

# Extended Day Program

PARENT HANDBOOK



Visit [tdsb.on.ca](http://tdsb.on.ca) for more information

# Extended Day Program Parent Handbook

This Extended Day Program Parent Handbook provides families with important information about TDSB Extended Day Programs, including policies and important information about the following:

- Registration
- Fee Subsidies
- Fees and Method of Payment
- Withdrawal from the Program
- Privacy Policy
- Emergency Contacts
- Illness/Absences
- Accidents and Injury
- Drop off and Pick Up Procedure
- Late Pick Up
- Nutrition
- Transportation
- Labour Disruption
- Compliments and Concerns
- Twitter

Questions, concerns, and feedback about the EDP can be shared via email at [EDP@tdsb.on.ca](mailto:EDP@tdsb.on.ca)

## Program Overview

The Extended Day Program (EDP) is a natural extension of the core school day providing additional programming both before and after school. This program provides seamless learning and care for children from Kindergarten to Grade 6 who require programs before the school day starts and after it ends. Programs are staffed by TDSB Designated Early Childhood Educators (DECEs).

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.

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. 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.

## 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 entry bell, and resumes at the dismissal bell until 6:00 p.m., Monday to Friday.

## Non-instructional days (PD Days, school breaks, and summer)

The Extended Day Program operates from 7:15 a.m. to 6:00 p.m. on all non-instructional days during the school year, one week at Winter Break and at March Break.

- Summer programming may be offered at select locations, based on sufficient demand.

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.

## Closure Dates

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

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

## Registration Application Process

Children can enroll in the Extended Day Program at the school where they are registered as a student. A one-time non-refundable registration application fee of \$50 is required at the time of application. This fee is waived for families receiving a child care fee subsidy. The registration application fee is only refundable if a space is not available in the program, or if a program is not developed.

Parents will be required to complete the online registration application process. During the registration period the e-Registration link can be found on the TDSB website: [www.tdsb.on.ca/edp](http://www.tdsb.on.ca/edp)

The completion and submission of the registration application does not guarantee a space in the Extended Day Program.

## Registration Application Process

1. Create an e-registration account.

*NOTE: It is important that you make note of your user id, password and security question answers for future use.*

2. Activate your account and complete the information about your child, along with media-release permissions.

*NOTE: You will receive an automated email confirming that the child profile has been completed.*

3. Select the required EDP program (school) from the dropdown list.

4. Submit the registration application fee (if required).

*NOTE: The submission of the registration application does not confirm enrolment in the program.*

Should a space be available, email verification will be sent from the EDP Central Team to confirm information and provide a start date. Parents will be asked to ensure contact information is up-to-date, along with medical and dietary information at the school site.

## Waitlist Information & Sibling Registration

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.
- 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.

## Fees

In alignment with Ministry of Education requirements, EDP fees are calculated on a cost recovery basis and reviewed annually. Current information about EDP fees can be found on the TDSB EDP webpage: [www.tdsb.on.ca/EarlyYears/Child-Care/Extended-Day-Programs/Fees-and-Payments](http://www.tdsb.on.ca/EarlyYears/Child-Care/Extended-Day-Programs/Fees-and-Payments)

## 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/community-people/employment-social-support/child-family-support/child-care-support/](http://www.toronto.ca/community-people/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 to the TDSB on a bi-weekly basis. The TDSB EDP Central Team must be notified if there are any changes to the subsidy status, or family fee portion.

Fee subsidies may be discontinued if a student is absent from the program for more than 35 days per calendar year. In the event that the City of Toronto withholds child care fee subsidies, 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 the absence balance nears the maximum. 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 will be at the full-fee rate, and fee payments will be the responsibility of the parent.

Please direct all questions about EDP fee payments to the TDSB Finance Team at [EDPFinance@tdsb.on.ca](mailto:EDPFinance@tdsb.on.ca)

## Method of Payment

EDP payments are made online via this payment link: [tdsb.schoolcashonline.com](https://tdsb.schoolcashonline.com). Payment can be made by Interac, credit card or e-cheque (e-transfer).

### ***Parents/guardians have two payment options for the EDP program:***

#### **1. Pre-authorized Payment Set up:**

Starting in May 2019, parents/guardians can now log on to the School Cash Online site to pay for the 2019-20 EDP program fees through an instalment or pre-authorized payment option. The payment page will provide the list of scheduled payment options for when funds will be charged to your bank account or debit/credit card. This way, you will only have to log in once, instead of bi-weekly, to schedule the payments for the EDP program.

We ask that you inform us by emailing [EDPFinance@tdsb.on.ca](mailto:EDPFinance@tdsb.on.ca) whenever there are changes to your bank account or credit/debit card information, if recurring payments were set up through the system.

## 2. Bi-Weekly payments:

Parents/Guardians can also continue to log on to the site to make payment on or prior to the 1st and 15th of each month, and avoid being charged a late fee.

Please note a 5% late fee will be charged on any outstanding balances. An automatic payment reminder notice is emailed prior to the payment due date. Receipts can be downloaded from the payment site.

For technical inquiries, please contact School Cash Online Parent Help Desk at 1-866-961-1803 or [parenthelp@schoolcashonline.com](mailto:parenthelp@schoolcashonline.com).

