



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



EXTENDED DAY HANDBOOK

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OVERVIEW

Supporting Families. Enriching Learning.

The Waterloo Catholic District School Board's Extended Day Program (EDP) offers high-quality before- and after-school care for children aged 3.8 to 12 (Kindergarten to Grade 6). Conveniently located within WCDSB schools, the program provides a seamless extension of the school day in a safe, inclusive, and faith-based environment.

Why Choose the EDP?

- **Faith-Based Learning:** Rooted in Catholic values, nurturing the whole child—spiritually, socially, emotionally, and cognitively.
- **Play & Inquiry-Based Activities:** Hands-on learning that builds creativity, collaboration, leadership, and problem-solving skills.
- **Qualified Educators:** Caring professionals dedicated to each child's well-being and development.
- **Indoor & Outdoor Exploration:** Emphasis on active outdoor play to support healthy physical growth.
- **Licensed & Monitored:** Operates under the Child Care and Early Years Act (CCEYA) and guided by [How Does Learning Happen?](#) Ontario's Pedagogy for the Early Years.

PROGRAM STATEMENT

The WCDSB Extended Day Program views our community as filled with partners who share multiple skills of competence, capabilities, and curiosity and are filled with rich potential.

We ensure that our approaches to supporting children and families reflect this.

The Extended Day Program supports the WCDSB mission: "As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world."

In addition, we embrace the belief that: Families are composed of individuals who are competent and capable, curious, and rich in experience. Families are experts on their children. They are the first and most powerful influence on children's learning, development, health, and well-being.

Families bring diverse social, cultural, and linguistic perspectives. Children are competent, capable of complex thinking, curious and rich in potential. Every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed. Educators are competent, capable, curious, and rich in experience. They are knowledgeable, caring, reflective, and resourceful professionals who bring diverse social, cultural, and linguistic perspectives.

Please Note: Waterloo Catholic District School Board Extended Day Programs do not plan activities off the premises. A copy of our complete Program Statement is available by following this link: [Program Statement](#).

PROHIBITED PRACTICES

To provide guidance that promotes the healthy development and self-esteem of children and to provide supervisory staff with methods of managing prohibited practices, the WCDSB Extended Day program has developed this policy by the requirements of the Child Care and Early Years Act, 2014, Regulation 137/15, Section 48 (1), as specified below:

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- A. corporal punishment of the child.
- B. physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- C. locking the exits of the child care centre premises for the purpose of confining the child in an area or room without adult supervision unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- D. use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity, or self-worth.
- E. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding;
- F. inflicting any bodily harm on children including making children eat or drink against their will.

STAFF QUALIFICATIONS

The WCDSB employs Designated Early Childhood Educators who are registered with the Ontario College of Early Childhood Educators and who also work in our Kindergarten programs. For more information on the Ontario College of Early Childhood Educators, visit. [The College of Early Childhood Educators](#)

There may also be others in the ECE role, who are otherwise approved by the Ministry. The Ministry of Education approves individuals with different educational backgrounds (which a Director under the Act may, as a director, approve). The program is complimented by the addition of Early Childhood Assistants (ECAs), who support the RECEs. All staff commence employment with an acceptable Vulnerable Sector check and Health/Immunization check and are certified in Standard First Aid and CPR (Level 2).

STUDENTS AND VOLUNTEERS

The Waterloo Catholic District School Board welcomes placement students and volunteers into the various programs offered in our schools. We believe it is a valuable part of gaining experience in a learning environment. Volunteers and placement students play a vital role in supporting staff in the daily operation of our Extended Day programs. Students and volunteers are never included in staff to child ratios. Supervising staff ensure that placement students and volunteers are always supervised and never left alone with children.

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/06/Supervision-of-Volunteers-and-Students-Policy.pdf>

EMERGENCY MANAGEMENT POLICY AND PROCEDURES

Our programs follow emergency response procedures to ensure that children are kept safe, are accounted for, and are always supervised during an emergency. These emergency situations include Shelter in Place, Secure School, and Lockdown. In case of emergency, parents will be contacted by the program and/or by Early Learning Services via phone or email, depending upon the circumstances.

