays:

New Year's Day	Victoria Day	Thanksgiving Day	Labour Day
Family Day	Canada Day	Christmas Day	
Good Friday	Civic Holiday	Boxing Day	

According to the Early Years Lease Agreement, child care centres and BASPs may remain open on the following TDSB holidays provided a permit for operations has been requested and approved:

- Lieu day for Remembrance Day (date to be determined each year)
- Easter Monday

Caretaking services will be provided during the hours of the child care operation including one hour to accommodate cleaning, and a permit is required.

Permit applications for the two days listed above are subject to the following conditions:

- There are available TDSB resources to provide full day caretaking.
- The operator pays permit fees based on room usage. The category for non-profit child care tenants is "(A2) Partial Subsidy" as listed on the [TDSB Permit website](#).
- The provider pays the current overtime costs for caretaking plus HST.

Applications for permits are to be submitted to the Permit Department through the [TDSB permit eBase system](#) no later than the designated date (to be determined each year).

Assistance with Permit Requests

If you have questions about permits or need assistance with your request, please visit our [Permits website](#) or contact the Permits department at 416-395-7666 (Monday to Friday, 9 a.m. to 12 noon and 1 p.m. to 4 p.m.) or permits@tdsb.on.ca.

2. TDSB Emergency Call Centre

The TDSB Emergency Call Centre is staffed 24 hours per day, and staff are trained to respond to typical situations that arise in schools.

Please note this telephone number is posted on the front of each school building. We recommend all staff members are familiar with the TDSB Emergency Call Centre phone number, 416 395-4620.

3. Professional Activity Days

The TDSB school year calendar is available on the [TDSB website](#).

C. TDSB Permits

C.1 Permit Arrangements for Child Care/BASP

Permit Not Required

Permits are not required for the use of leased space (as listed in Schedule A of the Child Care/BASP Lease Agreement) during the child care centre's normal operating hours, or during:

- Christmas Break (excluding the holidays for Christmas Day, Boxing Day, and New Year's Day)
- March Break
- Summer holidays

Permit Required

- Day in lieu of Remembrance Day (this date is determined each by the TDSB calendar committee and shared with Operators in advance once approved)
- Easter Monday

Permit Application Required: Permit Fees Apply

A permit is required, and fees are charged for the use of school space that is not included in Schedule A of the Lease Agreement (e.g., for the use of the gymnasium or extra classrooms or for use of space before or after school hours). Please note that the deadline for requesting or renewing a summer permit is March 1.

The principal must authorize all permit applications before they are submitted to the Permit Unit. A copy of the child care centre's liability insurance naming the TDSB as an "additional insured" must be submitted along with the permit application.

Please note: When special events that anticipate a sizeable attendance are accommodated and require caretaking services beyond the regularly scheduled caretaking duties, caretaking service charges will apply for the set-up of furniture and/or equipment prior to the event, take-down after the event and cleanup.

Permit Application Required: No Permit Fee Applied

Permits are required and permit fees do not apply for the use of leased space after 6 p.m. up to the normal permit closing time at the school, for staff meetings, board of directors' meetings or year-end activities.

Permits are required and permit fees do not apply for the use of the school staff room for board of directors' meetings. For the sake of clarity, this concession cannot be offered at "early closing" schools where the caretaking allocation is below 2.0. This is valid for up to one meeting per month, and only during the school year.

C.2 Early Opening and Late Closing

The Child Care/BASP lease agreements cover the hours between 7 a.m. and 6 p.m. Accessing space prior to 7 a.m. is not permitted. Child care/BASPs may consider setting up their spaces the evening before to ease the morning routine. Permits will not be available before 7 a.m.

It is acceptable that, occasionally, child care staff may not be able to close at 6 p.m. due to parents/caregivers arriving late to pick up their children. If such late closing becomes frequent or regular, the TDSB reserves the right to charge permit fees.

D. Out-of-Area Admissions

The TDSB [Out-of-Area Admissions Policy](#) establishes the Board's commitment to providing access to schools and programs outside a student's designated attendance area.

