

HDSB Parent Handbook

Getting your Child Ready for the Before/After School Program 2026 - 2027



Halton District School Board

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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 children between the ages of 3 years and 8 months and 12 years during the school year. Programs operate within the school the child attends, providing families with a seamless and convenient experience in one familiar location.

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.

Programs are led by Registered Early Childhood Educators and operate within classrooms and other designated school spaces. Each program provides:

- Flexible registration options
- Nutritious snacks
- Age-appropriate programming and resources

Programs operate Monday through Friday from 7:00 a.m. to 6:00 p.m. on all instructional school days.

HDSB Before and After School Program Statement

The Halton District School Board is committed to improving access to high-quality, inclusive early years programs across the Halton Region. The Board supports the development of an affordable, accessible, and integrated early learning and child care system, as outlined in the Halton Region Early Learning and Child Care Plan.

Expanding before and after school programming for school-age children helps create a seamless day for students while supporting the needs of families. To ensure the continued availability of these programs, the HDSB fosters strong partnerships between school board-operated programs and community partners to support coordinated, high-quality services that benefit students, families, and the broader community.

HDSB programs are grounded in Ontario's early years pedagogy, *How Does Learning Happen?*, which recognizes children as competent, capable, curious, and rich in potential.

HDSB before and after school programs:

- Promote the health, safety, nutrition, and well-being of children through active supervision, supportive relationships, healthy menus, and routines that encourage physical activity.
- Support positive and responsive interactions among children, families, and educators through collaborative communication and play-based learning experiences.
- Encourage children to interact and communicate positively while supporting the development of self-regulation skills.
- Foster exploration, play, and inquiry-based learning.
- Provide child-initiated and educator-supported experiences.
- Create inclusive learning environments that support the growth and development of every child, including children with individualized plans.
- Incorporate indoor and outdoor play, active play opportunities, rest, and quiet time while considering the individual needs of each child.
- Encourage ongoing communication and engagement with families through daily conversations, email communication, and program updates.
- Support continuous professional learning for educators and all staff interacting with children in the program.
- Regularly document and review program strategies and their impact on children and families through educator feedback, supervisory observations, and parent surveys.

Our Programs Strive To

- Support the individual developmental needs of the whole child.
- Promote child-led exploration and active learning opportunities within thoughtfully planned, inclusive environments.
- Foster positive relationships and ongoing communication among staff, children, families, and community partners.
- Reflect on and evaluate the effectiveness of program practices and learning experiences.

In Our Programs, You Will See

- A wide variety of open-ended materials and learning spaces designed to encourage exploration, inquiry, creativity, and play.
- Opportunities for children to access shared school spaces such as libraries, gyms, and playgrounds to enhance learning experiences.
- Documentation of children's learning through photographs, learning stories, and displays shared on parent information boards.

In Our Programs, You Will Hear

- Meaningful dialogue between educators and children that supports problem-solving, collaboration, and co-learning throughout the program.
- Ongoing communication and information sharing between 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,

A. corporal punishment of the child;
B. 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;
C. 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;

D. 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;
E. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
F. inflicting any bodily harm on children including making children eat or drink against their will.

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

All families currently enrolled in the before and after school program are required to pre-register each year. Registrations do not automatically carry over from one school year to the next.

Families currently on the before and after school program waitlist must also pre-register annually, as waitlists do not carry over between school years.

Pre-registration for the upcoming school year begins in January. Detailed information regarding the registration process will be posted on the Halton District School Board website each December. Please note that completing the pre-registration process places your child on the waitlist only and does not guarantee placement in the program.

Families will be notified by email once a space has been confirmed. Confirmation emails for full-time care will be sent in May, followed by a separate email in June with instructions to complete the registration process. **Families will have 72 hours to complete their registration.**

Priority placement is given to families requiring full-time before and after school care, Monday through Friday. Confirmation emails for full-time placements will be distributed in May.

Part-time placements (before school only or after school only; Monday to Friday, Monday/Wednesday/Friday, or Tuesday/Thursday schedules) will be considered after July 1, pending program availability.

All confirmed placements, both full-time and part-time, are determined based on the date and time stamp of submitted pre-registration forms.

Full-Time Placement Criteria (May)

Placements for full-time care will be confirmed according to the following priority order:

1. Returning families requesting full-time before and after school care
2. Siblings of returning children requesting full-time before and after school care
3. New families requesting full-time before and after school care

Part-Time Placement Criteria (After July 1)

Requests for part-time care will be considered after July 1 and confirmed according to the following priority order:

1. Returning families requesting part-time before and/or after school care
2. Siblings of returning families requesting part-time before and/or after school care
3. New families requesting part-time before and/or after school care

Due to the high demand for before and after school care, requests to change from a full-time schedule to a part-time schedule may affect placement status. If there is an active waitlist for full-time care, your child will be withdrawn from the program and placed on the part-time waitlist. Once a part-time space becomes available, families will be contacted with a start date and invited to complete the registration process again.

