



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



EXTENDED DAY PROGRAM

PARENT HANDBOOK 2024-2025



Early Learning Program

Phone: 613.596.8760

Fax: 613.596.8256

Email: earlylearning@ocdsb.ca

Table of Contents

Introduction	3	Income Tax Child Care Receipts	15
Program Statement	4	Daily Attendance	15
Who can register in the OCDSB EDP?	6	Arrival and Pick Up (Signing in and out)	15
Extended Day Program Staff	7	Safe Arrival and Dismissal Policy and Procedures	16
Criminal Reference Check — Vulnerable Sector Checks	8	Late Fees	18
Hours of Operation	8	Absenteeism	18
Regular School Days	8	School and EDP Closures	19
Optional Days of Care	8	Access to Buses While Registered in the EDP	19
Closure Dates	9	Labour Disruption	20
Application Process	9	Health and Safety	20
Application Steps	9	Illness/Hospitalization	20
Two Step Application Process	10	Accidents/Incidents	20
Waitlist Policy and Procedure	11	Administration Of Medication	20
Privacy Policy	12	Anaphylaxis	21
Registration Details	12	Nutrition	23
Release of Information	12	Active and Outdoor Play	23
Schedules of Attendance	12	Groupings of Children	24
Schedule Changes (does not include withdrawals)	12	Field Trips/Off Site Trips	24
Withdrawals (Complete withdrawal from the EDP)	13	Non-Smoking Policy	24
Specialized Schedules of Attendance	13	Fire Drill and Lockdown Practices	24
Use of Registered EDP Space	13	Serious Occurrence Notification	25
Updated Parent or Child Information	14	Behaviour Guidance	25
Fees	14	Prohibited Practices	26
Base Fees	14	Student Educator Involvement	26
Fee Subsidies	14	Child, Parent/Caregiver & Staff Code Of Conduct	27
Insufficient Funds Charges/Overdue Fees	15	Duty To Report	27
		Parent Issues and Concerns	27
		OCDSB Extended Day Program Locations	29

Introduction

***Please note that the Early Learning Department at the OCDSB is enrolled in the Canada Wide Early Learning Child Care System (CWELCC)** and we are a licensed child care program under the Child Care and Early Years Act, 2014.*

The OCDSB is grateful to be present on this land, the traditional unceded and unsurrendered territory of the Algonquin Anishinaabe People. The OCDSB is committed to First Nations, Métis and Inuit rights, human rights and equity. The Board recognizes its responsibility to ensure that our policy and associated procedures promote and protect First Nations, Métis and Inuit rights, human rights, and equity and strive to address and eliminate racism and structural and systemic barriers for children, students, staff, caregivers and the community.

A warm welcome is extended to you and your family.

The Extended Day Program (EDP) provides your child the opportunity to participate in activities that will complement what happens during the regular school day. The OCDSB Extended Day Program is a not for profit organization; our purpose is to provide a service to the community with the intention of putting any profit back into the program. Child care fees from our caregivers are our means of recouping the cost of all expenses to operate the program. The educator teams plan and organize the environment and activities based on the developmental needs of the children, as well as the guiding principles outlined in [The Kindergarten Program, 2016](#) and [How Does Learning Happen? Ontario's Pedagogy for the Early Years \(HDLH\)](#). The focus is on age-appropriate, developmentally appropriate, and culturally responsive program planning, to facilitate experiences that promote each child's physical, cognitive, language, emotional, social, and creative development and well-being.

Educator teams foster conversation, observe and document with the children, in order to plan appropriately for each child, and each group of children. Occasions for spontaneous and new activities, as well as expansion of current activities are provided, in order to take advantage of children's natural curiosity and to help maintain their interest and engagement in their environment.



Thoughtful curriculum planning for indoor as well as outdoor play, active as well as rest/quiet time, capitalizes on the interests of the children and helps to encourage engagement. Activities include quiet reading time, gross motor opportunities in the gym and outdoors, as well as open play within the classroom. Your child will be in a familiar environment with educators and children whom they have been with during the school day.

Program Statement

Vision Statement:

To be leaders in the field of Early Learning, ensuring that every child, family, caregiver and educator has access to caring, innovative and socially responsible OCDSB early years environments; and

Mission Statement:

To support a culture of lifelong learning, in collaboration with school and community partners, through safe, inclusive, diverse, and evolving early years programs that foster the unique potential of every child and their caring adults.

As an OCDSB licensed Extended Day Program in Ontario, we adhere to the Ministry of Education's policy statement on programming and pedagogy (How Does Learning Happen?). This is based upon four pillars to build on as a child continues in our care: Belonging, Well Being, Engagement and Expression. Throughout this journey, we view all children as competent, capable, curious and rich in potential.

We promote the health, safety and well being of children by:

- Providing daily snacks;
- Providing opportunities for active and quiet activities, both indoors and outdoors;
- Ensuring children are wearing appropriate clothing and footwear during outdoor play;
- Practising fire drills and other school safety procedures (Lock Down, Secure School);
- Ensuring all staff are current in their First Aid and CPR Training; and
- Providing opportunities for children to engage in and explore their world according to their interests, putting their needs first.

We encourage children to interact and communicate in a positive way and support their ability to self regulate by:

- Providing a welcoming, respectful environment for all members of a family, encouraging consistency between home, school and EDP.
- Providing opportunities for open communication with parents at drop-off and pick-up times.
- Facilitating group play opportunities to encourage positive interactions between peers;
- Providing developmentally appropriate activities to encourage children's engagement;
- Acknowledging children's thoughts and feelings with empathy;
- Encouraging developmentally appropriate language (verbal and non-verbal) to communicate feelings, and modeling appropriate responses and behaviours; and
- Implementing prevention strategies as a team for undesired behaviours.