The [Out-of-Area Admissions Procedure](#) outlines the process for out-of-area admissions at regular and specialized schools and programs.

[Form 545C](#) is a sample letter regarding Out-of-Area Admissions and Withdrawal from Child Care. It provides information to parents/caregivers of children living outside the school attendance area, stating that should the child be withdrawn from the child care centre, the child may be required to return to the designated school based on home address, or the parent/caregiver may apply to have the child remain at the current school through the Board's Out-of-Area Admissions process. The letter also provides information regarding registration in French programs.

E. TDSB Fee-Based Wifi Pilot for Child Care & BASP

In response to requests from our valued child care and BASP partners, the TDSB has launched a pilot for a fee-based wifi service. Wifi services will be available on a pay-for-use basis with fees reflecting a cost-recovery model to the TDSB.

If child care and BASP partners are interested in accessing wifi through the TDSB network they are required to complete the [TDSB Wifi Application for Child Care & BASP](#) Google Form to begin the application process.

The below chart outlines the fees for wifi services. Child care and BASPS will be required to pay for any hardware required to support additional wifi coverage in program rooms. Wifi services will be billed on an annual basis at the time-of-service activation or annual renewal. Account changes will be billed as they occur.

WIFI Services Fees	\$200/m TIER 1	\$300/m TIER 2	\$350/m TIER 3	\$400/m TIER 4
Wifi Accounts Permitted	1 – 7 Accounts	8 – 12 Accounts	13 – 20 Accounts	20+ Accounts
Account Change Fee	\$25 Per change	\$25 Per change	\$25 Per change	\$25 Per change
Account Change Frequency	Ad Hoc	Ad Hoc	Ad Hoc	Ad Hoc
Commitment Period (pro-rated school year)	1 year	1 year	1 year	1 year
Pre-Authorized Payment Only	✓	✓	✓	✓

All wifi service agreements will automatically renew annually at the end of August unless cancellation notice is provided by the preceding June 30.

F. Emergencies

In an emergency situation such as death, injury, medical emergency, missing child, evacuation, lockdown, serious threats, fire, and weather emergencies, child care operators should follow the required government protocol for serious occurrence reporting including calling 9-1-1 when required in addition to following directions from the Principal or head caretaker.

F.1 TDSB Emergency Call Centre

The TDSB Emergency Call Centre is staffed 24 hours per day, and staff is trained to respond to typical situations that arise in schools. Should child care centres have trouble during periods when caretakers are not present or available, the Call Centre should be contacted to determine an appropriate response. Situations that may arise include:

- resetting fire alarms, false alarms, etc.
- problems with the physical building (e.g., floods, power failures, mechanical problems)
- security alarm problems
- intruder(s) (Toronto Police Services 9-1-1 should also be contacted)
- problems with accessing the building
- emergency repairs to play equipment

**Please ensure that all staff members are familiar with the
TDSB Emergency Call Centre phone number: 416-395-4620**

F.2 Severe Weather

Occasionally severe weather or other emergencies may require TDSB to close schools and cancel transportation services. Notification of school closures and cancellation of transportation services will be posted on the [TDSB website](#), TDSB social media channels, and announced on major news media stations. Child care programs will also receive notification

via email from the TDSB Child Care Services department if schools are closed, but the TDSB website and X (formerly Twitter) account will be the best sources for up-to-date information.

In alignment with TDSB procedure [PR 519 – Severe Weather](#), child care programs will not be permitted to operate during school closure due to severe weather. Should an announcement be made to close schools early, child care programs may remain open until children are picked up from the program.

G. Accidents/Injuries/Health and Safety

G.1 Reporting Accidents and Incidents

Child care operators should advise their insurer and school Principal (as well as following required government reporting protocols) if an accident or incident occurs under the care of the child care provider. School Principals should report the accident or incident by completing a TDSB Incident Report.

