



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

Extended Day Parent Handbook



Quality Inclusive Faith-based Education

[WCDSB Extended Day](#)

Updated Jan 2025

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**Waterloo³ Catholic
District School Board**
Quality, Inclusive, Faith Based Education



ABOUT

The Waterloo Catholic District School Board (WCDSB) Extended Day Program is offered to parents and their children in kindergarten to grade six and is conveniently located in school locations, providing equity of access.

To enroll your child in the Extended Day Program at a specific school, **they must** already be enrolled as a student at the school. Without current enrollment, they are unable to register for the Extended Day Program at that particular school location.

The Extended Day Program complements the core school day to provide a seamless and consistent experience for students. It offers a play-based, child-centred environment where students learn through play. It uses shared resources and common spaces to create a seamless system of early learning for children and families.

The Extended Day Programs are licensed by the Child Care Quality Assurance and Licensing, Early Years Division of the Ministry of Education. They must meet and maintain specific provincial standards set out in the Child Care and Early Years Act (CCEYA).

The Extended Day Programs Guiding Documents

Ontario's Pedagogy for the Early Years; How Does Learning Happen?

[How Does Learning Happen](#)

Ministry of Education Kindergarten Program

[The Kindergarten Program 2016 | Ontario.ca](#)





PROGRAM STATEMENT

The WCDSB Extended Day Program views our community as filled with partners who share multiple skills of competence, capabilities, and curiosity and are filled with rich potential. We ensure that our approaches to supporting children and families reflect this.

The Extended Day Program supports the WCDSB mission:

"As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world."

In addition, we embrace the belief that:

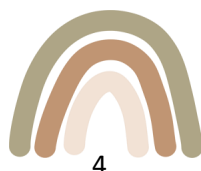
Families are composed of individuals who are competent and capable, curious, and rich in experience. Families are experts on their children. They are the first and most powerful influence on children's learning, development, health, and well-being. Families bring diverse social, cultural, and linguistic perspectives.

Children are competent, capable of complex thinking, curious and rich in potential. Every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed.

Educators are competent, capable, curious, and rich in experience. They are knowledgeable, caring, reflective, and resourceful professionals who bring diverse social, cultural, and linguistic perspectives.

Link to Extended Day Program - Program Statement

[Extended Day Program - Program Statement](#)



PROGRAM GOALS FOR EXTENDED DAY PROGRAMS



The goals are grounded in a philosophy that promotes a sense of belonging, well-being, engagement, and expression while ensuring equity. As such, we endeavour to:

- a)** Promote the students' health, safety, nutrition, and well-being.
- b)** Support positive and responsive interactions among the students, parents, childcare providers, and staff.
- c)** Encourage the student to interact and communicate positively and support their ability to self-regulate.
- d)** Foster the student's exploration, play, and inquiry.
- e)** Provide student-initiated and adult-supported experiences.
- f)** Plan for and create positive learning environments and experiences that support each student's learning and development and are inclusive of all students, including those with individualized plans.
- g)** Incorporate indoor and outdoor play, as well as active play, rest, and quiet time into the day and consider the students' individual needs.
- h)** Foster the engagement of and ongoing communication with parents about the program and their children.
- i)** Involve local community partners and allow those partners to support the students, their families, and staff.
- j)** Support program staff in continuous professional learning.
- k)** Document and review the impact of the strategies set out in clauses **(a)** to **(j)** on the students and their families. O. Reg. 137/15, s. 46 (3); O. Reg. 126/16, s. 32 (2-4); O. Reg. 254/19, s. 12.

PROGRAM STATEMENT IMPLEMENTATION POLICY

WCDSB ensures that staff, volunteers, and students are familiar with the program statement, understand and are aware of the prohibited practices that are set out in CCEYA (Section 48 of O. Reg. 137/15), and implement the approaches specified in the program statement and in accordance with the College of Early Childhood Education (CECE) standards of practice and How Does Learning Happen (HDHL).

What should parents be expected to see and hear in WCDSB Extended Day Programs:

- A wide variety of open-ended play materials in loosely defined areas so children can freely use the materials to support their exploration, inquiry, and play with bodies, minds, and senses.
- Access to shared spaces within the school, such as the library, gym, and playground, enhances the children's experience.
- Dialogue between staff and children that supports problem-solving and co-learning.
- Daily communication and the exchange of information with families and staff

Prohibited Practices

To provide guidance that promotes the healthy development and self-esteem of children and to provide supervisory staff with methods of managing prohibited practices, the WCDSB Extended Day program has developed this policy by the requirements of the Child Care and Early Years Act, 2014, Regulation 137/15, Section 48 (1), as specified below:

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- a) corporal punishment of the child.
- b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- c) locking the exits of the child care centre premises for the purpose of confining the child or confining the child in an area or room without adult supervision unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity, or self-worth.
- e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- f) inflicting any bodily harm on children including making children eat or drink against their will.



Intent

This provision forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. It sets out clear direction regarding prohibitive practices to support the overall well-being of children. These practices are never permitted in a child care centre. Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

Compliance Indicators

- None of the practices listed above are observed in the program.
- Staff verbally confirm that these practices are not allowed and do not occur in the program.



