



Before and After School Programs

for Junior Kindergarten to Grade Two

Extended Day Parent Handbook

SCHOOL YEAR 2013-2014

Introduction

The Waterloo Region District School Board (WRDSB) is pleased to offer a fee-based Extended Day Program for students in Full Day Kindergarten up to grade 2.

High-quality, integrated, school-based child care contributes to your child's social and academic development, and reduces the need for your child to move between locations.

Programs operate in the school's fully equipped Full Day Kindergarten classrooms and are designed to offer young children more opportunities to learn and grow through appropriate play-based activities.

All school-based Extended Day Programs are guided by the Ontario Ministry of Education's "The Extended Day" document available at www.edu.gov.on.ca.



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Registration, Scheduling, and Program Viability

Extended Day Programs in our schools operate from September to June. To determine program viability at each of our schools, registration typically happens at the same time as Kindergarten registration for the upcoming school year – usually each February.

We do accept registrations at any time, however, only to schools that are offering the program. An Extended Day registration form is available in the school office or by visiting www.beforeafter.wrdsb.ca.

Each year, parents must register their child for the Extended Day Program. There is no guarantee that the program will operate in a given school site year-over-year. The WRDSB determines the viability of each school site based on enrolment. Confirmation that a

school site will operate is provided to parents each May. Once a site is deemed viable, it is guaranteed to operate that school year.

We understand that families have different schedules. That is why we offer parents the flexibility to schedule child care that meets their needs. Your child can attend all five days per week for both before and after school Extended Day Programs, or any combination of days.

We also accept part time registrations. Part time could mean just morning or just after school service or less than five days per week. Part time registrants must commit to the same days of service to ensure adequate staffing and accurate billing.

Parents can modify their schedules throughout the year by emailing beforeafter@wrdsb.on.ca two weeks in advance of the change.

Staffing

We employ caring and qualified Registered Early Childhood Educators (ECE). Our ECEs are registered with the Ontario College of Early Childhood Educators and are trained in our Full Day Kindergarten programs. To ensure a high quality program, the WRDSB uses Educational Assistants to support our programs when additional staff are required.

Rates

The rates for Board operated Extended Day Programs are established annually on a cost recovery basis and are approved by the Ministry of Education. Total daily costs are the same for all schools, however, morning and afternoon costs are pro-rated based on established bell times.

Please note that the 2013-2014 rate for full days of care (see sample below) are included in the \$24.50 rate. Therefore, there is no additional fee for service on the full days of care for PD Days, March Break, and the non-statutory week at Christmas.

Extended Day rates for the 2013-2014 school year are listed on our website at www.beforeafter.wrdsb.ca. Please be sure to locate your school as the rates are based on your school's bell times.

For example:

Before school only: (7:00 am to school start)	\$10.00
After school only: (School dismissal to 6:00 pm)	\$14.50
Before and After school: (7:00 am to school start and school dismissal to 6:00 pm)	\$24.50

Full Days of Care

(PD Days, March Break, Non-Statutory Christmas week)

The Extended Day Program offers full days of care on PD Days, March Break and the non-statutory week of Christmas. On these days, your child receives the regular Extended Day service, plus the school day hours. **There is no additional charge for these full days of care.**



Child Care Subsidy

The WRDSB Extended Day Program is a subsidy-eligible program. Child care subsidy is managed by the Region of Waterloo. Eligibility for child care subsidy is based on a family's income and reasons for child care. To determine if you may be eligible for subsidy, please contact the Region of Waterloo Childcare Subsidy office at **519 883 2200**.

Payment of Extended Day Fees

The WRDSB partners with the Region of Waterloo to issue invoices, collect fees and issue receipts for the Extended Day Program. Invoices are sent through e-mail or regular mail mid-month for the number of days of service provided in the preceding month (i.e., you will be billed in mid-October for September's service). It is the responsibility of the parent to ensure prompt payments are made through

the Region to ensure a continuation of service. The Region of Waterloo offers a range of payment options for your convenience. If payment is 30 days in arrears, then your service will be suspended until payment is received for the full amount. If you have questions about your payments, please contact Accounts Receivable, Region of Waterloo, **519 575 4757 x3929**.

Withdrawing Your Child from the Extended Day Program

Should a parent/guardian choose to withdraw a child from the Extended Day Program, **two weeks written notice via email to beforeafter@wrdsb.on.ca is required.**

The WRDSB will stop billing two weeks after receiving the email notification.



Vacation Days

If families are travelling and away from school for five (5) consecutive days or more, then up to two weeks of withdrawal per school year is permitted without charge. Vacation withdrawal is not permitted for less than five consecutive days. To qualify for vacation withdrawal, a request is submitted by email to **beforeafter@wrdsb.on.ca**. The full amount will be billed for vacation beyond 10 days in a school year.



Hours of Operation

The Extended Day program will operate during the school year from 7:00 am to 6:00 pm including PD Days, March Break and non-statutory holidays.

Arrival and Pick Up

All WRDSB Extended Day Programs have a “face to face” drop off and pick up policy. This means that all parents are required to accompany their child to the Extended Day classroom to drop off and/or pick up their child. As part of drop off/pick up procedure, parents must indicate time and initial the sign in/out form.