To allow TDSB staff to report accordingly, operators are requested to provide a copy of the insurance information to:

Toronto District School Board
5050 Yonge Street
Toronto, Ontario
M2N 5N8
Attention: Risk Management

G.2 Threats to School Safety

The TDSB has established a procedure for emergency situations during which a school cannot be safely evacuated. The [Threats to School Safety procedure](#) includes specific plans to keep occupants of the building safe in the event of a serious accident, violent incident, or act of terrorism. Principals must ensure any on-site child care or BASP is included in all emergency preparations and any emergency procedures including practice drills.

Hold and Secure

Hold and Secure is a response to a threat **in the general vicinity of a school, but not on or near school property**. This could be a police pursuit, a crime in progress or an active search by local police for a known dangerous offender. Occupants are safe inside the school, provided they do not leave the building.

Lockdown

A lockdown is a response to an emergency situation wherein the evacuation of a school building is neither safe nor advisable and steps are required to isolate occupants from danger by having everyone remain inside the building.

A lockdown is used in a serious emergency situation where the threat is **inside, on, or very near to the school**. A lockdown requires that all children be kept in classrooms or other designated locations that are away from the threat. A lockdown minimizes access and visibility in an effort to shelter all occupants in secure locations. All staff members within the school are responsible for all children and students still at the school and should endeavor to ensure that no one leaves the designated area. Building entrances should be kept in the locked position to restrict access of unwanted individuals. During a lockdown, lights are turned off in the classroom or office, curtains or blinds are closed, and all interior windows/glass panes must be covered to prevent visibility into the classroom.

All schools will hold at least two practice drills for “Threats to School Safety” in each school year. It is important that principals ensure that child care supervisors are included in the development and implementation of these procedures at each school site and that they are involved in any communication regarding the dates of the drills.

Note: In emergency situations in which the principal or head caretaker is not on site, child care centres should call 9-1-1 and the TDSB Emergency Call Centre at 416-395-4620.

G.3 Fire Safety Procedure

The *Child Care and Early Year’s Act* requires:

- A written fire procedure, approved by the Chief Fire Official, that outlines the duties of each supervisory staff member in the event of a fire
- A written record must be kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment, and each record must be retained for at least two years from the date of the drill and test (s.27(1)(e), 0802-02).

A. Fire Safety Plans

If the school’s Fire Safety Plan (FSP) is not up to date (e.g., new fire alarm system or physical alterations), the Principal must follow the Fire Safety Plan Approval and Revision Process. The salient points to this process from the child care centre’s perspective are outlined below:

- If there are structural or fire protection system changes to the building, the project supervisor provides all pertinent information to the standards and compliance coordinator to establish or modify fire safety plan drawings.
- If there are changes to the location of the rooms used (exclusive or shared use) by the child care centre within the building, the child care centre operator shall follow

the Changes to Leased Space Process by connecting with a TDSB Early Years Coordinator to complete the Child Care Space Request Form.

- TDSB Child Care Services will complete and send an updated Appendix D (Section 14 Form) to the TDSB Standards and Compliance department at standardsandcompliance@tdsb.on.ca.
- Changes to the existing Fire Safety Plan or development of a new plan will be coordinated by the standards and compliance coordinator after all the information outlined above has been received.
- Revisions to an existing plan will be sent to the Principal for implementation, which includes provision of the revised pages to the child care centre operator.
- If a new Fire Safety Plan is created, it will be forwarded to the Principal for implementation once approved by Toronto Fire Services.

If the school's Fire Safety Plan is misplaced, the Principal shall be asked for a replacement copy. If a copy of the FSP is not available, the Principal shall request a copy of from the Standards and Compliance Coordinator and provide a copy to the child care centre.

B. Fire Equipment Testing

Head caretakers and Facilities Services Maintenance Division are responsible for maintaining the routine fire and life safety system checks, tests, and inspections. Relevant information is recorded in the Fire Safety Logbook (red book), or red binder located in the caretakers' office. Contact the head caretaker to access the above information.

C. Fire Alarm Procedures

Fire Drills

- The child care supervisor shall follow evacuation procedures in accordance with the school's fire drill procedure.
- Full evacuation fire drills will be carried out in the Spring and Fall (three for each season).