Registration Fees

A non-refundable registration fee of $25.00 will be applied to each child's account upon enrollment in the before and after school program. Families participating in the Canada-Wide Early Learning and Child Care (CWELCC) program are exempt from this fee.

Program Viability

The operation of each before and after school program site is dependent on annual registration numbers and overall program viability. If a program is unable to operate for the upcoming school year due to insufficient enrollment, parents/guardians will be notified in the spring prior to the start of the school year.

Hours of Operation

The Halton District School Board provides before and after school care for children between the ages of 3 years and 8 months and 12 years, where sufficient enrollment and program viability exist.

Programs operate on instructional school days only and are available Monday through Friday from 7:00 a.m. to 6:00 p.m.

Programs do not operate on the following days:

- Professional Activity (PA) Days
- Statutory holidays
- Winter Break
- March Break
- Summer months
- School closure days

The Board observes all statutory holidays. Families are encouraged to refer to the HDSB school year calendar for a complete list of school and program closure dates.

Emergency Response Plan

All Halton District School Board schools and facilities maintain comprehensive emergency response plans developed in partnership with the Halton Regional Police Service. Each school's plan is tailored to the specific needs and layout of the location and is outlined on Emergency Response Plan posters displayed throughout the school.

Students and staff regularly review and practice emergency procedures to help ensure preparedness and safety.

A school's response will vary depending on the nature and circumstances of the situation. Emergency response plans may include procedures related to:

- Lockdowns
- Hold and Secure situations
- Bomb threats
- Evacuations and designated evacuation sites
- Other potential safety concerns

Emergency preparedness measures also include:

- Regular staff training and student practice drills
- Ongoing review and updates to emergency procedures
- Incident-specific response checklists
- Access to supports and resources before, during, and after an emergency or crisis
- An established Safe Schools Action Team

Families are encouraged to visit the School Safety FAQ section on the HDSB website for additional information regarding school safety procedures and emergency preparedness.

Before and After School Program Schedules

All Halton District School Board before and after school programs offer care for Year 1 Kindergarten, Year 2 Kindergarten, and school-age children up to 12 years of age.

Families may request care based on the following schedule options:

Full-Time Care

- Monday to Friday
- Before and after school care

Part-Time Care

Part-time care options are available for before school care only (Monday to Friday), after school care only (Monday to Friday), or combined before and after school care on the following schedules:

- Monday / Wednesday / Friday
  OR
- Tuesday / Thursday

Due to high demand and staffing requirements, customized schedules cannot be accommodated.

Schedule Changes

The HDSB recognizes that families may require schedule changes throughout the school year. All schedule requests must align with the approved schedule options offered by the program, as customized care arrangements are not available.

Requests for schedule changes must be submitted to Leanne Pesowski, Manager of Early Years and Child Care Programs at: **pesowskil@hdsb.ca**

Please note that parents/guardians are unable to make schedule changes directly through their OneList account.

All schedule change requests will be reviewed; however, approval is subject to program availability and cannot be guaranteed.

- A minimum of two weeks' notice is required for all schedule changes.

- Requests to move from full-time care to part-time care may impact placement status.

Due to the high demand for care, if a family requests to change from a full-time schedule to a part-time schedule while a full-time waitlist exists, the child will be withdrawn from their current placement and added to the part-time waitlist. Families will be contacted once a part-time space becomes available and will be invited to re-register at that time.

HSN/OneList – Maintaining Your Information

All HDSB before and after school programs use the OneList online platform to register children and maintain all required enrollment information.

Information maintained within OneList includes:

- Parent/guardian contact information
- Emergency contacts
- Authorized pick-up individuals
- Care schedules
- Medical and allergy information
- Permission forms (e.g., sunscreen, hand sanitizer, etc.)

Parents/guardians are responsible for ensuring that all information in their child's OneList account remains current and accurate. For security and privacy reasons, only parents/guardians may make changes to account information.

Reporting Your Child's Absence

If your child will not be attending the Before and/or After School Program for any reason (e.g., illness, vacation, early pick-up, or direct pick-up from school), parents/guardians must notify the program directly by telephone message.

If the program has not been notified and a child is expected to attend, staff will follow the procedures outlined in the Safe Arrival Policy and Procedure.

