

**Topic:** Before and After School Child Care Program

**Effective:** September 2010

**Cross-Reference:** [Education Act \(ss.258-260.9\);](#)  
[Child Care and Early Years Act, 2014;](#)  
[Before and After School Programs Kindergarten - Grade 6: Policies and Guidelines for School Boards](#)

**Review Date:** September 2018

**Revision Date:** September 2025

**Responsibility:** Superintendent of Education (Early Years and Childcare)

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**INTENDED PURPOSE:**

In accordance with the Education Act (SS. 258 - 260.9), the Halton District School Board (HDSB) will ensure the operation of a before and after school program in each HDSB elementary school where there is sufficient parent demand for students in Kindergarten - Grade 6. Before and After School programs are delivered by suitable third-party child care operators selected by the HDSB using a Request For Proposal process or other means determined by the Board.

**PROCEDURES Third Party Operators**

1. All Third-Party operators have a signed agreement with the HDSB ensuring compliance with Before and After School Program regulations set out in the Education Act as well as compliance with the regulations made under the Ontario Child Care and Early Years Act (OCCEYA), 2014.
2. All Third Party Operators operate independent from the HDSB and set policies and procedures independent of the HDSB.
3. All third party operators must have fee for service agreements in place with the Region of Halton  
Childcare services so all programs are subsidy eligible for families who qualify.

**Hours of Operation**

1. Before and After School Programs will operate from 7 a.m. to the beginning of the school day, and from the end of the school day to 6 p.m. on each school day from September to June inclusive.
2. Before and After School Programs will not operate on any statutory holidays.
3. Before and After School Programs will operate on professional development/ activity days, school breaks (December and March), and/or during the summer months where there is sufficient parent demand and the program is deemed viable based on the Ministry of Education directives.

4. The HDSB will post information on the HDSB website regarding the third -school age providers attached to each school and the associated fees to assist families with child care needs for Before and After School Programs.

**Fees**

1. Fees are determined annually by each Third Party Operator independent of the Halton District School Board.
2. Daily fees charged by each Third Party Operator will be posted on the [HDSB website](#) by May 31 of each year.

**Closure of the Program Due to Unforeseen Circumstances**

1. If a decision is made by the Board to close schools due to inclement weather, or other unforeseen circumstances, all Before and After School Programs will be closed as well.
2. Closure/cancellation decisions will follow the Board's inclement weather/school closure procedures, and will be communicated as per those procedures.
3. In the event of a mid-day school closure, the after school care portion of the Before and After School Program will not operate.
4. Parent refund/credit policies are determined by each operator in the event of closures.

**Operational Procedures for Schools**

1. An [\*\*\*Operational Handbook for School-Based Childcare Partnerships\*\*\*](#) describes the parameters for successful school and child care operator partnerships. Principals are to be familiar with all aspects of the handbook. The handbook will be reviewed and updated every two years.
2. All Programs for Kindergarten aged students must be operated from a purpose-built Kindergarten classroom to afford students a high quality developmentally appropriate program.
3. Schools should not be relocating designated spaces for Before and/or After School programs within the school year. Operators require stable, consistent spaces to conform to their licensing requirements. Moving of program spaces should only be done at the start of a school year or in special exceptions where a space is not available for a special event (e.g., concert in a gymnasium for two days). Should spaces be moved, it should be done in consultation with the Child Care operator to ensure compliance with the OCCEYA and at logical breaks in the school year (Winter Break, March Break, etc.).