



**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 students 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.

A copy of our complete Program Statement is available by following this link: [Program Statement](#).

## Monitoring Compliance and Contraventions Policy

This policy explains how the Extended Day Program checks that staff are following required policies and procedures to keep children safe and supported. Program supervisors regularly review practices and address any concerns promptly and appropriately.

Link: [Monitoring Compliance and Contraventions Policy](#)

## PROHIBITED PRACTICES

To provide guidance that promotes the healthy development and self-esteem of students 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 student 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 student.
- B. physical restraint of the student, such as confining the student 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 student 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 student 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 student that would humiliate, shame, or frighten the student or undermine his or her self-respect, dignity, or self-worth.
- E. depriving the student of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding;
- F. inflicting any bodily harm on students including making students eat or drink against their will.

## STAFF QUALIFICATIONS

The WCDSB employs Registered 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 into the various programs offered in our schools. We believe it is a valuable part of gaining experience in a learning environment. Placement students play a vital role in supporting staff in the daily operation of our Extended Day programs. Students are never included in staff to student ratios. Supervising staff ensure that placement students are always supervised and never left alone with students.

Link: [Supervision of Volunteers and Students Policy](#)

## EMERGENCY MANAGEMENT POLICY AND PROCEDURES

Our programs follow emergency response procedures to ensure that students 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: [Emergency Management Policy](#)

## 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.**



## Extended Day Program Important Dates 2026-2027

Extended Day programs offer full-day programming on designated Professional Development (PD) Days and during Winter and Spring Breaks. Families must be actively enrolled in before- and/or after-school care to participate in PD Day and Break Week programming. Registration for these days is available on the registration portal.

<b>Important Dates</b>	
Monday, September 7, 2026 ( <b>Labour Day</b> )	Program and Schools CLOSED
Tuesday, September 8, 2026 ( <b>First Day of School</b> )	Extended Day programs begin <b>(JK students start Sept 10 for staggered entry)</b>
Monday, October 12, 2026 ( <b>Thanksgiving</b> )	Program and Schools CLOSED
Monday, October 26, 2026 ( <b>PD Day</b> )	Program and Schools CLOSED
Monday, December 21, 2026-Monday, December 28, 2026 ( <b>Christmas Break Closure</b> )	Program and Schools CLOSED
Tuesday, December 29-Thursday, December 31, 2026 ( <b>Winter Break</b> ) <b>Extended Day programs are open for children registered to attend.</b>	Register/Withdraw by November 5, 2026
Friday, January 15, 2027 ( <b>PD Day</b> ) <b>Extended Day programs operating for children registered to attend.</b>	Register/Withdraw by December 18, 2026 <b>(four weeks advance notice is required)</b>
Monday, February 15, 2027 ( <b>Family Day</b> )	Program and Schools CLOSED
Monday, March 15-Friday, March 19, 2027 ( <b>March Break</b> ) <b>Extended Day programs are open for children registered to attend.</b>	Register/Withdraw by January 29, 2027
Friday, March 26, 2027 ( <b>Good Friday</b> )	Program and Schools CLOSED
Monday, March 29, 2027 ( <b>Easter Monday</b> )	Program and Schools CLOSED
Friday, April 23, 2027 ( <b>PD Day</b> )	Program and Schools CLOSED
Monday, May 24, 2027 ( <b>Victoria Day</b> )	Program and Schools CLOSED

Monday, May 31, 2027 <b>(PD Day)</b> <b>Extended Day programs operating for children registered to attend.</b>	Register/Withdraw by May 3, 2027 <b>(four weeks advance notice is required)</b>
Wednesday, June 30, 2027 <b>(PD Day)</b>	Program and Schools CLOSED

## REGISTRATION

Registration Link: <https://wcdsb.mekanys.com/>

Support Email Address: [support.extended@mekanys.com](mailto:support.extended@mekanys.com)

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 Mekanys 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 student is registered for on that day. Vacation credits must be applied one week in advance.

Four weeks' notice is required before a student 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 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 STUDENTS

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*

To be placed on a waitlist, the student must be enrolled at the school where the EDP is offered. The program is open to students aged 3.8 to 12, as mandated by the Ministry of Education.

### *WAITLIST INFORMATION*

Our Extended Day Programs are in high demand. A waitlist may be implemented based on enrollment and staffing levels.

### *HOW THE WAITLIST WORKS*

**Effective for the 2026–2027 school year, the online registration system will automatically place students on the waiting list based on priority grouping and chronological order within each group.**

### *WAITING LIST PRIORITY ORDER*

Students will be placed on the waiting list according to the following priorities:

1. Existing students in Junior Kindergarten to Grade 2, including siblings, who are currently registered and placed in the program as of May 1, 2026.

2. Existing students in Grades 3 to 6, including siblings, who are currently registered and placed in the program as of May 1, 2026
3. Students in Junior Kindergarten to Grade 2, including siblings, who are either new to the program or currently on the waiting list.
4. Students in Grades 3 to 6, including siblings, who are either new to the program or currently on the waiting list.

\* Existing families MUST register between **May 19 – May 29, 2026**, to have priority 1 & 2 applied to their registration.

\*Within each priority group, students will be ordered based on the date and time the online registration is submitted.

