Extended Day Program - Program Statement Implementation Policy

Name: WRDSB Extended Day Program
Date Policy and Procedures Established: April 6 2022
Date Policy and Procedures Updated: August 26, 2025

Purpose

To ensure that employees (DECEs, EAs, Before and After School Support Staff), volunteers and or students are familiar with the program statement and implement the approaches specified in the program statement and in accordance with the CECE standards of practice and How Does Learning Happen.

To ensure employees (DECEs, EAs, Before and After School Support Staff), volunteers and students understand and are aware of the prohibited practices that are set out in Section 48 of O. Reg. 137/15.

Outline measures that the WRDSB will use to deal with contraventions of the policies and procedures.

This will be reviewed with employees (DECEs, EAs, Before and After School Support Staff) annually in orientation training and as new employees (DECEs, EAs, Before and After School Support Staff) join the program.

Our Program Statement is a living document and the north star that helps us set intentional goals and approaches for the educators in our programs and is reviewed annually with employees (DECEs, EAs, Before and After School Support Staff).

In accordance with the Child Care and Early Years Act the WRDSB Extended Day programs prohibit employees (DECEs, EAs, Before and After School Support Staff) in engaging in the following practices;

(a) corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
(b) physical restraint of children, including but not limited to confining to an area for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);
(c) locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;
(d) use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, scare or frighten the child or undermine their self-respect, dignity or self-worth;
(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
(f) inflicting any bodily harm on children including making children eat or drink against their will.

Regular monitoring of program policies and implementation of approaches outlined in the program statement will occur during supervisor site visits as recorded in supervisor documentation in site files.

Employees (DECEs, EAs, Before and After School Support Staff) will receive ongoing professional development that supports approaches outlined within the program statement as references in WRDSB Extended Day Policy employees (DECEs, EAs, Before and After School Support Staff) Training (6A).

If an individual is found to have been engaging in these practices the steps outlined in Step 4 **Dealing with Contraventions of Policies, Procedures within** the WRDSB Extended Day Program Monitoring Compliance and Contraventions Policy will be followed and may include progressive discipline (Human Resources), termination and would follow WRDSB protocols for Duty to Report to Family & Children's Services and police.

Other Resources:

The Child Care and Early Years Act (2014)

The Education Act

Ont. Regulation 221/11 Extended Day and Third Party Programs

Ministry of Education Policy Memoranda

Before and After School Programs Policies and Guidelines for School Boards

How Does Learning Happen?: Ontario's Pedagogy for the early Years (HDLH)