We foster children's exploration, play and inquiry by:

- Providing materials based on children's observed interests and questions;
- Using materials in a variety of ways to promote creativity and use of imagination; and
- Implementing play-based/inquiry based learning opportunities with educators as co-learners.

We provide child-initiated and adult supported experiences by:

- Following the lead of the children, and providing related resources to enhance the learning experiences; and
- Implementing and expanding upon open-ended experiences through inquiry and diverse materials.

We plan for and create positive learning environments and experiences in which each child's learning and development will be supported by:

- Encouraging teams to share observations, discuss, collaborate, and plan for the children's developing skills and abilities; and
- Providing equipment and materials that are appropriate for the whole group of children.

We incorporate indoor, outdoor, active and quiet play, into the day, and give consideration to the individual needs of the children receiving care by:

- Having a posted schedule of daily activities that is flexible, and allows for extensions of activities as well as a variety of activity choices; and
- Modifying an activity or transition to address the needs of the group or the individual child.

We foster engagement of, and on-going communication with parents about the program and their children by:

- Encouraging parents to ask questions and share information about their child; and
- Displaying documentation about their child and the program.

We involve local community partners and allow those partners to support the children, their families and staff by:

- Helping (in consultation with the school) to provide parents with the resources needed to involve appropriate agencies to engage with their child; and
- Engaging in activities in the local community as well as the school environment.

We support staff in relation to Continuous Professional Learning (CPL) by:

- Providing current updated information on Continuous Professional Learning (CPL) from the College of Early Childhood Educators, and How Does Learning Happen? Ontario's Pedagogy for the Early Years resources from the Ministry of Education;
- Providing information on professional development opportunities from federal, provincial and local childcare and Early Years organisations; and
- Encouraging peer coaching.

We will document and review the impact of the above strategies on children and families by:

- Reviewing the program statement and the strategies identified to ensure accuracy;
- Encouraging documentation and displaying evidence of children's learning opportunities through photographs and written text; and
- Involving staff in determining PD topics/areas of interest specific to program statement goals.

Expectations for Implementation of the approach to the OCDSB Program Statement:

- The following practices are in place to ensure that only preferred practices are used in regards to the implementation of the Program Statement;
- Prior to working with the children, the Team Manager will discuss the centre's Program Statement, and prohibited practices with each staff, student and volunteer to ensure compliance, as required by the Child Care and Early Years Act, 2014 (CCEYA);
- Monitoring practices by ongoing observations;
- Team meetings will include discussion about implementing approaches specified in the program statement, as well as prohibited practices and interventions;
- A daily log will be kept for staff to record in. The following information will be documented: anecdotal record of intervention, children involved, location, time, duration, techniques used by the child and educator. The Team Manager will review the documentation as needed; and
- The Team Manager, in consultation with the school Administration, will do staff performance appraisals.

Who can register in the OCDSB EDP?

The program is open to all children from 3.8 years of age to 12 years of age who are registered to attend Kindergarten to Grade 6 in their designated OCDSB school. Children are eligible to register in the EDP until the end of June their Grade 6 school year. Due to legislation, we cannot accept any requests for exceptions to the age requirements.

Parents and caregivers who wish to register their children in the Extended Day Program

at their child's designated school, when they attend another school for the core portion of the day, can send an email with a formal request for consideration to the Program Manager, outlining reasons for the request. These requests will be reviewed in consultation with the General Manager based on availability of space, and the ability to ensure that the transportation and timings work out between the EDP program and the school(s) involved.

Extended Day Program Staff

"When we see educators as knowledgeable, reflective, resourceful, and rich in experience, we value the experiences and environments they create for children." (HDLH)

Our educator teams are composed of Registered Early Childhood Educators (RECE) and, depending on the number of registrations, Early Learning Assistants. To support educator teams applying pedagogical approaches and practices as well as policies and procedures, our Team Managers work alongside the educators to both guide and support them to deliver a responsive and quality program. The General Manager and the Program Manager oversee the operation of the OCDSB's Extended Day Programs.

The educator teams and Management team foster interactions and communication among educators, children and families. Parents and caregivers are encouraged to communicate with all OCDSB program staff.



Criminal Reference Check — Vulnerable Sector Checks

To mitigate risk to the safety of the children or anyone else who works in the program, all of our Early Childhood Educators (RECE) and Early Learning Assistants as well as the Early Learning Department Team must provide a current Police Record - Vulnerable Sector check prior to beginning employment. All OCDSB employees will complete an annual offence declaration. All requirements for Vulnerable Sector checks are set out by the Ministry of Education and the Child Care and Early Years Act, 2014.

Hours of Operation

Regular School Days

The Extended Day Program operates from 7:00 a.m. to the bell time of the school and from the end of day bell to 6:00 p.m. on all regular school days.

Optional Days of Care

Professional Development Days

The Extended Day Program operates from 7:00 a.m. to 6:00 p.m. on non-instructional days during the school year (with the exception of the September PD day and the March PD day) based on sufficient enrollment. If you have registered your child for care on the PD day and the program will not be running at the designated school, you will have the option of attending another school's program or withdrawing for this day of care. Registration for optional days is only open to actively enrolled children (regardless of their schedule) and will be done using the EDP parent portal. In order to be eligible to register for an optional day, your child must be attending the program prior to the registration deadline for that particular optional day of care. The cost for the full day of care for all Grade 1-6 children will be \$40.96 for all regular full fee families. The cost for the full day of care for all Kindergarten children will be \$17.96 for all regular full fee families. For all subsidized families your daily contribution rate will apply.