- Fire drills that are required during the summer and winter between regular school drills can be carried out without practising the evacuation and alarm component.

Unscheduled Fire Alarms

- Refer to the Fire Safety Plan for direction.
- If the alarm is determined to be false, advise the caretaker immediately. The Fire Department will ultimately decide whether to send out only one fire truck instead of three.
- The local school is responsible for all false alarm penalty charges. If a child attending child care during child care hours activates a false alarm, this charge may be passed on to the child care centre.

Please note: there is a significant penalty charge for false alarms.

G.4 The Use of Bleach Disinfectants and WHMIS 2015

Child care staff members may use chlorine bleach or other disinfectants on a regular basis for sanitizing counter surfaces, toys, and diaper change tables, in addition to general infection control. Instructions for the safe use of chlorine bleach are provided to all child care centres by Toronto Public Health.

Please note that TDSB caretakers are prohibited from using, handling, or storing any cleaning product containing sodium hypochlorite (bleach). The TDSB encourages the use of bleach alternatives (e.g., accelerated hydrogen peroxide), as approved by Toronto Public Health, whenever possible.

Please also note the following warnings:

- **Do not pour bleach into the toilet.**

- **Do not mix chlorine bleach with any chemical other than laundry or dish soap. Chemicals mixed together may create a hazardous gas.**
- **Do not use more than the recommended quantity of bleach, as bacteria and viruses can mutate in stronger solutions.**

Under the *Occupational Health and Safety Act*, all employers are required to follow the regulations contained in the Workplace Hazardous Materials Information System (WHMIS 2015). The purpose of WHMIS 2015 is to ensure that employees and employers have the information they need to work safely with hazardous materials. The regulations contained in WHMIS 2015 apply to all operators of child care centres, regardless of whether a child care employer is covered under the Workplace Safety Insurance Board (WSIB, formerly the Workers' Compensation Board). WHMIS 2015 requirements come into effect when any domestic product is used in the workplace.

Child care operators must ensure that products such as disinfectants are properly labeled according to WHMIS 2015 guidelines. This includes small spray bottles that are used daily. In addition, there must be a Safety Data Sheet (SDS) for each cleaning product used, and the SDS should be made available to the head caretaker.

G.5 Reporting and Managing an Outbreak of a Serious Illness

Child care programs are required to comply with the direction of Toronto Public Health for reporting and managing an outbreak of a serious illness. An outbreak must be reported any time the number of ill children or staff (or the number of children or staff absent due to illness) exceeds that normally expected for a certain time, season, age group, or program. Child care centre management and staff should understand the baseline, or the number of

children that typically come down with specific illnesses. When this number is exceeded, Toronto Public Health (TPH) should be notified. TPH will be able to provide:

- education
- support and direction to staff and parents/guardians
- stool specimen kits to facilitate identification of a causative agent in the event of an enteric outbreak
- a detailed outbreak package containing procedures that child care centres must follow

The process for reporting an outbreak in a TDSB school is as follows:

1. The child care centre reports an elevated level of illness to TPH. Information to be provided to TPH should include the number of staff and number of children who are ill, the location of the child(ren)/staff within the centre, the symptoms experienced, the onset date of symptoms for each and the duration of illness, if known. TPH determines whether this constitutes an outbreak and provides direction regarding the period of exclusion for ill children and staff.
2. TPH visits and inspects the facility. Inspection includes checking the method and frequency of cleaning and disinfecting, as well as the products used for cleaning and disinfecting, general infection control, food preparation procedures, etc.
3. If an outbreak is confirmed, the child care supervisor must immediately report the outbreak to the Principal and head caretaker. The child care supervisor should meet with the Principal and head caretaker and provide a copy of the written direction from TPH detailing the enhanced environmental cleaning requirements. The head caretaker must notify the Facilities Team Leader whenever an outbreak is confirmed. If the Principal or head caretaker is not available, the Facilities Team Leader or designate should be notified and asked to attend the meeting.
4. Outbreak control measures such as increased frequency of cleaning and disinfecting, are put in place by caretaking staff.
5. When an outbreak in a TDSB facility is confirmed, TPH notifies the TDSB Occupational Health and Safety Manager to ensure that appropriate measures and supports are put into place.

