

May 11, 2026



Business Services Standing Committee

Notice of Meeting

The Business Services Standing Committee Meeting of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 1st Floor, 51 Ardelet Avenue, Kitchener, Ontario, on Monday, May 11, 2026, at 6:00 p.m.

AGENDA

Call to Order

Territorial Acknowledgement and O Canada

Approval of Agenda

Announcements

Declarations of Pecuniary Interest

Delegations

Staff Follow Up

Reports

01 2026-2027 Extended Day Program Fee

N. Landry / M. Hilton

Board Reports

Question Period for Members (5 minutes)

Rise & Reconvene In Camera



Report to Business Services Standing Committee

May 11, 2026

Subject: 2026-2027 Extended Day Program Fee

Recommendation

That the Business Services Standing Committee recommend approval of *the Extended Day Program fee of \$33.50 per day, per child, for the 2026-2027 school year*

Status

The Extended Day Program (EDP) fee is established annually in accordance with the guidelines set out by the Ministry of Education (Ministry) in [Ontario Regulation 221/11](#). The underlying objective in establishing the fee is to ensure it bears a reasonable relationship to incremental operating costs incurred by the Waterloo Region District School Board (WRDSB), and that the program operates on a cost-recovery basis.

While there are many components that contribute to the overall rate (see Appendix A), the following represent key factors impacting the proposed rate for 2026-2027.

Wages and Benefits

Change: Average salary costs are forecast to decrease by \$1.24 per hour for the 2026-2027 school year; with no change to associated benefit costs.

Rationale: This reflects the impact of program staffing changes that were introduced during the 2025-26 school year, and more specifically, the introduction of Before and After School Support (B.A.S.S.) positions which help ensure our licensing ratios are met. The updated salary benchmarks also include a provision for potential salary increases which may be negotiated as part of central bargaining which will occur during the 2026-27 school year. The information used to calculate these figures is based on 2026-2027 salary and benefit forecasts, which will be used to develop the WRDSB's 2026-2027 budget.

Impact: Direct staffing costs account for approximately 73.01% of total expenditures on the program; as such, any changes to salaries and benefits will have a proportionate impact on the EDP fee.

Administrative Support

Change: Expenditures on administrative support are forecast to increase by 5.51% on a per student basis.

Rationale: Although additional administrative requirements need to be met to maintain our licensing under the [Child Care and Early Years Act 2014](#), our administrative costs as a proportion of total expenses remain relatively stable as we expand our programs.

Impact: In total, administrative costs represent 2.63% of total expenditures on the program. These expenditures are necessary to provide the appropriate level of oversight and support to our schools, ensuring that the EDP achieves its mission of providing high-quality, affordable, care to students in our communities. Administrative support staff (e.g., manager, supervisors, clerical, accounting, human resources) also provide oversight and support for programs operated by our community partners, ensuring they are meeting the requirements of our contracts with them.

Special Education Support

Change: The per pupil amount to support additional resources for students with special needs is increasing by \$0.31 per pupil, per day.

Rationale: A core commitment of the EDP is that all students should have equity of access to the program and should have access to the supports they need. Each year, the proportion of students participating in our program that require additional staffing, relative to the overall number of students, changes slightly. The increase noted above is based on actual costs incurred during the past three years to support students with special needs.

Impact: The increase noted above will ensure we continue to provide the resources necessary (primarily staff) to support students with special needs in our before and after school programs.

Transaction Costs and Vacancy Rate (Bad Debt)

Change: Expenditures incurred to manage the collection of fees for the program are forecast to decrease by 0.92% on a per student basis; our forecast for bad debt expense (uncollectable revenues) is also expected to decrease slightly (0.09%) for 2026-2027 on a per student basis.

Rationale: The WRDSB incurs fixed (staffing) and variable (merchant fees) costs in order to invoice and collect fees from families. In order to operate on a cost recovery

basis, these costs need to be included in the overall fee charged for the EDP. We also include a small amount to reflect fees that cannot be collected from families (i.e., bad debt); there are several procedures in place to ensure we minimize this cost to the WRDSB.

Impact: To the extent that further improvements to our processes can be made to reduce costs or enhance service for families, we will pursue those as appropriate.

Non-Instructional Days

The Extended Day Program will continue to be offered on designated non-instructional days (e.g. PD Days, Winter Break, March Break) in 2026-2027.

Professional Development (P.D.) Days- The program will not operate on five (5) professional development days in 2026-2027. This will allow Designated Early Childhood Educators to complete mandatory training and to be released for professional development. Based on the school year calendar that was approved by the Board, the EDP will operate (or close) on the following dates:

Wednesday, September 2, 2026 - Closed

Thursday, September 3, 2026 - Closed

Monday, October 26, 2026 - Closed

Friday, January 15, 2027- Open

Friday, April 23, 2027- Closed

Monday, May 31, 2027 - Open

Wednesday, June 30, 2027 - Closed

This information will be communicated to internal and external stakeholders in order to facilitate planning.

Winter Break- The program will continue to operate during a portion of the winter break. Our plan for winter break 2026-2027 is to offer care on the following days:

December 21st - December 23rd- **Open**

December 24th – January 1st- Closed

March Break- March 15th – 19th - **Open**

The schedule noted above will ensure that our community has access to the program for a portion of the winter break, and is consistent with the language included in our childcare contracts with Community Providers. We have also confirmed that these dates align with the terms included in the agreement with our Custodial & Maintenance staff, who are needed in the school while programs are in operation.