Link: <https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/05/Emergency-Management-Policy-ED.pdf>

HOURS OF OPERATIONS

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.

IMPORTANT DATES 2025-2026

Extended Day programs offer full days of programming on designated Professional Development Days and Winter and Spring Break. Families are required to have an active ongoing before/after school care schedule to attend PD Day and Break Weeks. You can register for PD Days and Break Weeks by logging into your OneList account.

Important Dates	
Monday, September 1, 2025 (Labour Day)	Program and Schools CLOSED
Tuesday, September 2, 2025 (PD Day)	Program and Schools CLOSED
Wednesday, September 3, 2025 (First Day of School)	Extended Day programs begin (JK students start Sept 4 for staggered entry)
Friday, October 10, 2025 (PD Day)	Program and Schools CLOSED
Monday, October 13, 2025 (Thanksgiving)	Program and Schools CLOSED
Monday, November 17, 2025 (PD Day)	Program and Schools CLOSED
Monday, December 22, 2025-Friday, December 26, 2025, and Thursday January 1-Friday, January 2, 2026 (Christmas Break Closure)	Program and Schools CLOSED
Monday December 29-31, 2025 (Extended Day programs open for children registered to attend)	Register/Withdraw by October 30, 2025
Friday, January 16, 2026 (PD Day, Extended Day programs operating for children registered to attend)	Register/Withdraw by December 19, 2025 (four weeks advance notice is required)
Monday, February 16, 2026 (Family Day)	Program and Schools CLOSED
Monday, March 16-Friday, March 20, 2026 (March Break)	Register/Withdraw by January 23, 2026
Friday, April 3, 2026 (Good Friday)	Program and Schools CLOSED
Monday, April 6, 2026 (Easter Monday)	Program and Schools CLOSED
Friday, April 24, 2026 (PD Day)	Program and Schools CLOSED
Monday, May 18, 2026 (Victoria Day)	Program and Schools CLOSED
Friday, May 29, 2026 (PD Day, Extended Day programs operating for children registered to attend)	Register/Withdraw by May 1, 2026 (four weeks advance notice is required)
Friday, June 26, 2026 (PD Day)	Program and Schools CLOSED

REGISTRATION

Online: <https://regionofwaterloo.onehsn.com/wcdsb>

Phone: 1-888-722-1540

Email: Support@OneHSN.com

Log onto OneList (One HSN, ensuring that you are on the WCDSB site)

Follow the prompts to create a new account or log into your existing account.

Register for the programs that you require care for

(Before School/After School/Christmas Break/March Break/PD days)

CARE OPTIONS

You can choose the care schedule that works best for your household:

Full-time: Monday to Friday

Part-time: Monday/Wednesday/Friday or Tuesday/Thursday

Please note: the schedule is fixed and cannot be changed under any circumstances.

SCHEDULING

The WCDSB Extended Day Program offers both full-time and part-time care with flexible day combinations. To ensure student safety and program consistency, all schedules must be set and recurring weekly. Irregular or rotating schedules cannot be accommodated.

Billing applies to all registered days, regardless of attendance.

Parents/guardians are responsible for their schedules in their OneList Waterloo Region account.

To make changes to your schedule, you will have to contact WCDSB EDP at 519-578-3600 ext. 2225.

Two weeks' notice is required for any schedule changes or to withdraw from the program.

Parents/guardians are allotted 10 vacation credits upon their child's registration and enrollment for the school year. Vacation credits are not applicable to break periods or PD Days, as these require separate registration.

When a vacation credit is applied to a specific day, it covers all programs the child is registered for on that day.

Four weeks' notice is required before a child can begin attending. In some cases, additional time may be needed if staffing adjustments are required.

If placed on a waitlist, you will receive an email when a space becomes available. You will have 72 hours to respond before the spot is offered to the next family.

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. Fees will be adjusted for staggered entry, before the September billing is generated.

WAITLIST POLICY

ELIGIBILITY

Children must be enrolled at the school where the EDP is offered. The program is open only to students aged 3.8 to 12, as mandated by the Ministry of Education.

Together with the regular school day, the EDP creates a cohesive, enriching experience that helps every child grow, learn, and thrive.