Please note that if you sign up for an optional day of care, and your child does not attend, you are still responsible for the fees, as staffing is arranged based on the need and legislative requirements.

Winter Break programming may be offered at select locations, based on sufficient demand, accessibility to the school and staff availability. The available days of care will be announced each school year with the program being closed the week between Christmas and New Year's day. Please note that due to staffing, registration for the Winter Break program is for the full break period. This means part time days cannot be accepted.

March Break programming may be offered at select locations, based on sufficient demand, accessibility to the school and staff availability. Please note that due to staffing (as they are not obligated to work during the March break), registration for



the March Break program is for the full break period. This means part time days will not be accepted.

Closure Dates

The Extended Day Program is closed on the following statutory and provincial holidays:

Labour Day

Boxing Day

Good Friday

Thanksgiving Day

New Year's Day

Easter Monday

Christmas Day

Family Day

Victoria Day



Application Process

Application Steps

Parents and guardians can apply to enroll their child/ren in the Extended Day Program at the school where they are registered as a student. A one-time non-refundable registration administrative fee of \$50 (non-base fee) is required at the time of registration. This fee is waived for families receiving a child care fee subsidy. The administrative fee is only processed once a spot is confirmed in the program. ****No short term care requests for 3 months or less will be processed or considered.****

First step: Parents will be required to submit an EDP application by clicking on the [Make a Registration Request](#) link via the OCDSB [Extended Day Program](#) webpage.

Your request will be sent to the Team Manager responsible for your program. **Please note that you may not hear from the Early Learning Department until a space becomes available for your child in the program.** If your application is approved, you will receive next steps on how to proceed with registration.

The application is only a request and will be reviewed by the Team Manager according to program space and staffing availability. A waitlist will be created for each site if required. (See Waitlist Information) . If you need to make any changes to your EDP application, please send an email to earlylearning@ocdsb.ca rather than submitting a new application. Duplicate applications create processing delays.

Next Steps: Once your request has been approved, you will receive an email confirmation and, if necessary, an activation code to activate your EDP online account.

You will then be asked to complete the e-registration process. NOTE: It is important that you make note of your user ID, password and security question answers for future use.

Activate your account and fill in all required information. You must complete all sections of the registration before it is deemed complete. Please note that during the online registration process, you will be asked to confirm by signing off that you have read and will comply with the policy and procedures set out in this handbook.

You will receive an automated email confirming that the child profile has been created, therefore your registration is complete.

To access your on-line registration please click on the [parent portal link](#) on the [OCDSB website](#).

If at any time you are encountering difficulties with the application process, registration process or accessing the EDP parent portal, you can contact the technical support team by using the online chat feature, or by email at support@digibot.ca. If you receive a service error when trying to register your child for the EDP program, please ensure you are using a personal computer not a work or corporate VPN. Please also note that the Digibot platform is only accessible within Canada.

Two Step Application Process

- Parents/Guardians are required to use the City of Ottawa's online Child Care Registry and Waiting List (CCRAW) to request a space in the Extended Day Program.
- Parents/Guardians will be required to submit an application by clicking on the Apply to EDP icon via the OCDSB website OCDSB Extended Day Program. The request will be sent to the Team Manager responsible for your program. When space and staffing allow, the family will receive next steps on how to proceed with registration.
- While it is necessary for parents to apply on both the City of Ottawa and OCDSB platforms in order to be considered for a space in the program, the priority of a

child's application will be based on the position of their application in the waitlist on our internal OCDSB platform.

- Once a space becomes available, an admission offer will be emailed to the parents/guardians. If required, an activation code will be emailed separately to the parents/guardians in order to activate their account on the EDP portal. The parents/guardians will be required to log into the EDP portal to complete the e-registration process.

Waitlist Policy and Procedure

General

- OCDSB Extended Day Program will strive to accommodate all applications.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents/guardians for placing a child on the waiting list.
- Applications will be carried over to the next school year if not admitted during the requested school year.
- Every reasonable effort is made to give priority to the younger siblings of actively (re)registered EDP students.
- Every reasonable effort is made to give priority to actively (re)registered EDP students who transfer from one OCDSB location to another.

Offering an Available Space

1. Parents/Guardians of children on the waiting list will be notified via Digibot that a space has become available in their requested program.
2. Where a parent/guardian has not responded within the given time frame, the admission offer will be cancelled and the parent/guardian will need to re-apply for their child and that application will be added to the bottom of the waitlist for the EDP at their child's school.
3. Offers for later start dates in the school year may recommence by mid-September, as space and staffing allow.

Responding to Parents/Guardians who inquire about their Child's Placement on the Waiting List

1. The Team Manager will be the contact person for parents/guardians who wish to inquire about the status of their child's place on the waiting list.
2. The Team Manager will respond to parent/guardian inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore the child's position on the waiting list will only be provided to their parents/guardians.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Privacy Policy

In accordance with the [OCDSB Privacy Policy](#), the Early Learning Department will abide by all OCDSB privacy policies and procedures when it comes to the release of information pertaining to any child applying to, or registered in, the Extended Day Program.

Registration Details

Release of Information

Only the client account holder in the EDP parent portal will have access to attendance and any other information as it relates to the child/ren's Extended Day Program enrollment. The account holder is able to add additional contacts to the account if they wish those contacts to receive email correspondence through the EDP portal from the Early Learning Department.

