



HDSB Parent Handbook

## Getting your Child Ready for the Before/After School Program 2024–2025



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## HDSB Before and After School Program

The Halton District School Board is pleased to offer a fee-based Before and After School Program (BASP) for students 3.8 (three years, eight months) to 12 years of age during the school year. All Before and After School programs are licensed and regulated by the Ministry of Education - Quality Assurance and Licensing Branch, in accordance with the [Child Care and Early Years Act, 2014](#).

These programs are led by Early Childhood Educators operating out of classrooms and other spaces within our schools. All programs offer:

- Flexible Registration
- Nutritional Snacks
- Age-appropriate Programming and Resources

Programs are offered from 7 a.m. to 6 p.m. Monday to Friday, on each instructional day.

## HDSB Before and After School Program Statement

The Halton District School Board is committed to making it easier for families to access high-quality, inclusive early years programs in schools across the Halton Region and to support an affordable, accessible, integrated early learning and child care system as outlined in the Halton Region's [Early Learning and Child Care Plan](#).

Expanding before and after school programming for school-age children provides a seamless day for children and supports families. In an effort to ensure the availability of before and after school programs in schools the HDSB will build strong partnerships between school board programs and community programs to support program coordination that will benefit students, families and communities building on the foundations outlined in Ontario's Pedagogy for the Early Years; [How Does Learning Happen?](#) which views children as competent, capable, curious and rich in potential.

HDSB Before and After School Programs:

- promote the health, safety, nutrition and well-being of the children through supervision, support, healthy menus and routines that promote physical activity;

- support positive and responsive interactions among the children, parents/guardians, and educators through collaborative communication and supportive approaches used by educators as play partners;
- encourage the children to interact and communicate in a positive way and support their ability to self-regulate;
- foster the children's exploration, play and inquiry;
- provide child-initiated and adult-supported experiences;
- plan for and create positive learning environments and experiences in which each child's learning and development will be supported, and which is inclusive of all children, including children with individualized plans. All children can participate in the program;
- incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;
- foster the engagement of and ongoing communication with parents about the program and their children for example through information shared at drop off and pickup or via email;
- support staff or others who interact with the children in the before and after school program in relation to continuous professional learning; and
- document and review the impact of the strategies used in the program on the children and their families. For example, through feedback received from educators, supervisors or through our parent survey.

### **Our programs strive to:**

1. Meet the individual developmental needs of the whole child;
2. Promote child-led and active exploration opportunities in carefully planned and inclusive learning environments;
3. Foster positive relationships, maintain communication and support continuous learning between staff, children, families and community partners; and
4. Document and reflect on the effectiveness of our program.

### **In our programs you will see:**

- a wide variety of open-ended play materials in loosely defined areas so that children can freely use the materials to support their exploration, inquiry and play with bodies, minds, and senses.
- periodic visits from and to shared spaces within the school (e.g., library, gym, playground) to enhance the children's experiences.



- Documentation of the children engaged in play, learning stories that documents the children's experiences and feedback from parents/guardians posted on the parent information board.

**In our programs you will *hear*:**

- dialogue between staff and children that support problem solving and co learning throughout the entire program.
- daily communication and the exchange of information with families and staff.

## Prohibited Practices

### Subsection 6.9 - Prohibited Practices

Ontario Regulation 137/15

48 (1) No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- corporal punishment of the child;
- physical restraint of the child, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

1. No employee or volunteer of the licensee, or student who is on an educational placement with the licensee shall engage in any of the prohibited practices set out in subsection

2. with respect to a child receiving child care.

## Program Registration

Families will be required to pre-register for the program each year. Current registrations do not carry over from one school year to the next.

Parents interested in registering their child(ren) for the Before and After School Program in an HDSB operated site will complete a pre-registration form located on the [HDSB website](#).

Full-time requests will be given priority. Part-time care will be considered but not confirmed until program space availability is determined.

## Waitlists Policy

Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures will be followed. We do not require a fee to hold a spot on the waitlist. Please review [HDSB's Before and After School Waitlist Policy](#).

## Registration Fees

A \$25.00 registration fee will be invoiced to each child's account when starting the before and after school program.

## Program Viability

The viability of the before and after school program at each site is based on the number of annual registrations. If a school site is not able to operate in a given year, communication will be sent to parents/guardians in the spring prior to the start of the next school year.