WAITLIST INFORMATION

Our Extended Day Programs are in high demand. To ensure compliance with the Ministry of Education licensing standards, a waitlist may be implemented based on enrollment and staffing levels.

HOW THE WAITLIST WORKS:

Families will be notified of waitlist status via the OneList website.

If your child is placed on a waitlist, you will receive an email notification from OneHSN (OneList) when a space becomes available.

Spaces are offered in order of application date on OneList.

Once offered a space, you will have 72 hours to respond.

IMPORTANT REMINDERS:

Monitor the email address used to register your child(ren) and check your spam/junk folder regularly.

If you require care on multiple days (including PD Days), you will be placed on a separate waitlist for each day and notified as space becomes available.

For more info regarding Waitlist Policy see link:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/02/Waitlist-Policy-and-Procedures.pdf>

EXTENDED DAY PROGRAM – BASE FEES & PAYMENT SUMMARY

WCDSB offers Canada-wide Early Learning and Child Care (CWELCC) funding, which is intended to support children under the age of 6 who are enrolled in kindergarten [Canada-wide Early Learning and Child Care](#)

The WCDSB Extended Day Program (EDP) operates on a cost-recovery basis. Rates are reviewed annually and set by the Board of Trustees using a Ministry-approved formula. Fees vary by school and program type. Current rates: https://www.wcdsb.ca/wp-content/uploads/sites/36/2025/08/Fees_WCDSB_Extended_Day_2025-2026.pdf

- \$34/day for grade 1-6 students for before and after school care
- \$12.59/day for JK/SK students eligible under the Canada-wide Early Learning and Child Care (CWELCC) program for before and after school care
- \$45/day on PA Days and during school breaks for grades 1-6; \$12.59/day on PA days and during school breaks for JK/SK students eligible under the Canada-wide Early Learning and Child Care (CWELCC) program
- A \$30 registration fee per child will be billed in September for families who secure a spot in the program. This fee does not apply to students covered by CWELCC or child care subsidy

BILLING & PAYMENTS

Monthly invoices are issued; immediate payment is required.

Families on autopay will be processed as usual.

Non-payment or disregard of policy may result in removal from the program.

Subsidized families are still responsible for late fees.

Questions or concerns? Contact the Manager at (519) 578-3660 ext. 2472.

PAYMENT DETAILS

Pre-authorized debit or credit card is required. <https://lf.wcdsb.ca/Forms/FIN020F>

Payments are withdrawn monthly on the 20th.

A \$30 registration fee per child applies (waived for CWELCC or subsidy recipients).

NON-BASED FEES

Late pick-up fees apply as outlined in our policy.

REFUNDS & ABSENCES

- Refunds are only provided for billing errors or overpayments.
- Fees are not refunded for illness, vacation, or weather-related closures.
- Fees are non-refundable for any absence—including illness or school closure (e.g., emergencies, inclement weather), per the WCDSB fee policy: [RATES AND FEE PAYMENT POLICY](#)
- In cases of school suspension, the child may not attend EDP until the suspension ends. Fees will not be adjusted during this time (in line with WCDSB fee policy, above)

OVERDUE ACCOUNTS:

Accounts must be in good standing to remain in or re-enroll in the program. Outstanding fees may result in withdrawal and possible referral to collections.

TAX RECEIPTS:

Receipts are issued by February 28 and sent to the email on your OneList account.

QUESTIONS?

Contact our Accounts Receivable Officer:

Phone: 519-578-3660 x2877

Email: jack.zhang@wcdsb.ca

CHILD CARE SUBSIDY

The WCDSB Extended Day Program is eligible for child care subsidy, which is managed by the Region of Waterloo.

Subsidy eligibility is based on your family's income and child care needs.

Call: Child Care Subsidy Office at 519-575-4400

Apply online: Help Paying for Child Care – Region of Waterloo - <https://www.regionofwaterloo.ca/en/living-here/help-paying-for-child-care.aspx>

IMPORTANT NOTES:

After applying, a case worker from the Region of Waterloo will contact you to determine your eligibility.

If you receive a subsidy, you must contact your caseworker for approval of any schedule changes. Unapproved changes may result in full fees being charged.