SUPPORTING DEVELOPMENTAL AND BEHAVIOURAL NEEDS

WCDSB Extended Day Programs offer an inclusive program that cultivates a safe and equitable learning environment that is developmentally responsive. All students can participate fully in ways that are most comfortable for them. Programs support social, physical, emotional, spiritual and mental health and wellness. They are rooted in understanding child development and the broader contexts within which this development is happening (e.g., local, social, cultural, economic).

If your child has learning, developmental or behavioural needs, you will have an opportunity to have a discussion with the Extended Day Supervisor before your child starts the program to discuss any necessary support needs. Your child's well-being and safety are our primary concerns. Extended Day and the school staff will collaborate and share necessary information to support your child's health, welfare, and/or safety.

PROGRAM STAFF

Early Childhood Educators bring knowledge of early childhood development, encompassing age-appropriate, developmentally applicable, and culturally responsive program planning, to facilitate experiences that promote each child's physical, cognitive, language, emotional, social, and creative development, and overall well-being. Based on CCEYA licensing guidelines, the ratio for an educator to a student in our Extended Day programs is 1:13, with a maximum of 26 in a group.

Embracing the Extended Day program goals listed above, the educator team collaborates to establish positive and supportive relationships with students and families. This is achieved by:

- Fostering an anti-oppressive, anti-racist, and inclusive culture where all students feel seen, heard, respected, and are provided support and resources as available.
- Supervising and supporting students to ensure they are healthy and safe by following Public Health, First Aid, and Emergency procedures.
- Responding to student's individual physical, social, spiritual, and emotional needs
Providing a variety of choice and open-ended materials in the program
- Providing opportunities for student-led experiences and choice
- Supporting students with solving problems and acknowledging their feelings
- Recognizing that students are competent in complex thinking.
- Welcoming parents into the program and encouraging parent involvement.
- Sharing information with parents about their child's day in several ways, for example, providing updates in person and on parent information boards

Staff Qualifications

The WCDSB employs Designated Early Childhood Educators who are registered with the Ontario College of Early Childhood Educators and who also work in our Kindergarten programs. For more information on the Ontario College of Early Childhood Educators, visit.

[The College of Early Childhood Educators](#)

There may also be employees who are otherwise approved by the Ministry. The Ministry of Education approves individuals with different educational backgrounds (which a Director under the Act may, as a director, approve). All staff commence employment with an acceptable Vulnerable Sector check and Health/Immunization check and are certified in Standard First Aid and CPR (Level 2).

Students and Volunteers

The Waterloo Catholic District School Board welcomes placement students and volunteers into the various programs offered in our schools. We believe it is a valuable part of gaining experience in a learning environment. Volunteers and placement students play a vital role in supporting staff in the daily operation of our Extended Day programs. Students and volunteers are never included in staff to child ratios. Supervising staff ensure that placement students and volunteers are always supervised and never left alone with children.

[Supervision of Volunteers and Students Policy](#)

PROGRAM OPERATIONS



Determining School Locations

The Waterloo Catholic District School Board assesses the viability of the Extended Day Program at all schools every year. A program is determined viable when there is sufficient parental interest. Parents demonstrate their interest by pre-registering for the Extended Day Program between January and April. Parents will be notified in or around May if the Extended Day Program will be offered at their school. Once a location has been determined viable, registration is ongoing, and students may enroll throughout the school year.

Operating Hours

Extended Day program hours of operation on instructional days from September to June are:

Before school- 7:00 a.m. to bell time

After school- bell time to 6:00 p.m.

Registration

To Register see OneHSN links below.



<https://regionofwaterloo.onehsn.com/wcdsb>



Or call the OneList support line at
1-888-722-1540

1. Log onto OneList (One HSN, ensuring that you are on the WCDSB site)
2. Follow the prompts to create a new account or log into your existing account.
3. Register for the programs that you require care for
(Before School/After School/Christmas Break/March Break/PD days)
4. Once you have registered for the programs, you can then go into the calendar to choose the specific days you require care. Please see scheduling guidelines below.

Scheduling

Our program allows for full-time or part-time schedules that **MUST** consist of a minimum of 2 days and programs but must be set and recurring weekly to ensure the sustainability of the program. Inconsistent schedule rotations cannot be accommodated.

Shared Custody and Registration

In order to meet the registration requirements of a minimum of two days a week, parents with shared custody can share a space but must sign our Shared Custody and Shared Space agreement acknowledging that an alternating schedule is approved on an individual basis and with the understanding that **both** custodial parents/guardians **MUST** have a minimum of two days per week on their child's schedule. In the event that one parent withdraws, the other parent **MUST** register for at least two days on their off week to remain in the program. Alternatively, their child will be withdrawn from the program. Note, each parent can also be billed individually through our finance department.

Shared Custody Shared Space Agreement:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2025/03/Shared-Custody-Shared-Space-Agreement-Extended-Day-Program.pdf>

Schedule Changes

To ensure accurate billing, the parent/guardian must log into their account periodically through OneList Waterloo Region (OneList) and ensure their schedule is accurate.

Please note: Billing will occur for all days registered in OneList regardless of attendance in the program.

In the event that your need for care has changed, parents need to log into their account to create a new set recurring schedule.

OneHSN registration requires **four weeks' notice** before a child can begin attending the WCDSB Extended Day Program. There are times when more than four weeks' notice may be required if WCDSB Extended Day must hire educators to support the program.

Changes to schedules or withdraw from the program requires **two weeks' notice**. You are responsible to log into your account to make changes or withdraw your child from the program through the online registration platform. Account holders are responsible for making these changes to their own accounts.