## Hours of Operation (Statutory Holidays, School Closures, PA Days and School Breaks) Emergency Response Plan

The Halton District School Board provides before and after school care for students 3.8 (three years, eight months) to 12 years of age where there is sufficient demand and/or

viability. Before and after school programs will operate on each instructional day beginning at 7 a.m. and ending at 6 p.m.

The board recognizes all statutory holidays. Please refer to the [HDSB school year calendar](#) for an inclusive list of school and program closures.

## Emergency Response Plan

All of the HDSB's schools and facilities have an emergency response plan. A school's emergency response plan is based on established Board procedures, created in partnership with the Halton Region Police Service. The specifics of each plan differ according to the unique circumstances for each location, and are outlined on the Emergency Response Plan posters displayed throughout the school. Students and staff are encouraged to review the emergency response plan for their school.

A school's response to a situation will differ based on the specifics of that situation. The flexibility of the plan is key to the success of the response. In general, each school's emergency response plan includes:

- threats to school safety (e.g., lockdown, bomb threat, hold and secure) and evacuation procedures, including the designation of one or more appropriate evacuation sites
- training for personnel, updating of the plan and a practice drill for students and staff for a variety of these procedures (e.g., lockdown, hold and secure, bomb threats)
- the maintenance of checklists for dealing with specific types of incidents
- resources for help before, during and after an emergency/crisis
- an established Safe Schools Action Team

Please visit [School Safety FAQs on hdsb.ca](#) for more information.

## Before and After School Schedules

All HDSB before and after school programs offer before and after school care for children JK/SK and School age children (up to 12 years of age).

The programs accommodate requests for full time before and after school care, Monday to Friday in addition to part time care requests on a Monday / Wednesday / Friday **OR** Tuesday / Thursday set schedule.

Due to the number of families requiring care, we can not accommodate customized schedules.

## Schedule Changes

We recognize families may need to request a change to their before and after care schedule throughout the school year. Schedules must reflect the set schedules as outlined by the program. Customized care can not be accommodated at this time.

Requests can be sent to the Manager, Early Years and Child Care Programs @ [pesowskil@hdsb.ca](mailto:pesowskil@hdsb.ca). Parents are unable to make their own schedule changes in their OneList account.

Any request for changes will be considered but not guaranteed.

Schedule changes require a minimum of two weeks notice.

We will allow a maximum of two (2) schedule changes per school year.

## HSN/OneList - Update Your Information

All HDSB before and after school programs use an online platform called [OneList](#) used to register and maintain all children's information required for enrolment into the program. This information includes personal contact, emergency contacts, authorized pick up list, care schedules, medical/allergy information, permission forms for sunscreen, hand sanitizer, etc.

It is the parent's responsibility to ensure that all information regarding your child's file is maintained and updated with the most current information.

## Reporting Your Child's Absence In The Program

In the event your child will not be attending the before and/or after school program (you have picked up your child directly from school, early pick up, absence due to illness, vacation, etc) , **it is imperative that you contact the program directly to report their absence via telephone messaging.**



In the case where parents have not contacted the program and your child is expected to arrive, staff will follow the steps outlined in the [Safe Arrival Policy and Procedure](#).

## Emergency Contact List

In the event of an emergency and you cannot be reached at the contact information provided through your OneList account, we will contact your authorized emergency contacts. Please ensure this information is up to date at all times.

## Drop Off and Pick Up

We have a “face-to-face” drop off and pick up practice. For safety purposes, children need to be accompanied by an adult when being dropped off to the program.

We will not release your child to an individual who is not listed on your OneList account. Children will only be released to an authorized adult (an individual who is 18 years or older). In order to verify the identity of the person, we will request a photo ID before releasing your child.

Access to our schools will be granted using a keypad entry system located at each school site. This keypad is specifically designated for the use of before and after school families and program staff. A communication will be sent to each family registered with the Before and After School Program via email the last week of August, indicating the code and the door location of the keypad. **We ask that you do not share this code with anyone other than those designated on the pick up and drop off list for your child.** In the event that the code has been compromised throughout the school year, a new code will be assigned and sent to families via email.

## Late Pick Up

Our program closes at 6 p.m. and any later pick-ups are not permitted. If you, or an authorized adult, are unable to pick up your child prior to 6 p.m., it is your responsibility to make alternate arrangements. If you cannot be reached, our staff will contact the authorized emergency contacts provided.

