

TITLE: EXTENDED DAY AND CHILD CARE PROGRAMS

Date Authorized: 22 April 2014

Last Revised:

Last Reviewed:

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate racism and structural and systemic barriers for students, staff, and the community.

1.0 RATIONALE

To ensure the effective delivery of all District Extended Day and Child Care Programs that operate outside of the regular school day and in compliance with the *Education Act* and the *Child Care and Early Years Act, 2014 (CCEYA)*.

2.0 DEFINITIONS

For a full list of terms used in this policy, please refer to Appendix A.

3.0 GUIDING PRINCIPLES

- 3.1 The Board supports the provision of Extended Day and Child Care Programs in schools through collaborative professional relationships to facilitate school readiness and smooth transitions to and from school for students.
- 3.2 Extended Day and Child Care Programs shall be provided in a safe, caring, and child-centered environment that prioritizes the emotional well-being and physical safety of students and provided in rooms that meet Ministry requirements.
- 3.3 The Board supports equal access for all students to Extended Day and Child Care Programs.

SPECIFIC DIRECTIVES

- 3.4 All Child Care and Extended Day Programs shall adhere to the Board's educational values, beliefs, policies, and procedures and produce measurable benefits for students.
- 3.5 Where possible, all Extended Day and Child Care Programs shall be licensed under the *Child Care and Early Years Act, 2014 (CCEYA)* in order to access financial support for

families provided through the Canada-wide Early Learning and Child Care (CWELCC) plan.

- 3.6 The General Manager in consultation with the OCDSB senior management will determine if the OCDSB will enter in an agreement with a Third Party Partner via a request for proposal through procurement or the District may approve the direct delivery of a Child Care Program.

Extended Day Programs (4-12 years)

- 3.7 In accordance, *Regulation 221/11* school boards may directly operate before and after school programs or they may enter into an agreement with a third party that is either: a licensed child care centre that is eligible to receive fee subsidy payments for children enrolled in the program; and/or an authorized recreational and skill building programs.
- 3.8 Extended Day programs are an extension of the school Core Day Learning and, as such, the District shall continue to offer these programs in every elementary school for students in Kindergarten to Grade 6 where the financial viability and enough demand are warranted upon consultations with community partners prescribed by *Regulation 221/11 and the Canada-Wide Early Learning and Child Care agreement*.
- 3.9 Before the last day of April in each year, the following information shall be available to parents/guardians,
- a) the schools at which an Extended Day Program will be offered;
 - b) the duration and time of the Program;
 - c) the fees and the availability of financial assistance, where applicable; and
 - d) any other relevant information.
- 3.10 Where an Extended Day Program is not licensed under the *Child Care and Early Years Act, 2014 (CCEYA)* or is not an authorized recreational and skill building, the principal of the school where the program is located has responsibility for the operation of the Program.
- 3.11 In accordance with the Ontario *Regulation 137/15 CCEYA* every licensee of a child care centre shall employ a supervisor, who shall plan and direct the program of the child care centre, be in charge of the children, oversee the staff and who shall be responsible to the licensee. A supervisor shall be a person who is a member in good standing of the College of Early Childhood Educators of experience providing licensed child care and is approved by a director.
- 3.12 The General Manager will be responsible for ensuring that all legislative staffing requirements are met in accordance with the *CCEYA* and the OCDSB policies and procedures.
- 3.13 A principal may delegate the responsibility of Extended Day Program operation, in writing, to other individuals, as prescribed by *Regulation 221/11*.
- a) The delegation by a principal shall be in writing and include the following:

- (i) The name of the individual appointed as a delegate;
 - (ii) The scope of the delegation, including the duties being delegated and any conditions on the exercise of those duties;
 - (iii) The duration of the delegation.
 - (iv) *Any other matter that the board considers should be included in writing in the delegation. O. Reg. 221/11, s. 22 (3).*
- b) The principal must ensure that the delegate has access to appropriate policies, procedures and information as may be required for the safe operation of the program, including, but not limited to, any policies or procedures related to emergency procedures and emergency notifications.
 - c) Notwithstanding the delegation of responsibility, the principal of the school where the program is operating continues to have a duty to monitor the manner in which the delegate fulfills their duties, in accordance with the requirements established by the Director of Education.
 - d) A copy of the written delegation shall be submitted in accordance with any requirements established by the Director of Education.
- 3.14 Extended Day Programs shall have priority use of space over community use of schools where shared school space is available in order to ensure effective program operation.

Child Care Programs (0-4 years)

- 3.15 The Board believes the co-location of Child Care Programs in schools can help to reduce the number of transitions for children and the financial and logistical impact on families. As such, when requested, the District may make space available in schools for Child Care Programs as long as the provision of such programs:
- a) does not impede the Board's rights and responsibilities as provided under the *Education Act*; and
 - b) can be accommodated at no net cost to the Board.
- 3.16 The District shall make every effort to locate Child Care programs, where warranted, in communities with the highest socio-economic needs.
- 3.17 In order to facilitate and support participation by parents, purpose specific Child Care Programs may be offered in conjunction with Language Instruction for Newcomers to Canada (LINC). Such programs shall be operated under the jurisdiction of the federal mandate of Settlement Program Support Services Provision for Care of Newcomer Children.
- 4.15 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

5.0 REFERENCE DOCUMENTS

[Education Act, Regulation 221/11](#)
[Child Care and Early Years Act, 2014 \(CCEYA\)](#)

The Canada-wide Early Learning and Child Care (CWELCC) Agreement

APPENDIX A: POLICY DEFINITIONS

In this policy,

Board means the Board of Trustees.

Child Care Programs refers to programs which provide care for children who are not yet of school-age (0-4 years: infant, toddler and pre-school) for whom care will be provided during the day, during the school year and in the summer.

Core Day Learning refers to the programming offered to children during the regularly scheduled instructional day.

District means the Ottawa-Carleton District School Board.

Extended Day Program refers to educational programming and care for school aged children between the ages of 4-12 before school, after school, on Professional Activity days, and during scheduled school breaks, including Winter and March breaks. The OCDSB does not operate summer programming.