Access to all financial information is restricted to the client account holder only and no financial details will be discussed with any other party without the consent of the account holder.

Schedules of Attendance

The OCDSB EDP offers three types of schedules of attendance:

- 5 AMs
- 5 PMs
- 5 AMs and PMs

These are the only attendance options for care in the EDP.

Schedule Changes (does not include withdrawals)

We recognize that childcare needs may change throughout the year. Schedule changes must be requested and will be permitted up to a maximum of two (2) changes per school year. Any additional requests will be reviewed by the Program Manager.

In order to request a change in care, you will need to log into your account on the EDP Parent Portal via the OCDSB website and request an updated schedule. Once the Team Manager has reviewed the change of care, you will receive notification that the

change has been approved or denied based on staffing.

Change of care requests must be received by the 20th of the month previous to be considered for an implementation date of the 1st of the following month. Changes of care will only be processed once per month as space and staffing allow.

Please note that schedule changes are not available yearly in September or June.
April 20th is the last date to submit a schedule change each school year.

Please note that we will not be accommodating any “one off” requests for schedule changes or additional days of care. Only changes of care requested through the process mentioned above will be considered. Please note the Early Learning Department is not automatically notified if a child transfers to another school within the OCDSB. Therefore, parents must email earlylearning@ocdsb.ca to see if space/staffing will allow for a seamless transfer to the EDP at their child’s new OCDSB school; or for information on how to withdraw from the current program and register for before/after school care with the third party operator at their child’s new OCDSB school.

Withdrawals (Complete withdrawal from the EDP)

In order to request a withdrawal, you will need to log into your account on the [EDP Parent Portal](#) via the [OCDSB website](#) and submit a withdrawal request with an end date to your child/ren’s schedule. Withdrawal requests require two weeks paid notice to process and you will be responsible for all fees associated with the two week notice period. Once the withdrawal has been completed, you will receive an email notification verifying the end date in the program. A refund will then be processed if applicable.

***Please note** that refunds, if applicable, will follow in the next billing cycle.

****Please note** that annually, there will be no withdrawals processed for the month of June.
Therefore, May 16th is the deadline to submit a withdrawal notice each school year, in order to provide the full two week notice period for an end-date of May 31st.

Specialized Schedules of Attendance

Custody Schedule

Parents and caregivers that have such arrangements in place and are currently part of the Extended Day Program will be given the 2024/2025 school year to remain with their approved schedule. There will be no new custody schedules approved for the 2024/2025 school year.

As of September 2025 there will be no custody schedule options in the OCDSB Extended Day Program.

Use of Registered EDP Space

The OCDSB reserves the right to reach out to families whose child’s program spot remains consistently unused. Families will have the choice to either utilize the

registered space or withdraw from the program. This ensures we can best accommodate waitlisted families in need of care.

Updated Parent or Child Information

It is the parent's/caregiver's responsibility to update their account on the EDP parent portal with any changes to work information, telephone numbers, address, email address, child's medical conditions and emergency contact information. Updates provided to the school are not shared with the Early Learning Department. To access the EDP parent portal, click on the EDP Parent Portal icon via the OCDSB website.

Fees

Base Fees

Fees for the Extended Day Program will be collected through Electronic Funds Transfer (EFT). The monthly fee is due on the first day of each month and will be deducted from your bank account within the first 3 business days of the month. Exception to this is the month of September yearly where all fees will be withdrawn from your bank account on September 15th.

Fees are calculated based on the schedule you register for. To view the EDP fee information, please visit the [OCDSB EDP webpage](#).

Kindergarten (children under 6 years of age)

AM: \$9.30

PM: \$12.00

AM/PM: \$12.00

Grades 1-6 (children 6 years old and up)

AM: \$10.17

PM: \$17.53

AM/PM: \$25.33

Please note that fees are due based on your child's registration regardless of your child's attendance in the EDP. Refunds and credits will not be issued for children who are absent from the program for any reason.

Fee Subsidies

In order for your child to receive a subsidy for the Extended Day Program, you must apply through the [City of Ottawa Child Care Registry and Waitlist \(CCRAW\)](#). When you add your name to the Registry, you will have the option to apply for a subsidy or call the City of Ottawa at 311 for assistance. This is in addition to submitting an EDP application by clicking [Make a Registration Request](#) on the OCDSB [EDP webpage](#).

Insufficient Funds Charges/Overdue Fees

Any fees returned due to insufficient funds are subject to a \$30 administration fee (Non Base Fee). The OCDSB will make a second attempt on the 15th of the month (or the first business day if the 15th falls on the weekend) to recover the missed payment along with the \$30 NSF (Non-base fee). If fees remain in arrears for more than 30 days, your childcare services will be reviewed by the General Manager to determine what action will be taken to collect the overdue fees.

The OCDSB may require payment by bank draft/certified cheque if fees are in arrears for more than 60 days. At that point the OCDSB reserves the right to suspend childcare services until full payment is received.

Please note that where fees remain in arrears at the end of a school year, caregivers will not be able to register their child(ren) for any EDP programs for the upcoming school year.

Income Tax Child Care Receipts

Families will be provided with a receipt for their childcare expenses for the previous calendar year by the end of February. The names and amounts on the receipt are based on the information provided through the EDP parent portal. These receipts will be available to parents under the Finances tab in the parent portal by clicking on the [EDP Parent Portal](#) icon on the OCDSB website.

