Parent Handbook
Extended Day Programs

Quality • Inclusive • Faith-based Education

www.wcdsb.ca

Updated June 2019
WELCOME!

WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

EXTENDED DAY PROGRAMMING OFFERED IN A QUALITY, INCLUSIVE, FAITH-BASED ENVIRONMENT

Waterloo Catholic District School Board Extended Day Programs are fun, safe places to play, learn and interact with other children.
OUR PHILOSOPHY AND PROGRAM

Through a stimulating program, designed to enhance the physical, emotional, intellectual, developmental, social and spiritual needs of each child, we strive to fulfill the mission statement of Waterloo Catholic District School Board “As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world.”

The Waterloo Catholic District School Board is pleased to offer a fee based Extended Day Program for children from Kindergarten to Grade 6. The program is a complement to the school day, guided by the Ministry of Education’s “The Kindergarten Program” and “How Does Learning Happen” documents. Programs are operated in the kindergarten classrooms, promoting a seamless and consistent experience for the children. The Extended Day program is intended to provide a balance of investigation, exploration and guided explicit instruction through a play based program. RECEs will observe, plan and document children’s learning creating a rich and meaningful learning environment. Children are provided with opportunities to expand their knowledge through a variety of activities, exposing them to experiences that will stimulate their curiosity, independence and communication skills.

The Extended Day Program offers parents a convenient school location with equity of access in a safe and healthy learning environment for young children.

For more information on the “The Kindergarten Program” and “How Does Learning Happen” documents please visit https://files.ontario.ca/books/kindergarten-program-en.pdf

OUR STAFF

The Extended Day Programs are delivered by teams of Registered Early Childhood Educators (RECE) who are members of the College of Early Childhood Educators. They are dedicated to providing faith based, quality, educational programming. All staff members have a deep and extensive knowledge of child development and the skills required to provide an enriched play-based educational program complementing the school day curriculum. Having an educator from the school day provides a seamless day allowing for consistency and security for parents and children.

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 February and April. Parents will be notified by the end of June if the Extended Day Program will be added at their school. Once a location has been determined, registration is ongoing and children may enroll throughout the school year.

Please visit our website at www.wcdsb.ca and register online through the OneList link provided.
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.

Please note: 

Extended Day hours on non-instructional days will include the school day hours with no additional cost to parents.

SCHEDULING

We understand that families have different schedules, therefore we offer flexible enrollment to meet various needs. Our policy allows for full time or part time schedules. Schedules may consist of any combination of days and programs but must be set and recurring weekly to ensure the safety of children. To ensure accurate billing, it is the parent’s responsibility to 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 may log in to their account to create a new set recurring schedule. Please remember we require notice of change at least two weeks prior to the date of change.

Two weeks notice is required to register, change a schedule or withdraw your child from the program through our online registration system. WCDSB will stop billing two weeks after receiving this notice.

SCHEDULING DURING STAGGERED ENTRY FOR KINDERGARTEN CHILDREN

When you are choosing a start date please consider that kindergarten children will participate in the staggered entry process. Participation in the Extended Day Program is only available on the days that the children attend a full day of school. The first possible day for Kindergartens in Year 2 (SK) is their first full day of school, Wednesday, September 4. The first possible day for Kindergartens in Year 1 (JK) is either Thursday, September 5 or Friday, September 6 depending on their school schedule. Please note that Year 1 children will only attend one of these days.

PA DAYS, CHRISTMAS AND MARCH BREAK

A child must be registered in the Extended Day program with a set recurring schedule in order to be eligible to attend on PA Days, March Break and selected non-statutory days during Christmas Break. On these days a child is eligible to attend, as registered in the Extended Day Program. School days hours are at no additional cost.

Christmas and March Break locations may be impacted by school availability based on general maintenance and repair schedules.

Please note: If the Christmas or March break program is not operating at your home school you will be given the option to attend at a different location. Families will be provided this notice one month in advance.

Families wishing to apply a vacation credit to this time, if their children will not be attending, will need to log into their OneList account and do so.
**VACATION REQUESTS**

Each family will receive 10 vacations days that they may use per school year without charge.

- 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.

**RATES AND FEE PAYMENT POLICY**

The WCDSB establishes the Extended Day Program rate yearly on a cost-recovery basis using a formula provided by the Ministry of Education and are 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—please follow the link “Extended Day Programs” then click on “Schedule of Rates”.

Invoices will be emailed to families each month on or about the 20th for the current month. Invoices are due upon receipt. A variety of payment options are available and can be found on our “Extended Day FAQs” sheet, or by calling our Accounts Receivable Officer at 519-578-3660 x2877. Invoices are calculated based on your child(ren)’s registration on OneList using the daily rates described. It is the responsibility of the parent to ensure prompt payments are made.

**Overdue accounts:**

If your account is considered outstanding, you will be notified by the school board regarding potential action that may be taken. If no communication is made between you and the Accounts Receivable Officer, you will be notified that your child’s participation will end and your account may be forwarded to a collection agency.

