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wrdsb.ca

# EXTENDED DAY PROGRAMS



## IMPORTANT POLICIES

### Update Your Information

It is important that we have your up to date contact information. Please update OneList as needed.

### Emergency Contacts

If you cannot be reached at the contact information provided, we will contact your authorized emergency contacts.

In the event of an emergency where you need to reach the Extended Day Program staff, you should call the school number and select menu option five.

### Drop Off and Pick Up

We have a "face-to-face" drop off and pick up practice. This means that you must initial and record the time your child is dropped off or picked up in our log sheet.

For safety, we will not release your child to an individual who is not listed on the registration form or emergency contact form. Children will only be released to an authorized adult (individual 18 years or older). In order to verify the identity of the person, we will request photo ID before releasing your child.

### Late Pick Ups

Our program closes at 6 p.m., and any later pick ups are not permitted. If you, or an authorized adult, are not able to pick up your

child prior to 6 p.m., it is your responsibility to make alternate arrangements. If you cannot be reached, our staff will contact the authorized emergency contacts provided.

### Health and Safety

We have protocols and guidelines to ensure your child's health and safety in order to create a positive learning environment. It is recommended that you keep your child home when showing signs of illness. There will be no deduction in fees due to illness.

If a child has been suspended from school, they may not attend the Extended Day Program until the suspension is complete. There will be no deduction in fees due to suspension.

### Program Viability

We determine the viability of the Extended Day Program at each site based on the number of annual registrations. If a school site is not able to operate in a given year, communication will be sent to parents/guardians in the spring.

### Contact Information

Please do not hesitate to contact us with any questions or concerns at [care@wrdsb.ca](mailto:care@wrdsb.ca) or by calling our Extended Day Information Line at 519-570-0003 ext. 4704.

**PARENT HANDBOOK: GETTING YOUR CHILD READY FOR THE BEFORE AND AFTER SCHOOL PROGRAM.**



## ABOUT THE PROGRAM

### OneList Waterloo Region

OneList is available throughout the year for you to confirm your registration information and to enter your child's schedule for the Extended Day program. Please note that for safety reasons, schedule changes need to be completed two weeks prior to the effective date.



Login to OneList at  
[www.wrdsb.ca/beforeafter](http://www.wrdsb.ca/beforeafter).



Or call the OneList support  
line at 1-888-722-1540.

## SCHEDULES

Your child may attend all five days of the week, before and after school, or any combination. For safety reasons, we recommend you maintain a consistent Extended Day schedule.

If you modify your child's schedule through OneList, it is your responsibility to ensure that schedules are accurately entered to resume as needed. Please note that OneList will apply any schedule changes until the end of June unless the date range is selected.

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.

## WITHDRAWAL

Two weeks notice is required if you decide to withdraw your child from the program. You will need to make this change in OneList.

## SPECIAL NEEDS

We offer an inclusive program that cultivates a safe and equitable learning environment. We invite you to meet with the school principal and the designated early childhood educator (DECE) supervisor before your child starts the program to ensure any specific supports are in place.

Your child's well-being and safety is our primary concern. Necessary information will be shared between Extended Day providers and the school to protect the health, welfare and/or safety of your child.

## NUTRITION

Snacks are provided daily and are selected in accordance with the Ministry of Education's School Food and Beverage policy. It is important that you inform the school of your child's specific food allergies.

If your child is attending a full day with the program, it is your responsibility to provide lunch as you would on any regular school day.

## HOURS OF OPERATION

Monday to Friday during the school year from 7 a.m. until the arrival bell, and from the dismissal bell until 6 p.m.

Full days of programming are offered on designated P.D. Days.

### March and Winter Break

Extended Day programs will operate at alternate program locations for March break and Winter break.

### Closure Dates

The program may be closed for holidays and other special dates including:

- Thanksgiving Day
- Christmas to New Year's Day
- Family Day
- Easter Monday
- Victoria Day

For a complete list of closure dates, please visit [www.wrdsb.ca/beforeafter](http://www.wrdsb.ca/beforeafter)

## PAYMENT INFORMATION

### Rates

Our fees are the same for all schools within the Board. The rates are determined annually on a cost-recovery basis. Current rates and payment information is available at [www.wrdsb.ca/beforeafter](http://www.wrdsb.ca/beforeafter)

### Payment

Invoices are generated in OneList based on the schedule you selected. To ensure an accurate invoice, please log in to OneList to confirm your child's schedule is accurate. All your payment options will be listed on the bottom of your invoice.

Payments need to be received in a timely manner. If payment is not received, enrolment in the program will be withdrawn until the outstanding payment has been received in full. Please note that the two week advance notice to re-enter the Extended Program will apply.

If you have any concerns about your invoice, please call 519-570-0003 ext. 4323 immediately to have the invoice investigated. Issues regarding billing will only be investigated for the preceding two months.

Fees will not be reimbursed due to any of the following circumstances:

- Vacation or illness
- School closure due to inclement weather
- Emergency closures
- Suspensions

## CHILD CARE SUBSIDY

Subsidies are available through the Region of Waterloo. Eligibility is based on your family's income and child care needs. To apply:

- Register in OneList for the Extended Day Program
- Complete the Subsidy Wizard or call the Region of Waterloo at 519-575-4400

Once you have completed your subsidy application a caseworker from the Region of Waterloo will be in touch with you to determine eligibility.