Daily Attendance

Arrival and Pick Up (Signing in and out)

Parents/Guardians must sign and indicate time of arrival during morning drop-off, and indicate time of departure at pick-up in the afternoon

Under no circumstances is a child to be dropped off at a program and left unattended; nor will a child be allowed to arrive or leave the program alone. Please ensure that you speak to an EDP staff member and have a face to face interaction at drop-off and pick-up. Please note that this is legislatively required and that the educator team must ensure this process is followed.

Please make sure the onsite Extended Day Program educators are aware of any alternate pick-up arrangements for a child. In the interest of safety, no child will be released to an individual without prior consent from the parent/caregiver, and no child will be released to leave the program alone. Children will only be released to a parent or caregiver, unless a written arrangement for release to another individual has been made with a staff member. If your child is being released to a person under the age of 16, a consent form will be required.

Individuals must be prepared to show photo identification when picking up their child from the program.

If unforeseen circumstances occur (such as inclement weather) where the EDP educator is not present when the program opens, parents must stay with their children until the EDP educator arrives.

If educators suspect that the adult picking up a child is visibly impaired to drive and alternate pick-up arrangements are not made, staff may conclude that the child may be in danger of suffering physical harm. In such circumstances the staff person cannot withhold the release of the child; however, they are obligated to report their concerns to the Ottawa Police immediately.

Safe Arrival and Dismissal Policy and Procedures

The OCDSB Extended Day Program commits to releasing a child only to their parent/guardian or an individual explicitly authorized by the parent/guardian through written consent on the Authorization for Pick-Up form in DIGIBOT.

The OCDSB Extended Day Program will not release children without supervision and will strictly adhere to dismissal procedures.

In cases where a child's arrival or dismissal deviates from the expected routine, staff is required to follow the procedures outlined below.

Accepting a Child into Care during the Morning Extended Day Program

When receiving a child in the morning, program staff must:

- Engage in a face-to-face drop-off with the parent/guardian.
- Inquire about the child's recent experiences and any changes to the pick-up procedure.
- Verify authorization for alternative pick-ups through DIGIBOT or, if unlisted, obtain written consent from the parent/guardian and update DIGIBOT accordingly.
- Document changes in the pick-up procedure in the daily written record.

Child Not Arriving in the Morning Extended Day Program

If a child does not arrive as expected in the morning, and there is no communication from the parent/guardian regarding a change, staff will:

- Where a child does not arrive at the morning Extended Day Program and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the school will follow safe arrival protocol as per OCDSB Administrative Procedure SAFE ARRIVAL/UNEXPLAINED ABSENCE POLICY P. 085.SCO and the office administrator will follow up with a phone call to the family for unexplained absences after morning attendance.

- Once the child's absence has been confirmed, program staff shall document any additional information about the child's absence in the daily written record as needed.

Accepting a Child into Care during the Afternoon Extended Day Program

Educators will:

- Warmly welcome children into the program after the school day.
- Sign children into the classroom attendance record each afternoon.

Child Not Arriving in the Afternoon Extended Day Program

If a child has not arrived in the afternoon as expected, educators will:

- Check with other groups for the child's potential presence.
- Notify the school office, check for early sign-outs, and request an "all call" in the school if required.
- Contact the parent/guardian and emergency contacts if necessary.
- Inform the Team Manager of a missing or unaccounted-for child.
- If a child arrives unscheduled, ensure the child's safety until the parents/guardians arrive.
- Once accounted for, mark the child as absent on the daily attendance record.

Releasing a Child from the Afternoon Extended Day Program

The supervising educator at pick-up will:

- Release the child only to the parent/guardian or an authorized individual with written consent.
- Confirm unfamiliar individuals with another staff member or request photo identification.
- Contact parents/guardians by 6:00 pm if a child remains uncollected, engaging them in activities while awaiting pick-up.
- Contact additional contacts on the authorization list if necessary.
- Notify the Team Manager for support if the parent/guardian cannot be reached.
- If no contact is established by 6:30 pm, contact local authorities and inform the Program Manager.

Child Participating in Another Onsite Activity

To ensure the safety and simplify the dismissal process for educators, our preference is

for parents to register in one activity. However, where a parent/guardian has provided a completed activity release form for their child to be released from care to participate in another activity at the school, the child will only be dismissed with a completed activity release form. The educators onsite will have access to copies of all completed activity release forms. The alternate activity personnel will be responsible for picking the child/ren up from the Extended Day Program and returning them to the correct group at the end of the activity. The educators in the Extended Day Program will be responsible for noting the time in and out and back in again for these children on the attendance record.

Late Fees

We encourage you to arrive by 5:45 pm to pick-up your child. This ensures you have the time and the opportunity to connect with the educator and to allow for an unrushed ending to your child/ren's day. We do recognize that in exceptional and unavoidable circumstances, parents may occasionally be late in picking up their children. When this occurs, parents are required to notify the on-site EDP staff at the earliest opportunity. Late pick-ups cause difficulties both to the educators and the children waiting to be picked up. Parents and caregivers are responsible for picking up a child no later than 6:00 pm.

The following action will occur in regards to late pick-up from the beginning of the school year until the end of June:

- Late pick-up occurrences are based per family;
- First late pick-up: Will result in a verbal warning and will be documented by the Team Manager;
- Second late pick-up: A charge of ten dollars (\$10.00) for the first fifteen minutes or any part thereof and then \$1.00 (Non-base fee) for every consecutive minute thereafter;
- Should a parent be late more than 3 times, the late fee will double;
- Late fees will be charged and paid on the next billing cycle;
- All documented late fees are available via your parent portal. Once paid, they will be absolved as of September 1st each year and new records kept for the following year;
- Individual concerns regarding the Late Fee policy should be addressed to the Team Manager;
- If parents or caregivers disregard the Late Fee policy, the OCDSB reserves the right to withdraw access to the EDP.