A third late pick-up may result in two weeks notice of termination of placement in the Before and After School Program.

## Inclement Weather Policy

During the school year it may be necessary to close schools due to inclement weather. This decision is communicated by 6:30 a.m. through the HDSB social media platforms (X, Instagram, Facebook), SchoolMessenger email to families, and the HDSB website (hdsb.ca) and mobile app.

If the decision is made by HDSB to close schools due to inclement weather, **the before and after school program will be canceled.** A refund will not be offered for these closures.

**Under no circumstances is a child to be dropped off at a program and left unattended.**

- Learn more about how information is shared on days of inclement weather by visiting the [Inclement Weather webpage](#) on the HDSB website.

## Withdrawal From The Program

Two weeks notice is required if you decide to withdraw your child from the program. You will need to make this change in your OneList account. Parents will be required to click the withdraw button found on the schedule page on your account.

Should you withdraw your child without notice, your account will be charged for the two-week notice period.

## Invoicing and Payments

As part of the registration process, parents must complete and submit a [Pre-Authorized Payment \(PAD\) form](#).

Payments for the before and after school program are processed monthly through Pre-Authorized Debit (PAD) and are calculated based on your child's schedule in the OneList system. Parents will receive a monthly Statement of Fees via email 3-5 days prior to the withdrawal indicating the monthly amount.. Pre-Authorized payments will be withdrawn on or after the 18th of each month.

For example, a monthly payment will be withdrawn on or after September 18th for care provided during the month of September. Prior to withdrawal, a monthly Statement of Fees will be emailed indicating the total payment amount. In the event your bank account has insufficient funds on the withdrawal date, the bank will automatically attempt to withdraw the amount owing 2 business days later. This process is automatic and NSF charges may be incurred twice which will be the responsibility of the account holder.

Parents will be financially responsible for before and after school fees regardless of the student's attendance. There is no reduction in before and after school fees for vacation or illness.

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

- Vacation or illness
- School closure due to inclement weather
- Emergency closures
- Suspensions

Refunds will not be issued.

## Statutory Holidays

Program fees will be charged for a statutory holiday if the day falls on a regularly scheduled day of care.

## Canada-wide Early Learning and Child Care (CWELCC) System / Program Fees

The Canada-Wide Early Learning and Child Care (CWELCC) system is a five-year plan that supports quality, accessibility, affordability and inclusivity in licensed child care for children under six years of age. These fees are expected to be reduced every year, reaching an average fee of \$10/day by 2025-2026.

The Halton Region receives funding from the Ministry of Education and determines the school sites in which CWELCC spaces are available to families across the region. The Ministry of Education has communicated a CWELCC directed growth plan for the province that prioritizes regions with historically lower availability of child care spaces.

The [Halton Region Canada-Wide Early Learning and Child Care \(CWELCC\) System webpage](#) has more information for families about CWELCC.

Program Fees for School Sites receiving CWELCC Funding for children under six years of age (as determined by Halton Region).

Age Group	Program	Base Rate 50% Reduction (Effective September 4, 2024)
Kindergarten JK / SK	Before School Only	\$12.00
	After School Only	\$12.00
	Before and After School	\$13.26

Program Fees for School Sites which do not qualify for CWELCC Funding for children under six years of age (as determined by Halton Region).

Age Group	Program	Non-Base Fees
Kindergarten JK/SK	Before School Only	\$ 16.01
	After School Only	\$ 22.28
	Before and After School	\$ 28.06

Program Fees for children 6-12 years of age.

Age Group	Program	Non-Base Fees
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School Age	Before School Only	\$ 16.01
	After School Only	\$ 22.28
	Before and After School	\$ 28.06

## Child Care Subsidy

The Ontario child care fee subsidy program will continue to be available for families who are eligible to apply for financial support to help pay for licensed child care.

The fee subsidy will continue to be determined through the income test that is administered by Region of Halton, Children's Services. The amount you will pay depends on your family's income and will be reduced by 50% for eligible children, effective December 31, 2022.

Child care subsidy, or financial assistance with the cost of child care, is available to families who:

- Live in Halton Region
- Are working, training or attending school
- Have children from birth to 12 years of age in licensed child care programs
- Are financially eligible for the child care fee subsidy

Please contact:

Region of Halton, Child Care Services,  
Phone Dial 311 or 905-825-6000  
Toll Free 1-866-442-5866 (1-866-4HALTON)  
TTY 905-827-9833

Learn more about the [assistance of child care costs](#).