Under no circumstances is a child to be dropped off at a program and left unattended.

Under no circumstances will a child be allowed to leave the program alone.

The Extended Day Program registration form requests parents to designate authorized adults who have permission to pick up their child. In the interest of safety, no child will be released to an individual who is not listed on the registration form unless special consent or arrangements have been made. In order to verify the identity of individuals picking up the child, our ECE staff will request photo ID before the child will be released.



Attendance

Attendance is taken each day in Extended Day Programs. Given the staggered arrival of students, morning attendance is taken 10 minutes before the school day begins. After school attendance is taken a few minutes after class dismissal to ensure that all students have safely arrived.

Late Pick Up Policy

The Extended Day Program closes at 6:00 pm. If a parent, or other authorized adult, is unable to pick up the child by 6:00 pm alternate arrangements must be made in order to meet the closing time of the program. **Late pick up is not permitted.** Students picked up after the 6:00 pm closing time are tracked and can expect the following:

- First Late:** A call from the Extended Day supervisor reminding them of the service hours.
- Second Late:** If within 30 calendar days of the first late, a formal warning letter.
- Third Late:** A third late within 30 days of the second late will result in termination of Extended Day Program service pending a meeting the Program Supervisor and the System Administrator, Early Learning Program.

Should a child be left in care more than an hour after the program closes, with no communication from the parent or the designated emergency contacts listed, the Waterloo Region Police Services and Family and Children Services will be notified by the school Principal or their designate.

Summer Holidays, Statutory Holidays, School Closure Dates

The WRDSB recognizes all statutory holidays and therefore there will be **NO** Extended Day services offered on the following days:

- Thanksgiving Day
- Good Friday
- Christmas Closure (1 week)
- Easter Monday
- New Year's Day
- Victoria Day
- Family Day

** please go to www.beforeafter.wrdsb.ca for more information about summer care program locations.*

*In the event of a school closure due to inclement weather, emergency, or work stoppages, there will be **no** Extended Day services offered. Please consult the information provided by your school in the event of a school closure. Decisions around weather related school closure are made before 6:00 am and communicated through most local radio stations.*

Health and Safety

The WRDSB has established protocols, procedures and policies to ensure student health and safety and a positive learning environment. Similar to the regular school day, these existing protocols will guide practice in all Extended Day Programs.



Illness and Medical Conditions

In order to prevent the spread of infectious diseases, it is recommended that a child be kept at home if showing signs of illness. If a child develops symptoms of illness while attending the Extended Day Program, staff may contact the parent to request early pick up of the child. If parents cannot be reached, then staff may contact the emergency contacts listed by parents.

Administering Medication

Extended Day Program staff may administer medication only when prescribed by a doctor and when the appropriate WRDSB authorization form is completed and on file. Following established WRDSB procedures, all medication must be kept in the original, labelled and dated container. All medication will be stored in a locked cupboard of the program room, or refrigerated if necessary. Extended Day Program staff will not administer over the counter drugs.

Nutrition

The snacks provided for the Extended Day Program are fully compliant with the Ministry of Education's School Food and Beverage Policy. They are provided for both before and after school care. With sufficient notice, program staff will try to accommodate special dietary restrictions for medical or religious reasons. When students are attending Extended Day during non-instructional days (e.g., March break, PD Days), parents must provide their child with food as they would on regular school days. Two snacks will still be provided on these days.



Special Needs

Students with Special Needs are welcome to attend the Extended Day Program and do benefit from the play-based learning environment. It is recommended that parents meet with the school Principal and Extended Day staff before your child starts the program to ensure that proper supports are in place.

Student Suspension

Students who have been suspended from school during the day will not have access to the Extended Day Program until the suspension is completed. Parents will not be billed for these days. In the event that the student exhibits inappropriate behaviour that puts self or others at risk while attending the Extended Day Program, parents will be contacted to pick up their child. The child will be unable to return to the Extended Day Program until a meeting is held with the school Principal and/or program supervisor.

Updating Your Information

It is important that Extended Day Program staff have the most up to date information for the parent and child. If changes in personal information or program needs arise (e.g. switch from before school care only to before and after school care) please send the change request to beforeafter@wrdsb.on.ca. **Please note that all changes to schedules need two weeks' advanced notice.**

These changes will be noted by the school's main office staff and the Extended Day Program staff.

All changes to schedules are effective two weeks after we receive notification.

Emergency Contacts

In the event of an emergency where Extended Day Program staff must be reached, we ask that you contact your school. If this is unsuccessful, please contact the **Extended Day Program Supervisor for your child's school. Contact information for site supervisors is communicated each September.**

Compliments, Complaints, Concerns

We work hard to ensure that we meet the expectations that parents have for their child's care. We always want to hear what is working for you, and when things may not be going so well. If you have questions or concerns about your child's program, we ask that you inform us as soon as possible. The following is the best way to let us know your concerns:

1. Speak to the ECE operating the program. They are there to answer questions and address your concerns.
2. If your concern is not resolved after speaking with the ECE, please approach your school Principal.
3. If there is still no resolve, please discuss your concern with the System Administrator of Early Learning.

Questions

Please call our Extended Day Program Information Line at 519 570 0003 x4704 should you have any additional questions about our Extended Day Program.



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