Absenteeism

If you know your child will be absent for a day or part of the day that will impact the Extended Day Program, please notify the on-site educator of any upcoming absences. Contact information for your child's EDP site will be emailed to you once your child is registered in the program. Parents are requested to not email/phone the administrative office at the school or Early Learning Department to inform of EDP absences. Unfortunately, it is not possible to give families a rebate or reduction of the monthly fee as a result of a child being absent from the program.

School and EDP Closures

Schools may need to close due to various reasons such as facility failures, power outages, gas leaks, and plumbing issues. In the event of natural disasters like storms, tornadoes, or earthquakes, the Extended Day Program will not be available. Notifications of school closures may be issued through formal notices, broadcasted by most local radio stations, posted on the OCDSB website, and on the Ottawa Student Transportation Authority (OSTA) website.

If bus services are canceled due to severe weather conditions, schools will remain open, and consequently, the Extended Day Program will also operate for children with regular attendance schedules. Parents are responsible for transporting their child/children to and from the program.

EDP closures can occur due to various reasons including facility failures, power outages, plumbing issues, labor shortages and negotiations, inability to meet legislative ratios, and safety concerns. It's important to note that both school and EDP closures are not an exhaustive list, and other situations may lead to closures.

The OCDSB Extended Day Program operates as a not-for-profit service, requiring parental fees to maintain financial viability and cover salaries. Therefore, no credits or refunds will be issued when the OCDSB is compelled to close a school(s) or the Extended Day Program(s).



Access to Buses While Registered in the Extended Day Program

Children who are registered in the Extended Day program are not eligible to access bussing transportation on the days they are registered to attend the program.

Requests made by caregivers to the school to have their child put on the bus instead of attending the session of the Extended Day Program they are registered for will not be considered.

Please see the list of examples below if your child is eligible for bus transportation at their school.

AM and PM EDP enrollment Monday to Friday: No bussing

AM enrollment ONLY Monday to Friday: Eligible for PM bussing only

PM enrollment ONLY Monday to Friday: Eligible for AM bussing only

Please note that transportation to and from the Extended Day Program is the caregiver's responsibility. If you are not able to pick your child up from EDP, please ensure you make alternate arrangements.

Labour Disruption

In the event of a labour disruption involving unionized EDP educators, the Extended Day Program will be closed to all families. For school closures relating to non-EDP staff labour actions, if permitted, the OCDSB will review opportunities for the Extended Day Program to remain open. Ongoing updates and information will be provided to families via email, and posted on the OCDSB website.

Health and Safety

Illness/Hospitalization

If your child contracts any communicable disease, you are required to notify the program immediately. We work in partnership with Ottawa Public Health to ensure appropriate measures are taken to minimize the spread of infection. Ottawa Public Health requests that when outbreaks occur, the programs exclude children who have certain communicable diseases until certain criteria are met for a healthy return to care.

If your child is hospitalized for a minimum of twenty four (24) hours, please notify the child's program immediately.

Upon arrival at the childcare program or throughout the day, staff may determine that a child is "not well enough" to attend the program. If this is the case, the child will be isolated and the parent/caregiver will be notified to pick-up their child as soon as possible.

Accidents/Incidents

While attending the EDP, children are supervised at all times by the educators. However, accidents or incidents can happen while children are exploring their indoor and outdoor environments. If your child is injured during the EDP, in most cases educators will communicate with you when you arrive to pick-up your child. Should the injury require further medical attention, we will contact you and/or your emergency contacts as soon as possible.

To meet legislative requirements, educators must provide a copy of an injury/incident to the caregiver. Should an accident occur at home that may impact your child's participation in the EDP, please ensure that you inform the EDP educator.

Administration Of Medication

Written permission from a parent/caregiver is legislatively required to administer both prescription and non-prescription medication to a child while attending one of our programs. Parents/Caregivers are required to complete a Medication Authorization Form.

All medication must be in the original container, clearly labeled with the child's name, dosage, administration, storage instructions and possible side effects. Medication must be kept in a locked box inaccessible to children. Epi Pens and Asthma medication will

be in a designated place in consultation with the parents or caregivers. However, in the case of asthma medication or emergency allergy medication, parents/caregivers may allow children to carry their own asthma medication or emergency allergy medication in accordance with the OCDSB's Medication Administration Policy and with a parent's permission for the child to self-administer asthma or emergency allergy medication kept on file. This includes all medication that must be administered quickly in an emergency, such as antihistamines, epinephrine and puffers.

For everyone's safety, *please do not leave medication of any kind in your child's cubby or backpack.*

Anaphylaxis

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents/caregivers, staff, students, volunteers and visitors in the EDP program.



This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for child care programs. The requirements set out in this policy align with *Sabrina's Law*, 2005.

Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies

- Before attending the Extended Day Program, the Team Manager will speak with the parent of a child to obtain information about any medical conditions if noted on their application, including whether the child is at risk of having an anaphylactic reaction.
- Before a child attends the Extended Day Program or upon discovering that a child has an anaphylactic allergy, the Team Manager will request a copy of the child's individualized plan of care.
- All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the Extended Day Program.
- To ensure that the information is up to date, all individualized plans and emergency procedures will be reviewed annually by the school administration with the child's parents/caregivers.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees and students at the Extended Day Program.

