



**COMMITTEE OF THE WHOLE (PUBLIC)**  
**Report No. 20-016**

**18 February 2020**

**Extended Day Program Daily Fee Rates for the 2020-2021 School Year**

**Key Contact: Prince Duah, Superintendent of Instruction**  
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**PURPOSE:**

1. To seek approval of the basic daily fee rate and the full-day fee rate for optional days for the Extended Day Program (EDP) operated by the Ottawa-Carleton District School Board (OCDSB) for the 2020-2021 school year, as well as to provide details regarding the costing and accounting model for the program.

**CONTEXT:**

2. In January 2017, the Ministry of Education released Before-and-After School Programs (Kindergarten to Grade 6) – Policies and Guidelines for School Boards. These provisions require that school boards charge fees to parents of students enrolled in the EDP to recover costs incurred by the District. Further, school boards are required to ensure that costs associated with accommodating students with special needs are incorporated into the cost of the program. Third-Party Operators (TPO) set their own fee structures based on their existing business models.

Before the start of May each year, school boards are required to provide the following information to parents and guardians and post on the District's website:

- The fees for before-and-after school programs;
- The process and approach for determining sufficient demand and viability;
- Schools that will and will not be offering a before and/or after school program;
- Information on how to apply for financial assistance from the City of Ottawa for the before-and-after school program; and,
- Notice that if a TPO ceases to operate, the school board will ensure another program will be available.

Appendices A and B provide a summary of the 2020-2021 EDP fees for the OCDSB and examples of TPO fees as provided to date. Appendix C provides a summary of the Ottawa Catholic School Board's (OCSB) fee structure for the EDP.

As of September 2019, the OCDSB provides 65 EDP programs with an additional 29 before-and-after school programs provided by TPOs. As of 01 October 2019, there were 5478 children from the ages of 3.8 to 12 years of age in EDPs operated by the OCDSB. The OCDSB is one of the largest providers of before-and-after school programs in the province.

Parents have the option of enrolling their children in District-operated EDPs that are offered on professional activity (PA) days, as well as specified days during the winter break and the March break. Summer programs are also available at a number of sites. Parents are surveyed for their interest in these additional programs in a timely fashion during the school year, and where interest warrants, the program is provided.

The District continues to offer a highly flexible program that responds to the varying needs of parents. The EDP parent survey indicated that parents were satisfied with the program and the program fees. The chart below summarizes the EDP fees charged to parents over the last several years.

School Year	EDP Full-Day Fee
2010-2011	\$23.30
2011-2012	\$20.00
2012-2013	\$20.00
2013-2014	\$20.00
2014-2015	\$22.00
2015-2016	\$22.00
2016-2017	\$22.50
2017-2018	\$22.50
2018-2019	\$22.50
2019-2020	\$22.50

The cost for a full day of care on PA days, winter break and March break is \$35.00 per day.

## KEY CONSIDERATIONS:

3. The *Education Act* requires boards to charge and collect fees for the EDP to recover the operating costs incurred by the Board as set out in regulation O.Reg.221/11 (Extended Day and Third-Party Programs). This reflects the statutory requirements that the fees have a reasonable connection to the operating costs incurred.

The Extended Day Policy P.035.SCO issued on 22 April 2014 provides direction for the EDP staffing model used in the before-and-after school portion of the program which impacts salaries. Included in the policy is Board-approved direction that an EDP will be offered at any school site where three or more students register and pay for the program.

Subsidies are managed through a 'purchase of service' agreement with the City of Ottawa, which allows the District to offer subsidized care to children whose families are eligible and approved by the City of Ottawa.

In January 2016, subsidies became attached to a family rather than being provided to the service provider. This change provides families with the option of registering their children at their location of choice for child care services rather than where a subsidized space is available. The City of Ottawa determines the number of subsidized spaces available in the city and places families until the maximum amount has been allocated to families. The "floating" subsidy system has had a positive impact on the EDP as we have been able to offer care to more families that qualify for a subsidy. Due to the fluctuating nature of subsidies, the OCDSB had a range from 550 to 660 families receiving a subsidy in the 2018-2019 school year. The OCDSB currently has 637 children with subsidies enrolled in the EDP this school year.

Effective September 2016, the EDP implemented a non-refundable registration fee of \$50.00 for each new child registered, and \$25.00 for each returning child.