Care Options

In September 2025, the WRDSB implemented changes to the care options that are available to families. Families can select any of the following care options for their child:

Monday – Friday: Before School Only, After School Only, Before & After School

Monday, Wednesday, Friday- Before School Only, After School Only, Before & After School

Tuesday, Thursday- Before School Only, After School Only, Before & After School

Families can register for multiple care schedule options (For example, they could register their child for Tuesday-Thursday Before school care and Monday to Friday After school care).

Single day removals are not permitted.

These changes are consistent with feedback we received from the community through a survey conducted in the fall of 2024 and will allow us to support more families in Before & After care by matching two part-time schedules to create a full-time schedule.

Fee

The recommended fee of \$33.50 per pupil per day means families and caregivers will experience an increase of \$1.00 over the fee charged in 2025-26.

The changes in the fee over the last 5 years are provided below for reference:

School Year	Before School Fee*	After School Fee*	Daily Fee*
2022-23	\$13.00	\$16.00	\$29.00
2023-24	\$14.00	\$14.50	\$28.50
2024-25	\$14.50	\$17.00	\$31.50

2025-26	\$15.00	\$17.50	\$32.50
2026-27	\$15.00	\$18.50	\$33.50

*This fee applies to students who are not eligible for a reduced fee under the Canada-Wide Early Learning and Child Care Program, which only provides funding for children under age 6.

Since September 1, 2022, all WRDSB extended day programs have been licensed under the [Child Care and Early Years Act](#) (CCEYA). As a result, all 4- and 5-year-olds participating in our EDP are eligible for reduced rates under the [Canada-wide Early Learning and Child Care](#) (CWELCC) program. The CWELCC program outlines that Ontario families with children five years old and younger, participating in licensed childcare programs, will see their childcare fees reduced to \$10 per day by September 2027.

School Year	Daily Fee	CWELCC Eligible Fee	Discount
2023-24	\$28.50	\$12.59	\$15.91
2024-25	\$31.50	\$12.59	\$18.91
2025-26	\$32.50	\$12.59	\$19.91
2026-27	\$33.50	\$12.59	\$20.91

Background

The Full-Day Early Learning Statute Law Amendment Act was passed into legislation on April 27, 2010, and mandates that EDP be offered by district school boards to all JK/SK children attending a school with Full Day Kindergarten. Each year, a costing template issued by the Ministry of Education is used to calculate fees for a standard class of EDP students. The EDP fee regulations ([O. Reg. 221/11](#)) continue to require boards to establish fees that bear a reasonable relationship to operating costs. When functioning as the operator of the program, the WRDSB makes every effort to operate on a cost-recovery basis in delivering the EDP. Trustees are required to approve the fee at an open meeting of the WRDSB each year, and boards are required to disclose fees to coterminous boards and the Ministry of Education.

In September 2010, the Waterloo Region District School Board (WRDSB) began directly operating before and after school programs in 4 schools, offering care to 64 children. Since then, our program has expanded to 75 schools and now offers care to over 4,810 children; this is in addition to the 17 programs offered by our community partners in schools with purpose-built childcare centres.

Financial implications

Consistent with the direction provided by the Ministry of Education, the EDP fee has been developed to ensure it bears a reasonable relationship to operating costs and will allow the WRDSB to operate the EDP on a cost recovery basis.

Communications

The approved rate will be posted on our corporate website and will be reflected in communication material provided to families.

Prepared by: Melissa Hilton, Manager of Child Care Services & Extended Day
Nick Landry, Superintendent of Business and Treasurer of the Board,
in consultation with Leadership Council

Appendix A

ESTIMATING DAILY BASE FEE					
		Average Board Enrolment			
Number of students in Extended day				24.15	
# of ECEs / staff				2.00	
2026-27 Extended Day Program Fee					
Benchmark	Benchmark Unit	# Hours / day	5	2025-26 Amount	Change
ECE/STAFF COSTS					
\$32.11	Hourly	(a) Wage compensation	\$60,039.57	\$33.35	(\$1.24)
32.29%	as % of hourly wage	(b) Benefits (including Pension contributions)	\$19,386.78	32.29%	0.00%
13.40%	as % of hourly wage + benefits	(c) Vacation + Statutory Holidays	\$10,644.77	13.40%	0.00%
2.00%	as % of hourly wage + benefits	(d) Professional Development	\$1,588.53	2.00%	0.00%
5.65%	as % of hourly wage + benefits + Vacation + Statutory holidays	(e) Supply ECEs for Extended day	\$5,178.77	5.65%	0.00%
Total ECE/Staff Costs			\$96,838.42		
9.10%	per staffing unit costs	Administrative costs	\$8,814.68	3.60%	5.51%
PER PUPIL COSTS					
\$0.28	per-pupil per hour	School Operations (up to \$0.40 per pupil)	\$6,322.47	\$0.23	\$0.05
\$0.70	per-pupil per day	Materials for Extended day	\$3,161.24	\$0.70	\$0.00
\$3.87	per-pupil per day	Food / Snacks	\$17,474.86	\$3.55	\$0.32
\$1.28	per pupil per day	Special Education	\$5,798.62	\$0.98	\$0.31
Total Costs (excluding vacancy)			\$138,410.28		
0.28%	as a % of Total Cost (before vacancy)	Vacancy Allowance (up to 5%)	\$385.31	0.26%	0.02%
2.45%	as a % of Total Cost (after vacancy)	Transaction Costs	\$3,395.79	3.19%	(0.74%)
Total Costs			\$142,191.39		
Extended Day Program Fee			\$ 33.50	\$32.50	\$1.00
(includes non-instructional days during the school year (e.g., P.D. days (2), Winter Break (3) and March Break (5)))					