



The WRDSB Extended Day Program

Handbook for Parents/Guardians
Junior Kindergarten to Grade 2



Introduction

High-quality, integrated, school-based child care contributes to children’s social, emotional and academic development, and reduces the need for children to move from a full day at school to a different child care location. The Waterloo Region District School Board (WRDSB) is pleased to offer a fee-based Extended Day program for students in Kindergarten up to Grade 2. Programs operate in the school’s fully equipped Kindergarten classrooms and are designed to offer young children more opportunities to learn and grow through appropriate play-based activities.

The Ontario Ministry of Education Act guides all school-based Extended Day programs.

Our Vision

Inspired learners – Tomorrow’s leaders

Our Mission

The WRDSB prepares, challenges, and inspires learners to be engaged, connected and contributing global citizens.



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Program Information

Registration

Registration is through “OneList Waterloo Region” (OneList), an online registration program for Early Learning and Child Care. OneList is available throughout the year for parents/guardians to confirm registration information and to enter their child(ren)’s required schedule for the WRDSB Extended Day program.

Registration needs to be completed two weeks prior to your child(ren)’s program start date. Registration is available online by visiting www.wrdsb.ca/beforeafter. Registrations for our Extended Day program are accepted throughout the year.

IMPORTANT: For administrative/safety reasons, there is a two-week delay between the online registration date and the child’s first day in the Extended Day program.

Sharing of Information

Your child(ren)’s safety and well-being is our primary concern. Information, which is necessary to protect the health, welfare and/or safety of the child, will be shared between the Extended Day providers and the school, as required.

Special Needs

The WRDSB Extended Day program is an inclusive program, which cultivates a safe and equitable learning community where children benefit from the learning environment. We invite parents/guardians to meet with the school principal and the designated early childhood educator (DECE) supervisor before your child starts the Extended Day program to ensure that any specific supports are in place.

Hours of Operation

The Extended Day program will operate during the school year from 7 a.m. until the arrival bell and again from the dismissal bell until 6 p.m.

Full Days of Program

The Extended Day program includes full days of programming on the following days:

Staggered Entry/P.D. Days

Extended Day programs will operate at your child’s home school on staggered entry days and P.D. Days (**except April 13, 2018**), starting after Labour Day.

PLEASE NOTE: On April 13, 2018, our Extended Day programs will not operate due to professional development for staff.

March Break/Winter Break

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

Summer Programs

Summer programs are offered through community providers and will be advertised on the WRDSB website.

Holidays and Program Closure Dates

The WRDSB recognizes the holidays listed below. There will be no Extended Day program offered on the following days and fees will not be generated:

- Thanksgiving Day
- December 25, 2017 - January 1, 2018
- Family Day
- Good Friday
- Easter Monday
- April 13, 2018
- Victoria Day

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

- Illness
- School closure due to inclement weather
- Emergency closures
- Suspensions

For school closures, please consult the WRDSB website at www.wrdsb.ca and/or local media.



Schedules

For safety reasons, the WRDSB recommends regular and consistent Extended Day program schedules. Children may attend all five days per week, before and/or after school, or any combination.

Parents/Guardians are able to modify these changes through OneList which is accessible at www.wrdsb.ca/beforeafter.

Any time a schedule change is made and saved in OneList, it is the parents/guardians responsibility to ensure that schedules are accurately re-entered to resume as needed.

(Please note: OneList will reflect any changes until the end of June unless the date range is selected).

It requires **two weeks advance notice for any schedule changes. Invoices will be generated based on the schedule** information parents/guardians provided in OneList. The OneList support line is 1-888-722-1540.

If you are in receipt of Child Care subsidy, you must also contact your caseworker for approval of any changes, otherwise you may be responsible to pay the full cost for unapproved changes.



Withdrawal

Should you withdraw your child(ren) from the Extended Day program, **two weeks notice** is required, and must be reflected in OneList by the parent/guardian.

Before and/or after school snacks are provided daily.

If children attend the Extended Day program on non-instructional days (e.g. staggered entry, March break, winter break, P.D. Days), **parents/guardians must provide lunch as they would on regular school days.**


Staffing

The WRDSB employs certified DECEs registered with the Ontario College of Early Childhood Educators, who are trained in our Kindergarten programs. Educational assistants may also be present to support programs when additional staff is required.