## Health and Safety/HDSB Policies and Procedures



We have established protocols and guidelines aimed at promoting your child's well-being and safety, fostering a conducive learning environment. It is advisable to keep your child at home if they exhibit any signs of illness. Please note that fees will not be reduced in cases of illness. In the event that a student is suspended from school, they will be ineligible to participate in the before/after school program until the suspension period is over. Similarly, fees will not be deducted due to suspension.

## Medical Needs

In following ministry regulations, all families with children who have medical needs must log into their OneList account and complete the BASP [Medical Plans of Care Forms](#) prior to the start of care. These forms meet all ministry requirements and regulations for child care and are separate from the schools plans of care forms. This information is reviewed by all staff.

In the event changes need to be made to these forms, it is the parent's responsibility to update the forms through their OneList account.

## Allergy/Anaphylaxis Needs

Families of children who have allergy/anaphylaxis needs are required to complete the BASP [Allergy/Anaphylaxis Plans of Care forms](#) found in their OneList account prior to the start of care. These forms meet all ministry requirements and regulations for child care and are separate from the schools plans of care forms. This information is reviewed by all staff.

In the event changes need to be made to these forms, it is the parent's responsibility to update the forms through their OneList account.

## Special Needs

The HDSB offers a comprehensive program that fosters a safe and inclusive learning environment. We invite you to connect with the school principal and the before/after school care educators prior to your child's enrollment in the program. This meeting

ensures that we can adequately address any specific needs or requirements your child may have. This is reviewed by all staff.

Before starting care, parents are required to log into their OneList account and complete the BASP [Individualized Support Plan of Care form](#). These forms meet all ministry requirements and regulations for Child Care and are separate from the schools plans of care forms.

Be assured that your child's well-being and safety hold the utmost importance to us. To ensure the utmost care, we facilitate seamless information sharing between our dedicated Before and After School Program staff and the school. This collaboration is crucial in safeguarding the health and well-being and overall safety of your child throughout their time in the program. We prioritize open communication and take every measure necessary to provide a secure and nurturing experience for your child.

## Medication

Prescription medications will not be administered in the program unless the medication is required in the event of a medical emergency (epi-pen, seizure medication, etc).

## Program Volunteers and Student Placements

The Halton District School Board welcomes both placement students and volunteers into the Before and After School Programs offered in our schools. We believe it is a valuable part in gaining experience in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of these programs.

- Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.
- Students and volunteers will not be counted in staff to child ratios.

## Nutrition

The HDSB before and after school programs provide nutritious snacks using Organic Kids Catering. Snacks are provided daily and are selected in accordance with the [Ministry of Education's School Food and Beverage policy](#) and [the Canada Food Guide](#).

Organic Kids Catering accommodates all food allergies and sensitivities providing food substitutions to meet the needs of all children in the program.

To ensure the health and safety of all children, outside food will not be permitted.

## Parent Issues and Concerns Policy and Procedures

The HDSB is committed to service excellence in the delivery of our Before and After School Programs. It is recognized that from time to time there may be concerns/complaints and parent issues that may arise. The HDSB recognizes that parents/guardians have the right to raise such complaints/concerns and/or parental issues, and that they need mechanisms to do so. The [Before and After School Parent Issues and Concerns policy](#) outlines the steps that parents and families can take to address areas of concerns.

## Safe Arrival and Dismissal Policy and Procedures

The [Safe Arrival and Dismissal policy](#) is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

## Dismissing a Child From Care To Participate In Other Onsite Activities

Where a parent/guardian has provided written authorization for their child to be released from care to participate in another activity at the school. **The written authorization must confirm the exact dates and times of the other activity and how the child may be released from care (example, the gym teacher (name) will come to the after school program and sign the child out and the parent will pick up the child from the gym).**

Staff in the program must be responsible for dismissing the child from care. Prior to dismissing the child from care, the staff shall review the written instructions for release

provided by the parent/guardian and release the child at the time and manner set out in the instructions.

The staff shall ensure the specified pick up person signs the attendance form; staff will document the time of departure as well as their initials on the attendance record.

## For More Information

For more information, please contact the Halton District School Board by phone at 905-335-3663, ext 3260, or visit online at [hdsb.ca](https://www.hdsb.ca).