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

ILLNESS, ATTENDANCE, SAFE ARRIVAL & PICK-UP

Please keep your child home if they show signs of contagious illness (fever, rash, diarrhea, cold/flu symptoms). Children may return once well enough to fully participate. Extended Day staff may also contact you to request early pick-up.

[WCDSB-EXTENDED DAY PROGRAM Infection Prevention](#)

Absences must be reported to both the school office and EDP staff via the program's designated phone number. This is in addition to standard school absence procedures

To protect the health of all students and staff, **children showing signs of illness (e.g., fever, cold/flu symptoms, rashes, diarrhea, or contagious conditions)** must stay home. They may return once well enough to fully participate.

Staff may request early pick-up if a child becomes ill during the program. If parents are unavailable, emergency contacts will be called.

Further information is available through WCDSB or Public Health.

https://www.regionofwaterloo.ca/en/doing-business/resources/Documents/HCP_PreventionManagement_ExclusionGuidelines.pdf

<https://www.regionofwaterloo.ca/en/health-and-wellness/resources/Documents/Guidelines-for-Prevention-and-Management-of-Infectious-Diseases-in-Schools.pdf>

WCDSB follows all relevant health regulations, including:

- Education Act & Regulations
- Health Protection & Promotion Act
- Immunization of School Pupils Act
- Waterloo Region Public Health guidelines

OUR COMMITMENT TO INCLUSION

At WCDSB-EDP, we are called to reflect the love of Christ in all we do. We are committed to creating a safe, inclusive, and faith-filled environment where every child is seen as a unique and beloved child of God. We strive to meet the diverse needs of all children with compassion, dignity, and respect. While we work diligently to support every child, there may be rare occasions when, despite our best efforts and collaboration with families and support services, we are unable to meet a child's individual needs. These decisions are made prayerfully and thoughtfully, following assessment and consultation to identify the child's individualized needs and always with the well-being of all children and staff in mind.

NUTRITION

Children's eating habits are important, and a healthy diet is essential for the overall well-being of the child. Families are encouraged to pack an additional healthy snack option for before and after school snack time. Snacks are no longer provided in the Extended Day Program. During the designated snack time staff will be encouraging self-help, conversation skills and manners. A simple, prepackaged snack (applesauce/granola bars) will be offered in the program, should a child not have an option from home.

All lunch kits / bags must be labeled with the children's names. When students are attending Extended Day during non-instructional days, parents must provide lunch and snacks, as they would on regular school days. Our schools are nut-free, and we ask that parents refrain from sending food containing nuts or nut substitutes. Students are cautioned not to share food with their peers, for safety reasons.

SAFETY STEPS FOR ANAPHYLAXIS AND ALLERGIES

- Parents registering in the program will complete the Allergies information form.
- The programs will then complete an individual plan for students with life-threatening allergies.
- Each student's plan will be reviewed with all staff, supply staff and students, upon employment and/or placement and annually thereafter.
- Students with serious allergies/medication requirements will not be admitted into the program at any time without the required medication to treat their symptoms.

Please note that this medication must always be available to the Extended Day staff and cannot be shared between the school and program. The program requires that any prescribed inhalers and EpiPens relevant to your child be available at all times. These may either be carried by your child or stored at the program location.

To ensure the health and safety of all children in our care, we ask that families follow these rules when sending food to the Extended Day Program:

- When food is supplied by parents for their child, food is labelled with the students' name and to be served only to that student.
- Parents will be encouraged not to send foods that contain ingredients to which students may be allergic.
- Parents and families will be informed about all known allergens in the program by posting it on the Extended Day bulletin board.
- The EDP stocks a selection of nut-free and gluten free snacks in the event that a student is hungry or has forgotten theirs. Parents and families will be provided with a list of snacks available including ingredients,
- A list of all allergy alert plans including food and other causative agents will be posted in all serving areas and in the program binder which is brought to all areas where students may be present (outdoors, gym).
- Each student with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the student describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each student's individualized plan and emergency procedures will be made available and accessible wherever the student may be present while receiving care from Extended Day.
- The Extended Day Program will communicate with the Ministry of Education by reporting serious occurrences where anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.

This communication plan will be continually reviewed to ensure it meets the needs of the program and that it is effectively achieving its intended result.