PD DAYS, Christmas, and March Break

*****Please note:*** Programs will operate at designated locations and program operating hours may vary. Space is limited. If you have questions about how to register for care on a PD Day or break periods please contact extended.day@wcdsb.ca or call 519-578-3600 xt. 2225
(There is no longer a half-day rate for this program).

A student must be registered in the Extended Day Program with a minimum of two days/week and with a set recurring schedule in order to be eligible to attend on:

- Select PD Days
- Select non-statutory days during Christmas Break
- March Break

Students may only attend the Extended Day Program on registered days. Please note, there are separate charges and registrations for non-instructional days.

Families will be provided notice at least one month in advance for closure of Christmas or March Break.

Fees for PD Days and Break Periods

All PD days and Breaks daily fees are the full day rate, equivalent to both AM and PM care (see Rates and Fee Payment Policy and fee chart on pages 14-18)

Hours of Care for PD Days and Break Periods

For the 2024-2025 school year, families must register for full-day care on PD Days, Christmas, and March Break separately by the due dates. Programs will operate at designated locations and program operating hours may vary. Space is limited. If you have questions about how to register for care on a PD Day or break periods, please email us at

extended.day@wcdsb.ca

Important Deadlines for PD days and Break Periods

November 1, 2024—As of this date, you **will no longer** be able to sign up for **Christmas Break**, remove your registration, or change your scheduled days on OneList.

January 24, 2025- As of this date, you **will no longer** be able to sign up for **March Break**, remove your registration, or change your scheduled days on OneList.

Changes after these dates will not be permitted.

Vacation Requests



- Each family will receive 10 vacation credit days that they may use per school year, without charge, when their child is not attending the program.
- Vacation requests must be applied with a minimum of two weeks' notice. You can do this by logging into your OneList account and clicking on the Vacation Schedule button.
- Fees will still be generated if vacation requests are not submitted two weeks in advance.



Waitlist Policy

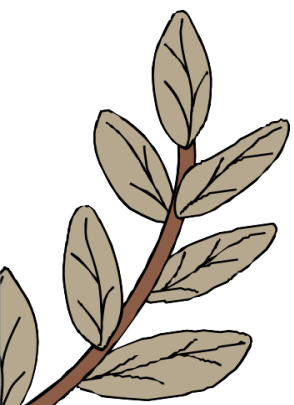
Our programs are very sought after by families. Based on enrolment and/or staffing, there may be times when a waitlist is implemented to maintain compliance with Ministry of Education licensing standards. Notification will be provided via the OneList website and posted at the relevant Extended Day School location. If your child is placed on a waitlist, you will receive an email from the OneHSN (OneList) website when a space opens up.

Spaces will be offered to those on the waiting list in order of application date in OneList. When offered a space, you will have 72 hours to respond.

If you are placed on a waitlist for any days, you require care, you will be placed on a waitlist for each day of the week/PD Day that you require and notified when any of those days opens up.

For more info regarding Waitlist Policy see link:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/02/Waitlist-Policy-and-Procedures.pdf>



Statutory Holidays and Program Closures



WCDSB Extended Day programs **will not** be offered on the following non-instructional days or statutory/board holidays:

- Tuesday, September 3, 2024 (PD Day)
- Friday, October 11, 2024 (PD Day)
- Monday, October 14, 2024 (Thanksgiving)
- Friday, November 1, 2024 (PD Day)
- Monday, December 23, 2024 - Wednesday, January 1, 2025 (Christmas Break)
- Monday, February 17, 2025 (Family Day)
- Friday, April 18, 2025 (Good Friday)
- Monday, April 21, 2025 (Easter Monday)
- Monday, May 19, 2025 (Victoria Day)
- Friday, June 27, 2025 (PD Day)

There will be no charge to families on the dates above.

Extended Day programs **will be** offered on the following non-instructional days:

- Christmas Break (Thursday, January 2 - Friday, January 3, 2025)
- Friday, January 17, 2025 (PD Day)
- March Break (Monday, March 10- Friday, March 14, 2025)
- Monday, March 31, 2025 (PD Day)
- Friday, May 30, 2025 (PD Day)

Programs will operate at designated locations, and program operating hours may vary. Space is limited. If you have questions about how to register for care on a PD Day or break periods, please email us at extended.day@wcdsb.ca

Important Deadlines

November 1, 2024—As of this date, you **will no longer** be able to sign up for **Christmas Break**, remove your registration, or change your scheduled days on OneList.

January 24, 2025- As of this date, you **will no longer** be able to sign up for **March Break**, remove your registration, or change your scheduled days on OneList.

Changes after these dates will not be permitted.



RATES AND FEE PAYMENT POLICY

Canada Wide Early Learning and Child Care

Canada-wide Early Learning and Child Care (CWELCC) funding is intended to support children under the age of 6 of age and enrolled in kindergarten. More specifically, eligible children are defined as;

- Any child, until the last day of the month in which the child turns 6 years old and
- Up until June 30 in a calendar year, any child who; turns six years old between January 1 and June 30 in that calendar year; and is enrolled in a licensed child care program.

