



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

# Parent Handbook

## Extended Day Programs



**Quality • Inclusive • Faith-based Education**

**[www.wcdsb.ca](http://www.wcdsb.ca)**

**Updated June 2023**

WCDSB's Extended Day Program offers parents and students in kindergarten to Grade six, 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

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

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

## **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.

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

## **SCHEDULING**

Our program allows for full time or part time schedules that may consist of any combination of days and programs but must be set and recurring weekly to ensure the safety of students. Inconsistent schedule rotations cannot be accommodated. **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 need to log into their account to create a new set recurring schedule.

**Two weeks notice is required to register, change a schedule or withdraw your child from the program through the online registration platform.**

## **SCHEDULING DURING STAGGERED ENTRY FOR KINDERGARTEN CHILDREN**

When you are choosing a start date please consider that Kindergarten students will participate in the staggered entry process. Participation in the Extended Day Program is only available on the days that the students attend a full day of school.

Monday	Tuesday	Wednesday	Thursday	Friday
Labour Day	Year 1 students visit classroom with a family member	Year 2 students attend	Year 2 students attend with half of the year 1 students	Year 2 students attend with the other half of the year 1 students
Monday	Tuesday	Wednesday	Thursday	Friday
All students attend for the first time together today and continue to attend every day				

## PA DAYS, CHRISTMAS AND MARCH BREAK

A student must be registered in the Extended Day program with a set recurring schedule in order to be eligible to attend on

- ◆ select PA Days
- ◆ March Break
- ◆ selected non-statutory days during Christmas Break

A student is eligible to attend only on days 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.

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

***If your child (ren) will not be attending, you may opt to apply a vacation credit to the appropriate dates.***

### Important Deadlines

November 3, 2023- Deadline to change schedule, register for or use vacation credits for Christmas Break

February 2, 2024- Deadline to change schedule, register for or use vacation credits for March Break

## VACATION REQUESTS

Each family will receive 10 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. ***Please note Christmas and March Break deadlines for changes (see above section)*** 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.
- ◆ Credit days cannot be used to waive fees.

## RATES AND FEE PAYMENT POLICY

WCDSB establishes the Extended Day Program rate yearly on a cost-recovery basis using a formula provided by the Ministry of Education and is 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](http://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. Fees can also be found on the last page of this document.

Invoices will be emailed to families each month on or about the 20th day for the current month and are due upon receipt. A variety of payment options are available. To request more information, please contact our Accounts Receivable Officer at 519-578-3660 x 2877 or [jack.zhang@wcdsb.ca](mailto:jack.zhang@wcdsb.ca). 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 Accounts Receivable Officer regarding potential action. If you have not contacted the 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 as of August 18, 2023 in order to participate in the 2023-2024 school year, 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: the 2 weeks’ notice policy will apply for re-registration.

## 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 account.

## **CHILD CARE SUBSIDY**

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 by calling the Child Care Subsidy office at **519-575-4400** or **follow 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 be in touch with 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.

Subsidy is not provided by the Waterloo Catholic District School Board.

## **STATUTORY HOLIDAYS AND PROGRAM CLOSURES**

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

- Thanksgiving Day
- November 13th PA Day
- Christmas School Board Closure (December 25, 2023-January 1, 2024)
- Family Day
- Good Friday
- Easter Monday
- April 19 PA Day
- Victoria Day
- June 28 PA Day (Program ends June 27, 2024)

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

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

- October 6th PA Day
- Christmas Break (January 2, 3, 4, 5, 2024)
- January 19th PA Day
- March Break (Friday, March 8, and Monday, March 11-Friday, March 15, 2024)
- May 31st PA Day

***Daily charges will apply unless a vacation credit has been applied (see Vacation Request section).***

## **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. The RECE's 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.

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

## **STUDENT ABSENCE**

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 school's website 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 students 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. Students 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 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.

**\*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 student'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.

## **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 its original container.

**The Extended Day Program should be provided with a labelled Epinephrine pen or puffer to 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 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**. Please 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 students will use all of the amenities that are available to them during the day which include the classroom, gym, library and outdoor space. For the winter months, please ensure your child comes prepared for outdoor play.