For all other Extended Day Program financial related inquiries, please contact [EDPfinance@tdsb.on.ca](mailto:EDPfinance@tdsb.on.ca).

## Fee Refunds and Adjustments

Because the monthly EDP fee is based on a blended rate calculation, any withdrawal or new admission mid-way through the month will result in a pro-rated and adjusted fee, based on the actual daily rates and number of instructional and non-instructional days the student has participated in the program. If you have any questions about fee adjustments and refunds, please contact [EDPfinance@tdsb.on.ca](mailto:EDPfinance@tdsb.on.ca).

The registration application fee is only refundable if a space is not available in the program or if a program is not developed at that school. Registration application fees are non-refundable once families have been offered a space in the program, or if a family chooses to withdraw from the program.

## Overdue Fee Balances and Re-Registration

If a family has an outstanding balance as of the end of June each year, this will result in future EDP enrolment being put on hold until the overdue fees are paid in full.

## Child Care Receipts

Families will be provided with a receipt of their child care expenses for the calendar year in February, following the calendar year end. The names and amounts on the receipt are based on the information provided through School Cash Online. If you would like a different allocation of the child care expenses on the tax receipts (e.g., father receives receipt for 50% and mother receives the other 50%, etc.), please email us at [EDPfinance@tdsb.on.ca](mailto:EDPfinance@tdsb.on.ca).

## Withdrawals

### a. Withdrawal from the Program - Parent

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 enrolment (based on rates in the “Bi-weekly Payment” section above). The refund may be issued via the original payment option selected, or by Board cheque.

### b. Withdrawal from the Program – TDSB EDP

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.

## 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. 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.

## Emergency Contacts

Families will be asked 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.

## 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 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 fill out and provide an accident report form. Should an accident occur at home, please ensure that you inform EDP staff.

## Drop off and Pick Up Procedure

Extended Day Programs have a “face-to-face” drop off and pick up procedure. 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

The Extended Day Program closes at 6:00 p.m. It is your responsibility to make alternate arrangements if you are unable to pick up your child by 6:00 p.m. If a child is not picked up by 6:00 p.m., EDP staff will contact you and/or the emergency contact provided.

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 EDP Coordinator may 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 billed to the family (including families with a child care fee subsidy) through School Cash Online – please ensure that you make these payments through the system. The EDP staff will not accept cash/cheque payments for these late fees.



## Nutrition

Snacks are provided for the morning and afterschool components of the Extended Day Program.

EDP snacks are provided by an approved TDSB vendor. The current provider is Wholesome Kids. [wholesomekids.ca](http://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 identify these to 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), 2 snacks are provided however, parents are asked to provide a nut free lunch.

## Transportation

Please note, bussing to and from the EDP is not provided by the TDSB and transportation is the responsibility of parent/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 closure incurred during a labour disruption. Ongoing updates and information will be provided throughout any disruption, via email and posted to the EDP web page [www.tdsb.on.ca/edp](http://www.tdsb.on.ca/edp) and [Twitter TDSB EDP](#).

## Communication, Compliments 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 (EDP).

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.

### Step 1 - EDP Early Childhood Educator

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

- any questions about the EDP program space, 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.

They can help you with:

- Student registration, waitlist and attendance inquiries
- 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 on Twitter**

For up-to-date blogs, pictures and videos of the various activities and learning experiences taking place in programs, please follow the EDP Twitter account: @TDSB\_EDP

## **EDP Summer Camp**

Summer Camp programs will be offered on a weekly basis during July and August, in sites where there is sufficient parental interest and demand. Please note that the Summer Camp will not operate the last two (2) weeks of August.

Eligibility for the summer camp program requires that you are currently a student within the TDSB. Children entering kindergarten as of September, will be able to enrol the following summer.

## **Registration information packages**

Prior to the start of the EDP Summer Camp, parents will be sent a registration package to complete and return to EDP Staff on the first day in the program.

The Package will contain:

- Contact and Pick-up Information
- Medical and Dietary requirements
- Media Release Form
- Excursion and Offsite Activity approval

## Summer Camp Survey of Interest

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

## Registration

Children can enroll in any of the Extended Day Program Summer Camps offered, via an online registration process. Parents can choose the weeks they require. In order to be guaranteed a space in the program, payment for the week(s) selected must be paid by June 30th. These fees will not be refunded after June 30th.

## Fees

Fees will be as identified in the EDP Summer Camp registration information and noted on the website.

## Withdrawal from the 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](mailto:EDP@tdsb.on.ca) on or before June 30th.

## Extreme Weather Days

Parents are asked to ensure their children are dressed for the weather, including a hat, have sunscreen and a water bottle. EDP DECEs will review Toronto Public Health alerts to ensure children remain safe.

**For Summer Camp information about the following, please see previous information given:**

- Fee Subsidies
- Method of Payment
- Withdrawal from the Program – Toronto Children’s Services
- Privacy Policy
- Emergency Contacts
- Illness/Absences
- Accidents and Injury
- Drop off and Pick Up Procedure
- Late Pick Up
- Nutrition
- Transportation
- Labour Disruption
- Compliments and Concerns
- Twitter

## EDP Contact information

**Telephone:** 416-394-2072

**Email:** [edp@tdsb.on.ca](mailto:edp@tdsb.on.ca)



**Visit [tdsb.on.ca](http://tdsb.on.ca) for more information**