The CWELCC agreement outlines that Ontario families participating licensed child care programs such as the Waterloo Catholic District School Boards Extended Day Program will see the following impact on their childcare fees over the next 2 years:

- January 2023 – December 2023 fees will be further reduced (to a minimum of \$12/day).
- Before Care Rate \$12
- After Care Rate \$12
- Combined Before & After Care Rate \$12.59
- Families receiving financial assistance to help with child care fees through the Region on Waterloo's subsidy program will also receive a reduction in their eligible parent contribution amounts and will be billed at the reduced rate.
- September 2024 to September 2025- Families will see further reductions in fees, culminating in an average of \$10-a-day child care by September 2026.

WCDSB Extended Day Program is enrolled in the Canada-wide Early Learning System. Rates for fees through the CWELCC system will be determined based on direction from the Ministry of Education. Any changes or updates will be communicated to our families and on our website.





Rates and Fee Payments

WCDSB establishes the Extended Day Program rate yearly on a cost-recovery basis, using a formula provided by the Ministry of Education, and approved by the Board of Trustees.

The rates for each school and each segment of the program are available on our website. www.wcdsb.ca Click on “**Register**” on the top ribbon of the home page and follow the link. “**Extended Day Program Before and After School Program**” for more information.

Late Pick Up Fees

Late Pick-Up Fees are the only other non-base rate fees that we charge. Please see page 20 for more details on our Late Pick-Up Policy and fees.

Fee Payment

Effective immediately, the WCDSB Extended Day Program requires all One List account holders to submit mandatory pre-authorized payment information for the Extended Day program.

Please submit your payment information via the secure link below either by pre-authorized debit or by credit card.

[Pre-Authorized Debit/Credit Plan](#)

All accounts will be charged on the 20th of each month for the entire month. Charges will not be filed before the 20th. However, there could be a delay of a few days if the 20th falls on a weekend.

Refund options

In the event of a billing error or overpayment, accounts will be credited or refunded back to original method of payment, in consultation with Extended Day Supervisors and Finance

Fees will not be reimbursed due to any of the following circumstances:

- Vacation or illness
- School closure due to inclement weather

To request more information, please contact our Accounts Receivable Officer at

Accounts Receivable Officer at

519-578-3660 x 2877 or

jack.zhang@wcdsb.ca

Invoices are calculated based on your child (ren)’s registration on OneList using the daily rates described. It is the parent's responsibility to ensure prompt payments.

Overdue Accounts

If your account is considered outstanding, you will be notified by the Accounts Receivable Officer regarding potential action. If you do not contact our Accounts Receivable Officer regarding payment, you will be notified that your child's participation in the Extended Day Program will end, and your account may be forwarded to a collection agency.

Accounts must be paid in full and in good standing or your child will be withdrawn from the Extended Day Program.

Once the account is paid in full, you can re-register for the Extended Day Program. Note that our two-week notice policy will apply for re-registration.

To register for the following school year, accounts must be paid in full and in good standing as of August 19, 2024.

Tax Receipts

A tax receipt will be provided according to Canada Revenue Agency guidelines. Tax receipts will be issued by the last day in February of the next calendar year and will be sent to the email address on the OneList account.



Extended Day Daily Base Fees Pro-Rated for Before and After School Programs 2024-2025



School	Hours of operation Extended Day Program	Before School Extended Day Program 4 & 5 yrs. old	Before School Extended Day Program 6-12 yrs. old	After School Extended Day Program 4 & 5 yrs. old	After School Extended Day Program 6-12 yrs. old	Before & After School Extended Day Program 4 & 5 yrs. old	Before & After School Extended Day Program 6-12 yrs. old
Blessed Sacrament	7:00-8:40 3:10-6:00	12.00	12.04	12.00	20.46	12.59	32.50
Canadian Martyrs	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
Holy Family	7:00-9:00 3:30-6:00	12.00	14.44	12.00	18.06	12.59	32.50
Holy Rosary	7:00-8:20 2:50-6:00	9.63	9.63	12.00	22.87	12.59	32.50
Holy Spirit	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
John Sweeney	7:00-8:50 3:20-6:00	12.00	13.24	12.00	19.26	12.59	32.50
Monsignor Haller	7:00-8:50 3:20-6:00	12.00	13.20	12.00	19.3	12.59	32.50
Our Lady of Fatima	7:00-8:50 3:20-6:00	12.00	13.20	12.00	19.3	12.59	32.50
Our Lady of Grace	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
Our Lady of Lourdes	7:00-8:30 3:00-6:00	10.83	10.83	12.00	21.67	12.59	32.50
Saint John Paul II	7:00-8:20 2:50-6:00	9.63	9.63	12.00	22.87	12.59	32.50
Sir Edgar Bauer	7:00-8:40 3:10-6:00	12.00	12.04	12.00	20.46	12.59	32.50
St. Agnes	7:00-9:20 3:50-6:00	12.00	16.85	12.00	15.65	12.59	32.50
St. Aloysius	7:00-9:00 3:30-6:00	12.00	14.44	12.00	18.06	12.59	32.50
St. Anne Cambridge	7:00-9:20 3:50-6:00	12.00	16.85	12.00	15.65	12.59	32.50
St. Anne Kitchener	7:00-9:15 3:45-6:00	12.00	16.25	12.00	16.25	12.59	32.50
St. Augustine	7:00-8:45 3:15-6:00	12.00	12.64	12.00	19.86	12.59	32.50
St. Bernadette	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
St. Boniface	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
St. Brigid	7:00-8:35 3:05 6:00	11.44	11.44	12.00	21.06	12.59	32.50
St. Clements	7:00-8:50 3:20-6:00	12.00	13.24	12.00	19.26	12.59	32.50
St. Daniel	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
St. Dominic Savio	7:00-9:15 3:45-6:00	12.00	16.25	12.00	16.25	12.59	32.50
St. Elizabeth	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50