## **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 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**.

## **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. 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/about-us/policies-and-administrative-procedures/code-of-conduct-apc018/>

## **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 student 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.**

Late pick ups are tracked and parents 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 student 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
FM 96.7	AM 570
FM 92.9	AM 96.0

Our School Board website [www.wcdsb.ca](http://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 ECE Supervisor at 519-578-3660.

**Thank you for choosing the  
Waterloo Catholic District School Board**



### Extended Day Fees Pro-Rated for Before and After School Programs 2023-2024

School	Hours of operation	Daily fee	Hours of operation	Daily fee	
Blessed Sacrament	7:00-8:40	11.11	3:10-6:00	18.89	
Canadian Martyrs	7:00-9:10	14.44	3:40-6:00	15.56	
Christ the King	7:00-8:30	10.00	3:00-6:00	20.00	
Holy Family	7:00-9:00	13.34	3:30-6:00	16.66	
Holy Rosary	7:00-8:20	8.88	2:50-6:00	21.12	
Holy Spirit	7:00-9:10	14.44	3:40-6:00	15.56	
John Sweeney	7:00-8:50	12.22	3:20-6:00	17.78	
Monsignor Haller	7:00-8:50	12.22	3:20-6:00	17.78	
Our Lady of Fatima	7:00-8:50	12.22	3:20-6:00	17.78	
Our Lady of Grace	7:00-9:10	14.44	3:40-6:00	15.56	
Our Lady of Lourdes	7:00-8:30	10.00	3:00-6:00	20.00	
Saint John Paul II	7:00-8:20	8.88	2:50-6:00	21.12	
Sir Edgar Bauer	7:00-8:40	11.11	3:10-6:00	18.89	
St. Agnes	7:00-9:20	15.56	3:50-6:00	14.44	
St. Aloysius	7:00-9:00	13.34	3:30-6:00	16.66	
St. Anne Cambridge	7:00-9:20	15.56	3:50-6:00	14.44	
St. Anne Kitchener	7:00-9:15	15.00	3:45-6:00	15.00	
St. Augustine	7:00-8:45	11.66	3:15-6:00	18.34	
St. Bernadette	7:00-9:10	14.44	3:40-6:00	15.56	
St. Boniface	7:00-9:10	14.44	3:40-6:00	15.56	
St. Brigid	7:00-8:35	10.56	3:05-6:00	19.44	
St. Clements	7:00-8:50	12.22	3:20-6:00	17.78	
St. Daniel	7:00-9:10	14.44	3:40-6:00	15.56	
St. Dominic Savio	7:00-9:15	15.00	3:45-6:00	15.00	
St. Elizabeth	7:00-9:10	14.44	3:40-6:00	15.56	
St. Gabriel	7:00-9:10	14.44	3:40-6:00	15.56	
St. Gregory	7:00-8:30	10.00	3:00-6:00	20.00	
St. John	7:00-9:15	15.00	3:45-6:00	15.00	
St. Joseph	7:00-9:10	14.44	3:40-6:00	15.56	
St. Josephine Bakhita	7:00-9:05	13.89	3:35-6:00	16.11	
St. Kateri Tekakwitha	7:00-8:35	10.56	3:05-6:00	19.44	
St. Luke	7:00-8:20	8.88	2:50-6:00	21.12	
St. Margaret of Scotland	7:00-8:50	12.22	3:20-6:00	17.78	
St. Mark	7:00-8:55	12.78	3:25-6:00	17.22	
St. Matthew	7:00-8:50	12.22	3:20-6:00	17.78	
St. Michael Cambridge	7:00-9:00	13.34	3:30-6:00	16.66	
St. Nicholas	7:00-9:15	15.00	3:45-6:00	15.00	
St. Paul	7:00-8:20	8.88	2:50-6:00	21.12	
St. Peter	7:00-8:30	10.00	3:00-6:00	20.00	
St. Teresa of Avila	7:00-8:35	10.56	3:05-6:00	19.44	
St. Teresa Kitchener	7:00-9:20	15.56	3:50-6:00	14.44	
St. Teresa of Calcutta	7:00-8:55	12.78	3-25-6:00	17.22	
St. Timothy	7:00-9:00	13.34	3:30-6:00	16.66	
St. Vincent de Paul	7:00-9:00	13.34	3:30-6:00	16.66	