\*Confirmation of registrations will be released the week of **June 1 - 5, 2026**

### *WAITING LIST NOTIFICATIONS*

Families will be notified of waitlist status via the registration portal. If your child is placed on a waitlist, you will receive an email notification from the portal when space becomes available. Spaces are offered in order of application date. 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: [Waitlist Policy](#)**

## **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: [Fees and Payments](#)

- \$35/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 student 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: [Rate and Fee Payment Policy](#)
- In cases of school suspension, the student 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 Mekanys account.

## ***QUESTIONS?***

Contact our Accounts Receivable Officer:

Phone: 519-578-3660 x2877

Email: [jack.zhang@wcdsb.ca](mailto:jack.zhang@wcdsb.ca)

## **CHILD CARE SUBSIDY**

The Extended Day Program is a subsidy-eligible program, which is managed by the [Region of Waterloo](#). Eligibility is based on a family's income and child care needs. Subsidy requires a **separate application**.

### ***HOW DO I APPLY FOR CHILD CARE SUBSIDY?***

Learn more or apply for subsidy:

- Call: Child Care Subsidy Office at 519-575-4400
- Apply online: <https://www.regionofwaterloo.ca/en/livinghere/help-paying-for-child-care.aspx>

Before you apply for Child Care Subsidy, here are a few helpful things to know:

- **See if you qualify:** Use the [Child Care Subsidy Calculator](#) for an estimate based on your family's situation.
- **Timing matters:** You can apply up to **six months before** your child's start date. If you apply too early, you may be asked to apply again closer to when care begins.
- **Questions or need help:** Contact Region of Waterloo. Call **519-575-4400**, Monday to Friday, **8:30 a.m.- 4:30 p.m.**

### ***WHAT HAPPENS AFTER YOU APPLY FOR CHILD CARE SUBSIDY***

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.

### ***FOR FAMILIES CURRENTLY RECEIVING CHILD CARE SUBSIDY***

If your family is already receiving Child Care Subsidy, please register for the schedule and amount of care that best fits your family's needs.

### ***IMPORTANT TO KNOW***

Child Care Subsidy is **not automatically updated** when your child's schedule changes. After you have completed registration, please email your registration confirmation for the 2026–2027 school year to your Child Care Subsidy Caseworker at the Region of Waterloo so your subsidy can be reviewed and updated.

If your changes are approved, you will receive a new **Confirmation of Fee Assistance letter**. Until this letter is issued, you will be responsible for paying the full cost of care.

If you make any changes to your child's schedule, or if you have questions about your subsidy eligibility or care schedule, please contact your Child Care Subsidy Caseworker directly. If you're unsure who your Caseworker is, you can email [ccs@regionofwaterloo.ca](mailto:ccs@regionofwaterloo.ca) for assistance.

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

## **ILLNESS**

**Please keep your child home** if they show signs of contagious illness (fever, rash, diarrhea, cold/flu symptoms). Students may return once well enough to fully participate.

Link: [Infection Prevention & Enteric Procedures](#)

**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, **students 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 student becomes ill during the program. If parents are unavailable, emergency contacts will be called.

Further information is available through WCDSB or Public Health.

[business/resources/Documents/HCP\\_PreventionManagement\\_ExclusionGuidelines.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

## NUTRITION

Students' eating habits are important, and a healthy diet is essential for the overall well-being of the student. Families are encouraged to pack an additional healthy snack option for before and after school snack time. During the designated snack time staff will encourage self-help, conversation skills and manners. A simple, prepackaged snack (applesauce/granola bars) will be offered in the program, should a student not have an option from home.

All lunch kits / bags / water bottles must be labeled with the student'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 their child(ren) for 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 the 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 students 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 is to be eaten only by that student.
- Parents will be encouraged not to send foods that contain ingredients to which students may be allergic to.
- All known allergens in the program will be posted on the Extended Day bulletin board.
- The EDP provides a selection of nut-free and gluten-free snacks if 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.

Link: [Anaphylaxis Policy](#)

## 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 students, 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 observations 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 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 RECE 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.
- Students 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.

\*Please note that WCDSB Extended Day does not participate on field trips or off-site excursions

## LATE PICK-UP

To ensure a smooth end to each day, families are encouraged to arrive to pick up students by 5:45 PM, ahead of the 6:00 PM program closing time. Late pick-ups disrupt staff and students 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, 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.

Link: [Late Pick-Up Policy](#)

## CUSTODY ARRANGEMENTS

- Non-custodial parents may access their child(ren) 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 students released to the schoolyard.

## 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](http://www.wcdsb.ca) provides up to date information on school closures.

## 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 student is seen as a unique and beloved child of God. We strive to meet the diverse needs of all students with compassion, dignity, and respect. While we work diligently to support every student, there may be rare occasions when, despite our best efforts and collaboration with families and support services, we are unable to meet a student's individual needs. These decisions are made prayerfully and thoughtfully, following assessment and consultation to identify the students' individual needs and always with the well-being of all students and staff in mind.

## 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 student is seen as a unique and beloved child of God. We strive to meet the diverse needs of all students with compassion, dignity, and respect. While we work diligently to support every student, there may be rare occasions when, despite our best efforts and collaboration with families and support services, we are unable to meet a student's individual needs. These decisions are made prayerfully and thoughtfully, following assessment and consultation to identify the students' individual needs and always with the well-being of all students and staff in mind.

Link: [Inclusion and Withdrawal Policy](#)

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