St. Gabriel	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
St. Joseph	7:00-9:10 3:40-6:00	12.00	15.65	12.00	16.85	12.59	32.50
St. Josephine Bakhita	7:00-9:05 3:35-6:00	12.00	15.05	12.00	17.45	12.59	32.50
St. Kateri Tekakwitha	7:00-8:35 3:05-6:00	11.44	11.44	12.00	21.06	12.59	32.50
St. Luke	7:00-8:20 2:50-6:00	9.63	9.63	12.00	22.87	12.59	32.50
St. Mark	7:00-8:55 3:25-6:00	12.00	13.84	12.00	18.66	12.59	32.50
St. Michael	7:00-9:00 3:30-6:00	12.00	14.44	12.00	18.06	12.59	32.50
St. Nicholas	7:00-9:15 3:45-6:00	12.00	16.25	12.00	16.25	12.59	32.50
St. Paul	7:00-8:20 2:50-6:00	9.63	9.63	12.00	22.87	12.59	32.50
St. Peter	7:00-8:30 3:00-6:00	10.83	10.83	12.00	21.67	12.59	32.50
St. Teresa of Avila	7:00-8:35 3:05-6:00	11.44	11.44	12.00	21.06	12.59	32.50
St. Teresa Kitchener	7:00-9:20 3:50-6:00	12.00	16.85	12.00	15.65	12.59	32.50
St. Teresa of Calcutta	7:00-8:55 3:25-6:00	12.00	13.84	12.00	18.66	12.59	32.50
St. Timothy	7:00-9:00 3:30-6:00	12.00	14.44	12.00	18.06	12.59	32.50
St. Vincent de Paul	7:00-9:00 3:30-6:00	12.00	14.44	12.00	18.06	12.59	32.50

***All PD days and Breaks daily fees are the full day rate, equivalent to the Before and After School Care rate**

CHILDCARE SUBSIDY

WCDSB Extended Day Program is a subsidy-eligible program. The Region of Waterloo manages child care subsidy. Eligibility for child care subsidy is based on a family's income and child care needs. You can apply for subsidy by:

Calling the Child Care Subsidy office at 519-575-4400
Or by following this link:

<https://www.regionofwaterloo.ca/en/living-here/help-paying-for-child-care.aspx>

Once you have completed your subsidy application, a caseworker from the Region of Waterloo will contact you to determine eligibility. If you receive child care subsidy to help with your fees, you must also contact your caseworker for approval of any changes, otherwise you may be responsible to pay the cost for unapproved schedule changes.

ATTENDANCE



Safe Arrival & Departure

All parents/guardians MUST accompany their child to the Extended Day classroom to drop off and or pick up their child. Upon drop off and pick up parents/guardians must initial the sign in and out form for their child.

Extended Day staff will not release students to anyone who is not on the student's release form. If there is an alternate person picking up, please notify the Extended Day Program of this change. This person will be required to provide photo identification.

Custody Procedure

Access shall be permitted to non-custodial parents, even if their name is not included on the registration form, unless a court order or separation agreement prohibits such access. (Note: Proof of non-custodial parent status is required) The custodial parent is responsible for providing the WCDSB Extended Day Program with a certified copy of the court order or separation agreement if they wish to deny access to the non-custodial parent.

Impaired Parents / Guardians

If a parent or guardian arrives to pick up their child(ren) and is impaired, WCDSB Extended Day Program educators will advise the impaired parent to make alternate transportation arrangements or contact an alternative individual who can ensure safe transportation home. In a circumstance whereby a parent/caregiver attempts to leave the premises with the child(ren), the Educators will follow the CFSA and will contact the Police and the Child Protection Agency promptly as the safety of the child(ren) is paramount.

Morning Dismissal to Yard Supervision

JK/SK students remain in extended day and kindergarten play area until bell time. School Age students (grades 1-6) are released to yard duty in the morning once there are yard supervisors on duty.

When students from Extended Day are released to the school yard, Extended Day staff ensure there is yard supervision. Extended Day staff connect with a yard supervisor and confirm the number of students they are receiving to the yard from Extended Day. ("I am dismissing 15 students to the school yard").

Safe Arrival and Departure Policy:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2025/03/Safe-Arrival-and-Departure-Policy-2025-Extended-Day-Program.pdf>

Late Pick Up Policy

Late pick-ups cause difficulties both for the educators and the children waiting to be picked up. We encourage you to arrive by 5:45 pm to pick up your child. This ensures you have the time and the opportunity to connect with the educator and to allow for an unrushed ending to your child/ren's day.

We do recognize that in exceptional and unavoidable circumstances, parents may occasionally be late in picking up their children. When this occurs, parents must notify the on-site EDP staff as soon as possible.

Our WCDSB Extended Day programs close at 6:00pm. It is the parent/guardian's responsibility to arrange for their child to be picked up promptly from the program before 6:00pm.