- Do not serve foods where its ingredients are not known.
- The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- In cases where a child has food allergies and the snacks provided by the Extended Day Program cannot meet the child's needs, ask the child's parent/caregiver to supply snacks for their child.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Do not use craft/sensory materials and toys that are labelled with known allergens.
- Make sure each child's individual plan and emergency procedure are kept up to date and that all staff and placement students are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update staff and placement students when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

Communication Plan

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, parents and families.

- Please ensure that your child's full name is on their lunch bag and water bottle;
- Parents/caregivers will be encouraged not to send foods that contain ingredients to which children may be allergic.
- A list of all children's allergies including food and other causative agents will be posted in all servery's and accessible to all staff.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present.
- The Team Manager will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established Serious Occurrence Policy and Procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of the Extended Day Program and that it is effectively achieving its intended result.

Drug and Medication Requirements

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and Medication Administration Policy will be followed including the completion of a parental authorization form to administer drugs or medications.
- Emergency allergy medication (e.g. oral allergy medications, puffers and epinephrine auto-injectors) will be allowed to remain unlocked or carried by the child.

Nutrition

The EDP follows the guidelines for addressing the needs of students with severe or life-threatening medical conditions in schools at the Ottawa-Carleton District School Board in compliance with *Sabrina's Law*, *Ryan's Law* and all other relevant legislation. [OCDSB Procedure PR.548.SCO](#)

A daily snack will be provided. Ottawa Public Health licensing requires snacks to be offered as single served food items. The OCDSB strives to provide snack that meet the legislative requirement, can be sourced and delivered to every location and has a stable shelf life.



If your child has any food allergies or restrictions, it is very important to identify and update the allergies or restrictions via your child's file in the EDP parent portal. It is the parent's/caregiver's responsibility to make any required changes or modifications via the EDP parent portal, which can be accessed using the Existing Students tab on the EDP website. If you do not have Internet access or cannot access the EDP parent portal for logistical reasons, please communicate with the on-site educators, and an appropriate alternative will be provided.

On full days of care, parents/caregivers will be responsible for providing their child with a bagged lunch that meets Canada's Food Guide requirements.

For more information about nutrition and healthy food ideas, see these links:

[Canada's Food Guide](#)

[Parenting in Ottawa - Healthy Lunch and Snack Ideas](#)

Active and Outdoor Play

Active and outdoor play in daily programming provides opportunities for increased physical activity for children. Activities offered will be developmentally appropriate and

accommodate fitness levels and interests of children. Emphasis will be on participation and enjoyment and can include introducing participants to a range of developmentally appropriate physical activities. Active and outdoor play is a legislative requirement of the Extended Day Program. It is also consistent with the principles outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, which includes creating opportunities for children to engage in active play that allow them to connect with the natural world and their community.

Children are expected to be dressed appropriately for the weather conditions. Parents/caregivers can anticipate providing extra mittens in winter, splash pants in spring, and hats, sunscreen and water bottles for the warmer weather. The educators will make every attempt to ensure all children are dressed appropriately for the weather each day.

Groupings of Children

During the extended day program children are grouped together taking into account a number of factors. As the OCDSB EDP accepts children on an ongoing basis throughout the school year, grouping changes for the children are possible to ensure we continue to maintain legislative ratios. These changes will be made in consultation with the educators in the program, the Team Manager and at times the Administration at the school.

Field Trips/Off Site Trips

On all regular school days the program will remain on-site at the school.

On PD Days a group may wish to go on a walking field trip with review and permission from the Early Learning Department. If a trip is approved all parents of children registered for care for this day will receive and must complete the OCDSB Field Trip Authorization Form.

Non-Smoking Policy

Smoking is forbidden on school property at all times.

Fire Drill and Lockdown Practices

In consultation with the school Principal or Vice-Principal, the morning and afternoon Extended Day Program will complete three fire drills during each term, and two lockdown practices in each school year. These drills and practices will be recorded by the educators on the OCDSB Extended Day Program Fire Drill Reporting and Lockdown Reporting Form and submitted to the Early Learning Department.

If an evacuation is necessary for any reason that requires the program to leave the site during the EDP hours, all schools have an identified alternate place of shelter that is accessible for the children and educators to remain until all parents/guardians can be notified to come and pick-up their child.

Please note that the Extended Day Program has an Emergency Management Policy and Procedure that will be followed during any emergency on-site. Parents will be notified by email and phone call of any emergency that occurs in the OCDSB EDP programs.

Please refer to the emergency response quick reference poster located at the school in the classrooms and by the exit doors.

Please speak to the educators on-site in the program if you have any questions or concerns surrounding the drill and practice procedures or the alternate place of shelter location used in case of an evacuation.

Serious Occurrence Notification

In the case of any situation considered a Serious Occurrence, it is a requirement for all programs to post a *Ministry of Education Serious Occurrence Notification Form* next to the licensing information in the program. This form will be posted for a minimum of 10 business days.

Behaviour Guidance

Guiding and managing student behaviours in the EDP is a shared responsibility between the core day school team, the educators in the EDP and the family. The approach to dealing with inappropriate behaviours will be based on a progressive discipline model consistent with the school's approach. [PROCEDURE PR.660.SC PROGRESSIVE DISCIPLINE AND PROMOTING POSITIVE STUDENT BEHAVIOUR](#). The range of interventions, supports and consequences will include learning opportunities to reinforce appropriate, positive choices.

Learning to be respectful of shared materials and spaces, expressing emotions and negotiating diverse thinking are a daily occurrence in shared experiences. We regard these circumstances as teachable moments by providing both the children and adults the opportunity to negotiate differing opinions, voice their concerns and collaboratively solve problems. When these situations arise, we listen carefully to each child, encourage them to listen to one another and support them as they identify with each other's feelings. Together, the educators and the children work to co-construct solutions and reflect on whether these solutions are working. The educators support the children as they reflect on the consequences of their actions and provide alternative options. There may be occasions when the educators ask for parent/caregiver support during relational learning opportunities.