To report a communicable disease, contact Toronto Public Health: 416-338-7600;

www.toronto.ca/health

G.6 Flushing and Testing for Lead in Drinking Water

A. Ministry of the Environment Requirements

Ontario Regulation 243/07 under the *Safe Drinking Water Act* is intended to reduce children's exposure to lead in drinking water.

The following regulations apply:

- The TDSB tests drinking water sources for lead according to regulation 243/07.
- Where two or more facilities (schools and child care centres) are co-located (served by the same plumbing system), water testing records and results may be shared.
- In 2017 the Ministry of Environment, Conservation and Parks (MECP) required a completed inventory of all designated drinking water fixtures for all schools and child care centres. This inventory was completed for all TDSB schools. All fixtures were sampled by the end of 2022 as required in the regulation.
- As part of the amendments to Ontario Regulation 243/07 in 2017, school boards are required to sample all designated drinking water fixtures over a period of three years for elementary schools and high schools that have a child care centre.
- All schools and child care centres are required to sample between May 1 and October 31. Should the test result show an exceedance to the standard, the facility handling the sampling (the primary facility) must provide the test result within 24 hours to all other facilities relying on the single set of samples.
- All new child care centres are required to provide an inventory of designated drinking water sources to complete their registration with the MECP.

B. Child Care Centres in Operating Schools

As the **primary facility operator**, the TDSB has assumed responsibility for flushing and sampling procedures as well as for sharing and maintaining water safety records on behalf of child care centres (**designated as secondary facilities**), in accordance with the Regulation. These records are stored in the Flushing of Drinking Water Systems binder that is kept in the caretakers' office. Caretakers have been advised that records must be maintained and shared with child care supervisors, as required. As of 2021 water sample results will be posted on the school webpage.

Child care supervisors may access these records from the head caretaker between 7 a.m. and 3 p.m., which are considered normal business hours.

Sampling Process

Analysis reports will be made available to all schools once sampling has been completed for all TDSB schools. Operators should contact TDSB Health and Safety or the head caretaker if test results have not been received.

In the case of operators with multiple sites, sampling results will be sent to one contact person identified by the agency. The agency is responsible for sending the results to each of their respective sites. Programs that close for the summer should continue to check email messages for their water test results.

Exceedances

Should the test result at your site indicate an exceedance to the standard, the TDSB will, within 24 hours, send you a Notice of Lead Exceedance Test Result Notification (LEN) form. The TDSB will also send the LEN to the Medical Officer of Health, the Ministry's Spills Action Centre, and the Ministry of Education.

The TDSB, as the primary facility operator, must take corrective action as directed by the Medical Officer of Health. Once corrective actions have been taken, the TDSB will submit a Notice of Issue Resolution to the above agencies.

C. Child Care Centres in Non-Operating Schools

Child care operators housed in non-operating schools will continue to be responsible for flushing taps and water sampling in their area of the building. Any exceedances should be reported to the FTL as soon as possible for follow up and attention.

H. TDSB Distribution Centre

The TDSB Distribution Centre (DC) is an online supply catalogue with approximately 3,000 classroom, craft, sports-related, and office supplies available. Child care centres are welcome to order supplies from the TDSB Distribution Centre. All prices include delivery to the school with the taxes listed separately on the invoice. Payment can be made using Visa or Mastercard credit cards, or a Cheque. There is no minimum dollar amount for an order, however \$100 or greater is encouraged.

H.1 Purchasing Through the TDSB Distribution Centre

The ordering process:

- The Distribution Centre (DC) Supply Catalogue is available using the link <https://externaldccatalogue.tdsb.on.ca/>
- The online catalogue has keyword search.
- There is an electronic process to submit orders in shopping carts to the clientorders@tdsb.on.ca mailbox.
- Order forms may be completed and e-mailed to clientorders@tdsb.on.ca.
- A quotation for the requested supplies is prepared by the DC Customer Service Team and sent back for verification and approval by e-mail.