- **First late pick-up:** Will result in a verbal warning and will be documented by the ED staff.
- **Second late pick-up:** A charge of ten dollars (\$10.00) for the first fifteen minutes or any part thereof and then \$1.00 (non-base fee) for every consecutive minute thereafter. The late fee will be charged on the next billing cycle.
- **Third late pick-up:** A third late may result in termination of care from the Extended Day Program. (WCDSB)

Account holders/parents will be invoiced weekly, with immediate payment required. If you are set up for autopay, no further action is needed, and the payment will be processed as usual for Extended Day.

Failure to receive payment will result in removal from the Extended Day program. Thank you for your cooperation and understanding.

In cases when the family is subsidized, the family will be charged directly, following the policy steps. If parents or caregivers disregard the Late Fee policy, WCDSB reserves the right to withdraw access to the EDP.

If late pick up occurs regularly, the ECE Supervisor 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, a notice to withdraw from the EDP may be issued for unresolved patterns of lateness. Individual concerns regarding the Late Fee policy should be addressed to Manager at (519) 578-3660 ext. 2472

[WCDSB Late Pick Up Policy](#)



Attendance is taken daily in the Before- and After-school Extended Day Programs. Parents are asked to call the Extended Day Program cell number if their child will be absent from the program. This call is in addition to the call you may make to the school office to report a daytime absence. Please refer to the school's website or ask the Extended Day staff for the direct contact number for the Extended Day Program. See Safe Arrival & Departure link above

HEALTH REQUIREMENT AND ILLNESS

To protect the overall health of all students and staff, we ask that parents NOT bring a child who is exhibiting cold or flu-like symptoms, fever, rashes, diarrhea, or contagious diseases. Students may return to the program when they are well enough to participate fully.

Extended Day staff may contact a parent to request early pick up of a student who is sick. If parents cannot be reached, staff may contact the emergency contacts listed by the parents. There will be no reimbursement of fees due to an illness.

WCDSB abides by the following directives regarding illness:

- Education Act and Regulations
- Health Protection & Promotion Act
- Immunization of School Pupils Act

Guidelines for Prevention & Management of Infectious Diseases in Schools – Region of Waterloo Public Health and Emergency Services

For more information, you can access the following links:

[Infectious Diseases Exclusion Guidelines for Childcare Providers and Schools Region of Waterloo Public Health](#)

[Guidelines for Prevention and Management of Infectious Diseases in Schools](#)

We require information on each student's health status, i.e., allergies, diseases or any medical restrictions that may preclude participation in the program as well as any medications they are presently taking. Medical/allergy information must be provided for our files.



MEDICATION

The Extended Day staff may only administer prescribed and over the counter medication prescribed by a physician. Parents/guardians are required to complete an **WCDSB Extended Day Authorization for Administration of Medication**. Should this form not be completed, staff cannot administer any medication. Students with medical needs and/or who require emergency medication (Epi-pen; asthma inhaler; diabetic or seizure medication) cannot attend the program without their medication and until the medical plan and associated documents are completed by the parent/guardian. This is in addition to the school plan as it specifically outlines guidelines for the extended day program.

***Please notify staff of any allergies that your child may have. You must supply the program with any medication to support these allergies, if applicable**

Administration of Medication

The program staff can administer medication when it is required during program hours.

- Parents must complete a **WCDSB Extended Day Authorization for Administration of Medication** form indicating the time the medication is to be given and the dosage.
- All medications must be prescribed by a physician or accompanied by a written note from the physician with specific instructions before being administered. This includes Tylenol, Benadryl, cough syrup and other non-prescription drugs.
- A drug or medication will be administered to a student only from the original container as supplied by a pharmacist and
- The container or package must be clearly labeled with the student's name, the name of the drug or medication, the date of purchase and instructions for storage and administration. Medication that is expired/past the best before date will not be administered.

Drug and Medication Administration Policy:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2025/03/Drug-and-Medication-Administration-Policy-2025-Extended-Day-Program.pdf>



ANAPHYLAXIS POLICY

Anaphylaxis is a serious allergic reaction and can be life-threatening. Allergies may be related to food, insect stings, medicine, latex, exercise, etc. The anaphylaxis policy is intended to help support the needs of a student with a severe allergy and provide information on anaphylaxis and awareness to parents, staff, and students.

During registration you will be required to provide information specifically around any life-threatening allergies, or other general allergies thereby ensuring that all the program staff have a clear understanding of potential risks associated with allergies.

If your child has an Epi-pen or puffer, the Extended Day Program must be provided with a labelled Epinephrine pen or puffer to be stored in a safe location.

Extended Day Anaphylaxis Policy:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2025/03/Anaphylaxis-Policy-Extended-Day-Program.pdf>.

Board Anaphylaxis Policies: [APH005-00 Anaphylaxis](#) and
Asthma Policy [APH028-00 Asthma/RyansLaw.pdf](#)

While it cannot guarantee an allergen-free environment, the Extended Day Programs recognize the need to reduce the likelihood of exposure to allergic individuals and has therefore developed procedures that include the following:

- Strategies to reduce the risk of exposure to anaphylactic causative agents in programs.
- The dissemination of information on life threatening allergies to staff, parents, and students
- The development of emergency plans for students with life threatening allergies
- The training of staff regarding epinephrine administration

Safety Steps for Anaphylaxis and Allergies

- Parents registering in the program will complete the Allergies information form.
- The programs will then complete an individual plan for students with life threatening allergies.
- Each student's plan will be reviewed with all staff, supply staff and students, upon

employment and/or placement and annually thereafter.

