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**POLICY P.035.SCO**

**TITLE: EXTENDED DAY AND CHILD CARE PROGRAMS**

**Date Authorized: 22 April 2014**

**Last Revised:**

**Last Reviewed:**

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**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.

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**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 equitable access for all families to viable Extended Day and Child Care Programs.
- 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 children, and supports school readiness and smooth transitions to and from school.
- 3.3 The Board supports the delivery of Extended Day and Child Care Programs in schools through collaborative professional relationships which focus on the learning and well-being needs of the child.

**4.0 SPECIFIC DIRECTIVES**

- 4.1 All Child Care and Extended Day Programs shall adhere to the Board's educational values, beliefs, policies, and procedures and produce benefits for students.

- 4.2 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.

Extended Day Programs (4-12 years)

- 4.3 In accordance with *Regulation 221/11*, the District may directly operate before and after school programs or 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.
- 4.4 Extended Day programs are an extension of the school Core Day Learning and, as such, the District shall offer these programs in every elementary school for students in Kindergarten to Grade 6, where there is sufficient demand to support financial viability, and warranted based on consultations with community partners, as prescribed by *Regulation 221/11 and the Canada-Wide Early Learning and Child Care agreement*.
- 4.5 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.
- 4.6 The General Manager shall be responsible for ensuring that all legislative staffing requirements are met in accordance with the *CCEYA* and the OCDSB policies and procedures.
- 4.7 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; and
    - (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.

4.8 Extended Day Programs shall be provided in classrooms that meet Ministry requirements, and 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)

4.9 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.

4.10 The District shall make every effort to locate Child Care programs, where warranted, in communities with the highest socio-economic needs.

4.11 Where it is determined that a new child care program is required and would be viable, the General Manager, in consultation with the Director or designate, will make the determination if the program will be District run, or if a request for proposal will be issued seeking a third party provider.

4.12 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.

4.13 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 APPENDICES**

Appendix A: Policy Definitions

## **6.0 REFERENCE DOCUMENTS**

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



## APPENDIX A: POLICY DEFINITIONS

In this policy,

**Board** means the Board of Trustees.

**Child Care Programs** means 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** means the programming offered to children during the regularly scheduled instructional day.

**District** means the Ottawa-Carleton District School Board.

**Extended Day Program** means educational programming and care for school aged children between the ages of 4-12 during the regular school year including before school, after school, on Professional Activity days, during scheduled school breaks, and including Winter and March breaks.

**Authorized Recreational and Skill Building Programs** include municipalities, the YMCA, Boys and Girls Clubs of Canada, and Ontario's After School Program funded by the Ministry of Tourism, Culture and Sport.