COMPLIMENTS OR CONCERNS

Parents/guardians are encouraged to take an active role in our program and regularly discuss with our staff and Extended Day Supervisors what their child(ren) are experiencing. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, and staff, and foster the engagement of ongoing communication with parents/guardians about the program and their children.

All staff strive to maintain ongoing communication between the program and parents. Suggestions are welcomed, and the Extended Day Program staff would be happy to discuss any concerns. Please also see the Parent Board that often has observation and documentation of student work posted. Please remember that at arrival and departure times the program is often busy, and staff may not have the time or privacy to discuss a concern that you may have regarding your child.

Appointments to discuss a concern will be made if needed.

All issues raised by parents/guardians are taken seriously by the WCDSB and will be addressed promptly. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible. Please direct your questions or concerns to the DECE in the Extended Day Program. If you feel your concern has not been addressed, please contact the program supervisor at 519-578-3660 ext. 2225. You can also discuss your concerns with the school Administrator.

Please see our Parent Concern Policy for more information by following this link:

[Parent Concern Policy](#)

SAFE ARRIVAL AND DEPARTURE

All parents/guardians **MUST** accompany their child to the Extended Day classroom to drop off and or pick up their child. Extended Day staff 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.

For more information on our Safe Arrival and Departure Policy, follow this link:

[Safe Arrival & Departure](#)

DROP-OFF & PICK-UP

- Parents/guardians must accompany children to/from the EDP room.
- Children will only be released to authorized adults listed on the release form (18+), with photo ID.
- To authorize a new pick-up person, please notify EDP staff in advance.

LATE PICK-UP

To ensure a smooth end to each day, families are encouraged to pick up children by 5:45 PM, ahead of the 6:00 PM program closing time. Late pick-ups disrupt staff and children and must be avoided. Late pick up is considered any pick up after 6:00 pm.

LATE PICK-UP PROCEDURE

First late pick-up: Verbal warning; documented by staff.

Second late pick-up: \$10 for the first 15 minutes (or any part thereof), plus \$1 per additional minute. Fee charged in the next billing cycle.

Third late pick-up: May result in termination from the Extended Day Program (EDP).

Parents must notify staff immediately if delays are unavoidable. Ongoing lateness may lead to a meeting with the ECE Supervisor and potential program withdrawal.

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/06/Late-Pick-Up-Policy-WCDSB.pdf>

CUSTODY ARRANGEMENTS

- Non-custodial parents may access children unless a court order restricts it.
- Custodial parents must provide a certified copy of the court order to limit access.

IMPAIRED PICK-UP

- If a parent/guardian appears impaired, staff will ask for alternate pick-up arrangements.
- If safety is at risk, police and child protection services will be contacted immediately.

MORNING DISMISSAL

- JK/SK students stay with EDP staff until bell time.
- Grades 1–6 are released to the schoolyard only after yard supervision is confirmed.
- EDP staff notify school staff of the number of children released.

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, FM 96.7, FM 92.9, AM 1090, AM 570, AM 96.0

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

Thank you for choosing the Waterloo Catholic District School Board

WCDSB-EDP INCLUSION AND WITHDRAWAL POLICY

Rooted in Faith, Guided by Love Our Commitment to Inclusion

At WCDSB-EDP, we are called to reflect the love of Christ in all we do. We are committed to creating a safe, inclusive, and faith-filled environment where every child is seen as a unique and beloved child of God. We strive to meet the diverse needs of all children with compassion, dignity, and respect. While we work diligently to support every child, there may be rare occasions when, despite our best efforts and collaboration with families and support services, we are unable to meet a child's individual needs. These decisions are made prayerfully and thoughtfully, following assessment and consultation to identify the child's individualized needs and always with the well-being of all children and staff in mind.

WHEN THE PROGRAM CANNOT MEET A CHILD'S NEEDS

If challenges arise in supporting a child, we follow a process grounded in equity, empathy, and Gospel values:

EQUITY AND COMPASSION

Every family will be treated with equity, dignity, and respect, reflecting our Catholic commitment to justice and inclusion.

DISCERNMENT AND CARE

We will assess the child's needs and the program's capacity to provide appropriate individualized support, always seeking the best for the child.