- The child care staff reviews the quotation, and if any changes are necessary, returns the quotation to the DC Customer Service Team for the changes.
- After the quote is approved, the order is prepared for delivery. Delivery generally will take 1-2 business days.
- Two Payment methods are used: credit card or cheque.
 1. If payment by credit card, the invoice amount is processed to the card. The invoice and receipt are sent to the child care centre either by TDSB interoffice mail or Canada Post mail.
 2. If the payment method is a cheque, the invoice is sent to the child care centre for the cheque to be prepared. The cheque can be sent to the Distribution Centre via either interoffice mail (Route NW61) or Canada Post. All cheques must be **made payable to “Toronto District School Board”**.

I. Use of Barbeques on TDSB Property

Schools and child cares who wish to use BBQs should familiarize themselves with [the Barbeque Safety Procedure \(PR686\)](#). The Procedure includes requirements around rental and purchasing options, BBQ inspection/certification, safe food handling and important safety information.

The TDSB Occupational Health and Safety Department has shared some best practices to support the health and safety of TDSB students, volunteers, employees, partners and school community members during fundraising, celebrations, community-building, or other activities and Board events that involve use of a BBQ.

Best practice tips:

- BBQ operators must ensure the BBQ is in good condition and follow all warning labels and operating instructions.
- BBQ operators will only use barbecues outdoors and in well-ventilated spaces. Grilling in an enclosed area, such as a garage or workshop area (even with the doors

open) does not allow for enough ventilation and may cause accumulation of smoke or carbon monoxide.

- Propane cylinders are not to be stored on school property. Verify that the propane cylinder(s) are in good working condition, free of damage or excessive rust, and within their expiry date.
- Individuals involved with the food preparation and barbequing should have a valid safe food handling certificate. The certification can be obtained through websites such as: <https://www.foodsafetytraining.ca/> or <https://www.safecheck1.com/food-handler-course-ontario/>
- BBQ brushes with metal bristles are prohibited from use to prevent injuries.
- Grilling areas on the BBQ should be kept clean, free of grease/oil, and clear of combustibles to avoid grease fires.
- Prior to igniting the BBQ, the BBQ operator must open the lid before turning on the propane cylinder and exercise caution when lighting the barbecue.
- A lit barbecue must be supervised at all times. Lit barbecues should never be left unattended or moved, and should be placed on a level, even surface.
- A fire extinguisher (type ABC) must be nearby and readily available at all times when operating a barbecue. Water should never be thrown on the barbecue in the event of a grease fire.

BBQs used on TDSB property should be from manufacturers with CSA-approved certification marks for gas-fired grills and outdoor cooking appliances, or an industry-recognized equivalent. These best practises, including Safe Food Handling Certification should apply to any external catering companies that schools may engage.

Any questions can be directed to the Occupational Health and Safety Department at occupationalhealthsafety@tdsb.on.ca

TDSB Child Care Services Contact Information

For general and program-related information regarding child care/BASP services at the TDSB, contact:

TDSB Child Care Services

416-394-7965

CCS@tdsb.on.ca

TDSB Extended Day Programs

416-394-2072

EDP@tdsb.on.ca

TDSB Policies and Procedures Related to Child Care and Before- and After-School Programs

[P037 - Equity](#)

[P022 - Early Learning and Care Policy](#)

[PR691 – Licensed Child Care and Before- and After-School Programs: New and Expanded Programs in Schools](#)

[P013 - Out of Area Admissions Policy](#)

[PR545 - Out of Area Admissions Procedure](#)

[PR662 – Child Care: Occupancy Review](#)

[PR692 – Child Care: Information Sharing and Confidentiality Agreement](#)

[PR693 – Child Care: Students Who Have Been Suspended, Expelled or Excluded](#)

[P051 – Caring and Safe Schools](#)

[P011 - Community Use of Board Facilities \(Permits\)](#)

[PR686 – Barbecue Safety](#)

Forms

[Facilities Services Work Request](#)

[Viability Review Request Form](#)