- Students with serious allergies/medication requirements will not be admitted into the program at any time without the required medication to treat their symptoms.

Please note that this medication must always be available to the Extended Day staff and cannot be shared between the school and program. The program requires Inhalers and Epi- pens, relevant to your child to either be carried by the child (in a pouch or fanny pack on their person) or by a staff member, in the program emergency backpacks, that are kept out of reach of students.

SERIOUS OCCURRENCE



Under the Child Care and Early Years Act, 2014, serious occurrences are defined as:

1. The death of a child who received childcare at an Extended Day Program
2. Abuse, neglect or an allegation of abuse or neglect of a child while receiving childcare at an Extended Day Program
3. A life-threatening injury to or a life-threatening illness of a child who receives childcare at an Extended Day Program
4. An incident where a child who is receiving childcare at an Extended Day Program goes missing or is temporarily unsupervised, or
5. An unplanned disruption of the normal operations of an Extended Day Program that poses a risk to the health, safety or well-being of children receiving childcare at the Extended Day Program

WCDSB ensures that there is a plan to deal with any serious incidents that may affect the health, safety, and wellbeing of children and those working directly with children, and that these serious incidents are addressed by the program and reported to the Ministry of Education for review.

If/when a Serious Occurrence happens during Extended Day hours, staff are obligated to immediately notify their ECE Supervisor who **must** then report it to the Ministry within 24 hours.

Serious Occurrences **must** be posted on the Parent Board, so parents are aware.

Please follow the link to the Serious Occurrence Policy, for more information:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2023/11/Serious-Occurrence-Policy-and- Procedures.pdf>

Injuries and Concussion Awareness



Injuries

When an injury involving a student in the program occurs, the staff will administer first aid as required. As per licensing requirements, an injury report will be completed by the staff within 24 hours of the occurrence, for all injuries. Parents will be asked to read and sign these reports.

If an injury is more serious in nature, the parents will be contacted immediately and informed of the situation. If emergency transportation is required or treatment at the hospital is necessary, parents may be advised to go directly to the hospital. In addition to the injury report, a serious occurrence report will be completed, as per licensing requirements. Please note that parents are responsible for any associated transportation costs for medical care.

Concussion Awareness

The WCDSB Extended Day Programs take every reasonable precaution to protect students from head injuries and concussions. Whether incurred at play or by incidental contact, all injuries are treated as serious and will be reported to families. If your child has a head, face or neck injury, the Extended Day Program staff will contact you and provide you with an injury report and concussion signs and symptoms form.

WCDSB has outlined specific procedures on the identification and management of concussion, including the return to learn and return to physical activity are outlined in the appendices.

Information for parents/guardians, school staff, volunteers and students can be located on the concussion page of the WCDSB website, including awareness and training strategies.

<https://www.wcdsb.ca/concussions/>

More resources are on the Ontario Rowan's Law Concussion Awareness website.

<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>





EMERGENCY MANAGEMENT POLICY AND PROCEDURES

Our programs follow emergency response procedures to ensure that children are kept safe, are accounted for, and are always supervised during an emergency. These emergency situations include Shelter in Place, Secure School, and Lockdown.

In case of emergency, parents will be contacted by the program and/or by Early Learning Services via phone or email, depending upon the circumstance.

[https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/05/Emergency-Management-Policy- ED.pdf](https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/05/Emergency-Management-Policy-ED.pdf)

Emergency School Closures

Severe weather conditions (i.e., snow or ice days) or disruption of essential services such as heat, light or water could cause the school's closure, including the Extended Day Program. Please note that fees will not be reimbursed in such events. Our School Board website www.wcdsb.ca provides up to date information on school closures.

The following local radio stations are used to broadcast information about school closings:



FM 105.3 AM 1090
FM 96.7 AM 570
FM 92.9 AM 96.0

Updating Your Information/Emergency Contacts

It is important that we have your up-to-date contact information. Please update OneList as needed if changes are required to your email address, contact information, or authorized pick-up list.

In an emergency where Extended Day Program staff must be reached, contact your school. If this is unsuccessful, please contact the Extended Day Program Supervisor for your child's school.

Contact information for the ECE Supervisors and the Extended Day Manager is posted at each site on the Parent Board and is listed at the end of this Parent Handbook.



NUTRITION



In compliance with the Ontario School Food and Beverage Policy (PPM 150), a nutritious snack is provided for the students in the Extended Day Program. When students are attending Extended Day during non-instructional days, parents must provide lunch as they would on regular school days. Snacks will still be provided on these days.

Our schools are nut-free, and we ask that parents refrain from sending food containing nuts or nut substitutes. When food is supplied by parents/guardians for their child, food is labelled with the students' name and is to be served only to that student.



OUTDOOR ACTIVITIES



The Extended Day Program is an extension to the core day curriculum. The students will use all the amenities that are available to them during the day, which include the classroom, gym, library, and outdoor space. Sometimes the students may also take part in a community walk to explore their surroundings, to get fresh air and a dose of nature.

Before starting any ED program, parents sign a consent giving permission for neighbourhood walks. Staff take the emergency binder and first aid backpack on all outings. They provide extra supervision during outings and inspect the area upon arrival, to ensure safety. A note is left on the ED room door informing of whereabouts, for parents who may pick up early. For the winter months, please ensure your child comes prepared for outdoor play.