EXHAUSTION OF ALL RESOURCE

Before considering withdrawal, we will explore collaboratively with the family all available internal support and external agency resources guided by our mission to serve with love.

CLEAR AND LOVING COMMUNICATION

Families will receive written notice aligned with our Withdrawal Policy, including documentation of the WCDSB-EDP's assessment of the child's needs and all relevant meetings and discussions with the family and support staff regarding the program's capacity to meet the child's needs.

WITHDRAWAL PROCEDURE

If a child must be withdrawn or is not admitted due to the program's limitations, the following steps will be taken

- Uphold the WCDSB-EDP Equity and Inclusion Policy
- Document all meetings, staff training, and collaborative efforts
- Engage school-based services and supports
- Present findings to the Superintendent for review
- Offer referrals to alternative programs or services that may better meet the child's needs, ensuring continued care and support

CRITERIA FOR ACCESS DENIAL OR DISCONTINUATION

Access to the program may be limited or discontinued if:

- The child's needs exceed available support
- Safety or well-being of the child, peers, or staff is at risk
- One-on-one support is consistently required but unavailable
- Behavior significantly disrupts the program experience for others
- There is a lack of collaboration or follow-through by the family on agreed strategies
- These decisions are made with a spirit of discernment, always seeking what is just and loving for all involved.

REASONS FOR WITHDRAWAL OR DENIED ENROLLMENT

- Behavioral Concerns and/or safety risks, such as aggression, endangering self or others (hitting, bullying, running away)
- Code of Conduct violations
- Repeated inappropriate, hostile, or disruptive language or conduct
- Ongoing actions that endanger self or others
- Possession of prohibited items (e.g., weapons, drugs)
- Policy Violations
- Repeated rule-breaking
- Family concerns for child safety and wellbeing
- Failure to follow administrative policies (e.g., unpaid fees, late pickups)

STEPS PRIOR TO WITHDRAWAL

In alignment with our Code of Conduct we will:

- Provide verbal reminders and guidance
- Issue written incident reports
- Hold meetings with parents/guardians
- Implement behavior contracts or probationary enrollment plans

We believe in the power of reconciliation and growth, and we work with families to support positive change.

PARENT CODE OF CONDUCT

We ask all parents and guardians to:

- Model Christian Virtue
- Treat staff, children, and other families with kindness, patience, and respect.
- Foster a Christ-Centered Community
- Support a harassment-free, inclusive, and faith-filled environment for all

CHILD CODE OF CONDUCT

Our EDP promotes a caring, respectful, and Christ-centered environment. If a child:

- Poses a threat to others
- Disrupts the program experience

WE WILL:

- Address the behavior with compassion and clarity
- Communicate with parents/guardians
- Issue a one-day withdrawal of service when deemed necessary in consultation with supervisors, manager of extended day and superintendent. (no fee reimbursement)
- Proceed with withdrawal from the program if behavior continues (no refund for the two-week notice period)
- Immediate withdrawal from the program may occur in cases of illegal or dangerous behavior, always with the child's dignity in mind.

BEHAVIOR MANAGEMENT: GREEN, YELLOW, RED-LIGHT APPROACH

We use a proactive, tiered approach to guide behavior, rooted in restorative practices and Gospel values:

- Green-Light: Positive behavior is encouraged and celebrated
- Yellow-Light: Concerning behavior is addressed with support and reminders
- Red-Light: Serious behavior requires intervention and possible consequences

TOOLS INCLUDE:

Positive reinforcement strategies

- Code of Conduct reminders
- Incident documentation
- Parent/guardian collaboration

RE-ENTRY CONSIDERATIONS

A child's return after withdrawal for behaviour will be considered based on:

- The nature and impact of behavior
- The safety and well-being of others
- The family's and child's willingness to collaborate

We believe in the possibility of growth and redemption, and we support children returning when it is safe and appropriate to do so.

REFUND POLICY

WCDSB-EDP does not assume responsibility for any costs associated with dismissal, as outlined in our Fee Payment Policy. [RATES AND FEE PAYMENT POLICY](#)

We remain committed to supporting families through transitions with grace and understanding.