The EDP conducted a parent survey in the spring of 2018, and the results indicated that 72.07% of parents indicated that they thought the fee for the EDP was reasonable, 20.79% of parents indicated they thought the fee was high, and 0.55% of parents indicated they thought the fee was low.

#### 4. **2018-2019 Financial Results**

Appendix D, Extended Day Program Comparative Results, provides a summary of revenues and expenses for the 2018-2019 school year. Preliminary projections for 2019-2020 and 2020-2021 are also presented.

As shown in the summary, in 2018-2019 the EDP had an operating surplus of \$1.3 million as compared to the \$393,500 deficit originally budgeted for the year. The improved results were derived from increased revenues for services totaling \$1.2 million and expense savings relative to the budget totaling \$490,400. Almost all of the expense savings related to compensation costs. The factors contributing to compensation variance were savings from temporarily vacant positions that occurred during the year, lower than anticipated needs for special education supports and overall rates of compensation that were less than budgeted.

The EDP's operating surplus was used to fully support the \$152,600 deficit incurred in 2018-2019 by the Infant Toddler and Preschool (ITP) Child Care program.

The net operating surplus of the two programs for the year was \$1.2 million. This amount was added to the previous year's accumulated surplus. The accumulated surplus balance as at 31 August 2019 is \$2.1 million. The amount has been internally appropriated by the Board for use in supporting the future needs of the two programs.

As part of the department's commitment to continuous improvement, Early Learning, in collaboration with Human Resources, has identified changes that will increase capacity and improve service delivery, including addressing current staff retention issues. Although there will be additional costs associated with these changes, the costs can be absorbed without a need to increase rates for next year.

Additional financial information on the EDP and ITP programs can be found in Report 19-102, Analysis of the District's 2018-2019 Financial Results, presented to the Audit Committee on 25 November 2019 and Report 20-003, Revised Estimates 2019-2020, presented to Committee of the Whole (Budget) on 4 February 2020.

## **RESOURCE IMPLICATIONS**

5. The analysis of the 2018-2019 financial results provided insight into various aspects of the program and this was used in preparing the preliminary projections for 2018-2019 and 2019-2020 as shown in Appendix D. The projections assume stable enrolment and staffing levels.

The base daily fee and the optional days of care fee are based on projected salary and benefits costs, supply and snack costs, an allowance for administrative support and additional support for children with special needs. Staff is recommending that the full-day rate for OCDSB provided EDP programs remain unchanged for 2020-2021 at \$22.50 per day.

Staff is also recommending that the full-day rate for optional days of care offered by the OCDSB, including PA days and summer holidays, remain unchanged for 2020-2021 at \$35.00 per day.

The net operating results of the EDP and ITP programs in 2020-2021 will be combined with the net accumulated surplus or deficit reported for 2019-2020.

## **COMMUNICATION/CONSULTATION ISSUES:**

6. The Advisory Committee for Extended Day and Child Care Programs will be consulted on the recommendations.

Approval of the fee recommendation will be sought at Committee of the Whole on 18 February 2020 and subsequent approval by the Board on 25 February 2020.

Fees for EDP will be communicated annually through information provided at kindergarten registration and will be posted on the OCDSB website.

## **STRATEGIC LINKS:**

7. The District is committed to its strategic plan as a culture that practices ethical decision-making, and social, economic and environmental sustainability. The recommendations proposed have been established to enhance operational practices in relation to the EDP, and to effectively and responsibly manage human and financial resources in support of students registered in the program.

## **RECOMMENDATIONS:**

- A. THAT the Extended Day Program fee remain unchanged at the basic rate of \$22.50 per day, effective September 2020, for students who attend the program full-time; and
- B. THAT the full day fees for optional days of care in the Extended Day Program remain unchanged at \$35.00 per day, effective September 2020.

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Prince Duah  
Superintendent of Instruction

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Camille Williams-Taylor  
Director of Education and  
Secretary of the Board

## **APPENDICES**

Appendix A – 2018-2019 OCDSB Extended Day Program Fees  
Appendix B – 2018-2019 Third-Party Operator EDP Fees  
Appendix C – 2018-2019 Ottawa Catholic School Board EDP Fees  
Appendix D – Extended Day Program Comparative Results