CODE OF CONDUCT

All students, parents, and other WCDSB staff have the right to be safe, and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate. The Waterloo Catholic District School Board promotes responsibility, respect, and civility, in a safe learning environment. School community members are expected to behave in a positive environment. Any behaviour, through actions or words, which threatens this positive and safe environment could result in discontinued participation in the Extended Day Programs.

For more details and WCDSB's full Code of Conduct please visit:

[Code of Conduct – APC018](#)

TECHNOLOGY



The Extended Day Programs support the WCDSBs belief that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We also recognize that students are encouraged to bring their own personal electronic devices to school to support their learning, however the use of technology within the Extended Day Program is not at the forefront of our program.

For the Extended Day Program to support the school board's use of technology within our programs, we have created the following guidelines that outline the acceptable use of personal electronic devices:

- No personal cell phones are allowed in the Extended Day program (staff or students)
- Electronic devices are only to be used with the permission of a program staff member.
- All students attending the ED program will abide by the acceptable requirements outlined in the Waterloo Catholic District School Board's Responsible Use of Information Technology and Electronic Data Agreement. This agreement is provided for your family by the school. It is to be reviewed and signed by both student and parent at the beginning of each school year.
- The children are responsible for the security and care of their electronic devices and must store them in their school bags when not in use.

The Extended Day Programs are not responsible for the loss, theft, or damage of personal electronic devices. Please note that school bags may be left in unsupervised areas. Any child not upholding these guidelines of acceptable use of personal electronic devices may have their technology privileges withdrawn.

For more information on the WCDSB Responsible Use of Technology Policy, follow this link:

[Responsible Use of Information Technology and Electronic Data - Student](#)



CONFIDENTIALITY



Information regarding students and families is considered confidential and is shared only among staff members.

The staff respects the privacy of the students and families and will protect this right to the greatest extent possible. The Release of Confidential Information form in the registration process provides program staff the ability to share with school staff specifics on your child's morning and receive information on their school day experience prior to the commencement of the after-school program as required. It will also allow for the exchanging of positive strategies to support your child in the best way possible through this transition.

Concerns will be treated confidentially, and every effort will be made to protect the privacy of children, parents/guardians, and staff. However, on occasion information must be disclosed to outside agencies / parties for legal reasons e.g., Ministry of Education, College of Early Childhood Educators, law enforcement authorities, Children's Aid Society.

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect to the Children's Aid Society. For more information please visit:

<https://www.ontario.ca/page/report-child-abuse-and-neglect>

<https://www.oacas.org/childrens-aid-child-protection/duty-to-report/>

Please also see link to the Board Privacy Policy:

https://www.wcdsb.ca/wp-content/uploads/sites/36/2017/03/APC036-00_FOandProtectionOfPrivacy.pdf





COMPLIMENTS OR CONCERNS

Parents/guardians are encouraged to take an active role in our program and regularly discuss with our staff and Extended Day Supervisors, what their child(ren) are experiencing.

As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

All staff strive to maintain ongoing communication between the program and parents. Suggestions are welcomed and the Extended Day Program staff would be happy to discuss any concerns.

Please also see the Parent Board that often has observation and documentation of student work posted.

Please remember that at arrival and departure times the program is often busy, and staff may not have the time or privacy to discuss a concern that you may have regarding your child. Appointments to discuss a concern will be made if needed.

All issues raised by parents/guardians are taken seriously by the WCDSB and will be addressed promptly. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Please direct your questions or concerns to the DECE in the Extended Day Program. If you feel your concern has not been addressed, please communicate with program supervisor at 519-578-3660 ext. 2225. You can also discuss your concerns with the school Administrator

Please see our Parent Concern Policy for more information by following this link:

[Parent Concerns Policy and Procedures](#)





WCDSB Extended Day Supervisory Team

Ronda Roy

Manager of Operations-Extended Day

Tracy Moore

ECE Supervisor

Katrina Behr

ECE Supervisor

Wanda Newland

ECE Supervisor

Ashleen Schafer

ECE Supervisor

Carla Costa

Administrative Assistant

Sarah Arndt

Deployment Specialist

Contact Us



519-578-3660 ext. 2225



extended.day@wcdsb.ca



Resources

College of Early Childhood Educators. (2017). *Code of ethics and standards of practice for registered early childhood educators in Ontario*. Toronto, ON: College of Early Childhood Educators. <https://www.college-ece.ca/>

College of Early Childhood Educators. (2017). *Practice Guideline: Supporting Positive Interactions with Children*.

[https://www.college-ece.ca/en/Documents/Practice Guideline Supporting Positive Interactions with Children.pdf](https://www.college-ece.ca/en/Documents/Practice_Guideline_Supporting_Positive_Interactions_with_Children.pdf)

Government of Ontario: Ministry of Education. (2014). *How does learning happen? Ontario's pedagogy for the early years*.

<https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>.

Ministry of Education. (2023). *Think, feel, act: lessons from research about young children*.

<https://files.ontario.ca/edu-think-feel-act-lessons-from-research-about-young-children-en-2021-01-29.pdf>

Ministry of Education. (2016). *The Kindergarten Program*.

[https://files.ontario.ca/books/edu the kindergarten program english aoda web oct7.pdf](https://files.ontario.ca/books/edu_the_kindergarten_program_english_aoda_web_oct7.pdf)



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