IMPORTANT: Parents/Guardians need to inform the school staff of any specific food allergies.

Nutrition

The snacks provided for the Extended Day program are compliant with the Ministry of Education’s School Food and Beverage Policy.



Waterloo Region District School Board

OneList Waterloo Region

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One Connection.
One Application.

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Please log in.

Log In Form

Email

Password

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Log in

IMPORTANT: To ensure an accurate invoice, it is the parents/guardians responsibility to log in to OneList periodically to ensure their child(ren)’s schedule is accurate.regionofwaterloo.onehsn.com/WRDSB/Account/Login

Payment Information

Rates

The rates for the WRDSB operated Extended Day program are established annually on a cost recovery basis and are approved by the WRDSB Board of Trustees.

Rates can be found at www.wrdsb.ca/beforeafter.

Payment of Fees

Invoices are based on schedules provided by parents/guardians in OneList.

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

- Vacation/Illness
- School closure due to inclement weather
- Emergency closures
- Suspensions

It is the responsibility of the parent/guardian to ensure that prompt payments are made. If payment is not received, enrolment in the Extended Day program will be withdrawn.

Once outstanding payment has been received in full, parents/guardians will need to re-enter their registration and schedule in OneList at: www.wrdsb.ca/beforeafter. The two-week advance notice to re-enter the Extended Day program will apply.

Parents/guardians who have questions or concerns regarding their invoice, must contact the WRDSB at 519-570-0003 x4323 immediately to have the invoice investigated. Please be advised that issues regarding billing will only be investigated for the preceding two months.

Child Care Subsidy

The WRDSB Extended Day program is subsidy-eligible. Child Care Subsidy is managed by the Region of Waterloo. Eligibility is based on a family's income and child care needs, and must be applied for separately. To apply:

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

It's important to understand that completing the OneList registration does not mean you have applied or qualified for Child Care Subsidy.

It is the responsibility of the parent/guardian to ensure they have qualified for Child Care Subsidy prior to registering their child(ren) for the WRDSB Extended Day program. Please ensure your subsidy schedule aligns in OneList or full fees will be generated for these days of care.

Policy Information

Updating Your Information

It is important that the Extended Day program staff have the most up to date contact information. Please update OneList as applicable.

Emergency Contacts

If parents/guardians cannot be reached at the contact information provided, the DECE will contact the authorized emergency contacts.

In the event of an emergency where the Extended Day program staff must be reached, parents/guardians are to call the Extended Day program phone line which is posted on the Extended Day Communication Board at the school.





Questions and Concerns

The WRDSB strives to ensure high quality programming. Please do not hesitate to contact us with questions or concerns, by calling the WRDSB Extended Day program Information Line at **519-570-0003 ext. 4704**.

Arrival and Pick Up

All WRDSB Extended Day programs have a “face to face” drop off and pick up practice. As part of the drop off and/or pick up guidelines, parents/guardians must record the time their child(ren) are dropped off/picked up and initial the sign in/out form.

In the interest of safety, the child(ren) will not be released to an individual who is not listed on the registration form/emergency contact form. In order to verify the identity of the person picking up the child(ren), the DECE will request photo ID before releasing child(ren).

Late Pick Ups

The Extended Day program closes at 6 p.m., and late pick up is not permitted. If a parent/guardian, or other authorized adult, is unable to pick up the child(ren) by 6 p.m., alternate arrangements must be made. If parents/guardians cannot be reached, the staff will contact the authorized emergency contacts provided.

Health and Safety

The WRDSB has established protocols, practices, and guidelines to ensure children’s health and safety, and to foster positive learning environments, that will guide practice in all Extended Day programs.

It is recommended that child(ren) be kept at home when showing signs of illness. There will be no deduction in fees for illness.

A child who has been suspended from school may not attend the Extended Day program until the suspension is completed. There will be no deduction in fees for suspensions.

Program Viability

The WRDSB determines the viability of the Extended Day program for each site based on annual registrations. In cases where a school site will not operate in a given year, communication will be sent to parents/guardians in the spring.





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