**Tax Receipts:**

A tax receipt will be provided according to Canada Revenue Agency guidelines. Tax receipts for the 2019 calendar year will be issued by February 28, 2020.

**CHILD CARE SUBSIDY**

The WCDSB 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 child care needs. You can apply for Subsidy through OneList Waterloo Region (OneList). For more information contact the Child Care Subsidy office at 519-575-4400.

It is important to understand that completing the OneList registration does not mean you have applied for or qualified for child care subsidy. Furthermore, should you require any days outside your subsidy agreement full fee rates will apply.
STATUTORY HOLIDAYS AND PROGRAM CLOSURES

Extended Day programs will not be offered on the following statutory and board holidays:

- September 20th PA Day
- Thanksgiving Day
- December 6th PA Day
- Christmas School Board Closure (December 23-January 1)
- Family Day
- Good Friday
- Easter Monday
- Victoria Day

Please note: **There will be no charge to families on the dates above for days the Program is not available. For all other dates (including PA days, operational days during Christmas and March Break) daily charges will apply unless a vacation credit has been applied. (see Vacation Request section)**

ARRIVAL/DEPARTURE

All parents/guardians are required to accompany their children 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. The RECE’s will not release children to anyone who is not on the child’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.

Please note: **under no circumstance will a child be allowed to leave the program unaccompanied by an adult.**

CHILD’S ABSENCE

Children’s attendance is taken every day in both the before and after school programs. Parents are asked to call the Extended Day 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 day-time absence. Please refer to the WCDSB website under “Contact a School” or see the RECE in the Extended Day Program for the direct contact number for the Extended Day program.
HEALTH REQUIREMENT AND ILLNESS

In order to protect the overall health of all children and staff, we ask that parents **DO NOT** bring a child who is exhibiting cold or flu like symptoms, fever, rashes, diarrhea or contagious diseases.

Children may return to the program when they are well enough to participate fully. Staff may contact a parent to request early pick up of a child 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.

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

We require information on each child’s health status, i.e., allergies, diseases or any medical restrictions that may preclude participation in the program as well any medications they are presently taking. Medical/allergy information must be provided for our files. This includes an up-to-date immunization schedule, and the name, address and phone number of your family doctor.

MEDICATION

The Extended Day staff may only administer medication prescribed by a physician. Parents/guardians are required to complete an Administration of Oral Medication form. Should this form not be completed staff cannot administer any medication. All medication must be clearly labelled and stored in it’s original container.

For students with severe allergies please provide the Extended Day Program with a labelled Epinephrine pen or puffer as it will be stored in a safe location.

NUTRITION

In compliance with the *Ontario School Food and Beverage Policy (PPM 150)* a nutritious snack is provided for the children in the Extended Day Program. When students are attending Extended Day during non-instructional days (e.g. PD Days, Christmas, and March break), parents must provide lunch as they would on regular school days. Two 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.
OUTDOOR ACTIVITIES

The Extended Day Program is an extension to the Full Day Kindergarten curriculum. The children will use all of the amenities that are available to them during the day which include the classroom, gym, library and outdoor space. From time to time the children may even take part in a community walk to explore their surroundings. For the winter months please ensure your child comes prepared for outdoor play. If possible we also ask that parents provide indoor footwear.

UPDATING YOUR INFORMATION

The Extended Day Program staff must have the most up to date contact information for the safety of the children. It is the responsibility of the parent/guardian to provide the Extended Day Staff with any of these changes in writing. We ask that you make these changes online by logging in to OneList Waterloo Region (OneList) and updating any personal information that has changed. These changes will be noted by the school's main office staff and the Extended Day Program staff.

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 your site supervisor is communicated each September.

CODE OF CONDUCT

All students, parents, and teachers and other school 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. Members of the school community are expected to conduct themselves in a manner that promotes a positive environment. Any behaviour, through actions or words, that 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: https://www.wcdsb.ca/ap_memos/PDF/APC018.pdf
LATE PICK UP POLICY

The Extended Day Program ends at 6:00 p.m. If a parent, or other authorized adult, is unable to pick up the child by 6:00 p.m., alternate arrangements must be made in order to meet the closing time of the program. Late pick up is not permitted. Please be aware of road conditions throughout the day (weather, construction etc.) and plan travel time accordingly. Students picked up after the 6:00 p.m. closing time are tracked and can expect the following:

**First Late:** A call or email from the Program Supervisor reminding them of the service hours.

**Second Late:** A formal warning letter.

**Third Late:** A third late may result in termination of care from the Extended Day 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, Family and Children Services will be notified by the school Principal, DECE Supervisor or designate.
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 closure of the school including the Extended Day Program. Please note that fees will not be reimbursed in such events.

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

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

Our School Board website www.wcdsb.ca provides up to date information on school closures.

COMPLIMENTS OR CONCERNS

The WCDSB strives for the very best in our Extended Day Programs for our young learners. We always want to hear what is working for you, and when things may not be going so well. Please direct your questions or concerns to the RECE in the Extended Day Program. If you feel your concern has not been addressed please communicate with the school administrator or program supervisor at 519-578-3660.

Thank you for choosing the Waterloo Catholic District School Board