Parents/caregivers will be informed of any behavioural incidents involving their child that occur during EDP. In some cases, an incident report will be completed by EDP educators; in order to document behaviours, and identify strategies to assist in addressing inappropriate behaviours.

When all interventions and/or strategies have been exhausted, and if it is necessary that the child be suspended, the suspension is decided by the Principal/Program Manager, and includes the EDP portion of the day. It is the expectation that suspension from either the core day or the EDP covers both programs.

Prohibited Practices

As determined by legislation, (*Ontario Regulation 137/15, Child Care and Early Years Act, 2014*) these provisions forbid physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. They set out clear directions regarding prohibitive practices to support the overall well-being of children.

These practices are never permitted in a program.

Furthermore, no employee or volunteer of the OCDSB, or student who is on an educational placement with the OCDSB, shall engage (i.e. implement) any of these prohibited practices.

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.



None of the following practices are observed in the program:

- a. Corporal punishment (which may include but is not limited to: hitting, spanking, slapping, pinching)
- b. Physical restraint of children, for discipline or in lieu of supervision, unless for the purpose of preventing self-harm, harm to others, and only until risk of harm/injury is no longer imminent
- c. Locking of the exits of the classroom for the purpose of confining a 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, frighten the child or undermine their self-respect, dignity or self-worth
- e. Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- f. Inflicting any bodily harm on children including making children eat or drink against their will

Student Educator Involvement

If co-op or placement students wish to participate/volunteer within the program, it is a requirement that these individuals present a current Police Records check to the OCDSB prior to their first visit. In addition, any or students must read and sign off on the Program Policies and Procedures, and any anaphylaxis plans that have been put in place. At no time will a placement or co-op student be alone with the children and will

always be supervised by a staff member as per our Volunteer and Student Supervision Policy.

Child, Parent/Caregiver & Staff Code Of Conduct

The OCDSB strives to provide a safe, inclusive and respectful learning environment for all. Children, parents/caregivers and staff are asked to adhere to the *Respectful Workplace and School District Code of Conduct* policies linked below:

- [Respectful Workplace](#)
- [School District Code of Conduct](#)

Duty To Report

Section 125 of the Child, Youth and Family Services Act, 2017 (CYFSA) imposes a duty to report for everyone, including RECEs, where there are reasonable grounds to suspect one or more of the following with respect to a child:

- Emotional Harm: The child has suffered emotional harm, or there is a risk that the child is likely to suffer emotional harm demonstrated by serious: anxiety, depression, withdrawal, self-destructive or aggressive behaviour, or delayed development.
- There are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child. These include but are not limited to: Physical and/or sexual harm, abandonment, acts of a criminal nature and exposure to family violence, which can take the form of physical, sexual, emotional or financial harm as well as neglect.

Persons failing to do so are subject to legal action and a fine if convicted. Failure to report under the CYFSA may also have consequences for members of the College under the ECE Act and the regulations of the College.

[Reporting Child Abuse and Neglect: It's Your Duty](#)

Parent Issues and Concerns

Parents/guardians are encouraged to take an active role in our Extended Day Program by regularly discussing what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during interactions.

All issues and concerns raised by parents/guardians are taken seriously and will be addressed. Every effort will be made to resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved and follow all OCDSB policies and procedures.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff and placement students, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our Extended Day Programs maintain high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Team Manager.

Concerns about the Suspected Abuse or Neglect of a Child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society \(CAS\)](#) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act, as well as to the OCDSB investigator.

For more information, visit [The Children's Aid Society](#)

OCDSB Extended Day Program Locations

The parent handbook and all policies and procedures contained within are applicable at the following OCDSB EDP locations:

A. Lorne Cassidy ES	Hawthorne PS	Roberta Bondar PS
Agincourt Road PS	Henry Larsen ES	Roch Carrier ES
Barrhaven PS	Huntley Centennial PS	Rockcliffe Park PS
Bayshore PS	Jack Donohue PS	Roland Michener PS
Bayview PS	Jockvale ES	Sawmill Creek ES
Bells Corners PS	John Young ES	Sir Winston Churchill PS
Berrigan ES	Kanata Highlands PS	Shingwàkons PS
Briargreen PS	Kars on the Rideau PS	Stephen Leacock PS
Broadview PS	Knoxdale PS	Steve MacLean PS
Cambridge Street Community PS	Lakeview PS	Stonecrest ES
Castlefrank ES	LePhare ES	Summerside PS
Castor Valley ES	Manordale PS	Vimy Ridge PS
Chapman Mills PS	Manotick PS	Vincent Massey PS
Churchill Alternative	Maple Ridge ES	Viscount Alexander PS
Connaught PS	Meadowlands PS	W. Erskine Johnston PS
Convent Glen ES	Metcalf PS	W.E. Gowling PS
Dunlop PS	Mino Mikan ES	W.O. Mitchell ES
Dunning Foubert ES	North Gower/ Marlborough PS	Wazoson PS
Elgin Street PS	Orleans Woods ES	Westwind PS
Featherston Drive PS	Osgoode PS	Woodroffe Avenue PS
General Vanier PS	Pinecrest PS	
Glen Ogilvie PS	Richmond PS	
Greely ES	Robert Bateman PS	
Half Moon Bay PS	Robert Hopkins PS	



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



Updated February 2025