Emergency Contact Information

In the event of an emergency, and if parents/guardians cannot be reached using the contact information provided in OneList, staff will contact the authorized emergency contacts listed on the child's account.

Families are responsible for ensuring that emergency contact information is accurate and up to date at all times.

Drop-Off and Pick-Up Procedures

The program follows a "face-to-face" drop-off and pick-up procedure to ensure the safety and well-being of all children.

Children must be accompanied by an adult aged 18 years or older when arriving at or departing from the program.

Children will only be released to individuals authorized in the child's OneList account. Staff will request photo identification to verify the identity of any individual picking up a child.

Access to schools is provided through a designated keypad entry system located at each program site. Families registered in the program will receive an email during the last week of August containing:

- The keypad access code
- The location of the designated entry door

For security reasons, families must not share the keypad code with anyone other than individuals listed as authorized pick-up/drop-off contacts. This code must not be shared with children attending the program.

If a code is compromised during the school year, a new code will be issued and communicated to families by email.

Late Pick-Up Policy

The before and after school program closes promptly at 6:00 p.m. Late pick-ups are not permitted.

If a parent/guardian or authorized pick-up person is unable to arrive before program closing, alternate arrangements must be made in advance. If staff are unable to reach a parent/guardian, authorized emergency contacts will be contacted.

Repeated late pick-ups may result in termination of care. A third late pick-up may result in two weeks' notice of withdrawal from the program.

Inclement Weather Policy

During the school year, schools and programs may be closed due to inclement weather or other emergency situations.

Closure decisions are communicated by 6:30 a.m. through:

- HDSB social media platforms (X, Instagram, and Facebook)
- SchoolMessenger email notifications
- The HDSB website and mobile app

If the Halton District School Board closes schools due to inclement weather, the before and after school program will also be cancelled. Refunds will not be provided for weather-related closures.

Under no circumstances should a child be dropped off at a closed program or left unattended.

Families are encouraged to review the Inclement Weather webpage on the HDSB website for additional information.

Withdrawal from the Program

Families wishing to withdraw their child from the before and after school program must provide a minimum of two weeks' notice.

Withdrawal requests must be submitted through the OneList account by selecting the "Withdraw" option located on the child's schedule page.

Families who withdraw without providing the required notice 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. A child's registration will not be considered completed until the PAD information has been submitted.

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

Statutory Holidays

Program fees remain payable for statutory holidays that fall on a child's 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.

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.

More information regarding the CWELCC funding can be found on the Halton Region Canada-Wide Early Learning and Child Care (CWELCC) System webpage.

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

Age Group	Program	CWELCC Fees (Effective September 8, 2026)
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.

Age Group	Program	Non-Base Fees (as of September 8, 2026)
Kindergarten JK/SK	Before School Only	$ 17.70
	After School Only	$ 24.65
	Before and After School	$ 31.00

Program Fees for children 6-12 years of age.

Age Group	Program	Non-Base Fees (as of September 8, 2026)
School Age	Before School Only	$ 17.70
	After School Only	$ 24.65
	Before and After School	$ 31.00

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

The health, safety, and well-being of all children in our program are a top priority. We maintain established policies, procedures, and protocols to provide a safe, supportive, and positive learning environment for all participants.

Parents/guardians are asked to keep their child at home if they are exhibiting signs or symptoms of illness. Please note that program fees will not be adjusted or refunded due to illness-related absences.

If a child is suspended from school, they will be ineligible to attend the before and after school program for the duration of the suspension period. Program fees will not be reduced or refunded as a result of suspension.

Medical Needs

Families of children with medical needs are required to complete a Medical Plan of Care form prior to their child's start date in the program. Completed forms must be submitted to program staff before care can begin. Children will not be permitted to attend the program until all required documentation has been received and completed in full.

These forms are designed to meet all Ministry of Education requirements and child care regulations and are separate from any medical forms required by the school. Relevant

medical information is shared with and reviewed by all program staff to ensure the safety and well-being of each child.

A new Medical Plan of Care form must be completed and submitted at the beginning of each school year. Parents/guardians are responsible for notifying program staff of any changes to their child's medical information and for ensuring all documentation is updated accordingly.

Allergy / Anaphylaxis Needs

Families of children with allergies or anaphylaxis are required to complete an Allergy/Anaphylaxis Plan of Care form prior to their child's start date in the program. Completed forms must be submitted to program staff before care can begin. Children will not be permitted to attend the program until all required documentation has been received and completed in full.

These forms meet all Ministry of Education requirements and child care regulations and are separate from any allergy or medical forms required by the school. Relevant information is shared with and reviewed by all program staff to support the safety of children with allergies and anaphylactic conditions.

A new Allergy/Anaphylaxis Plan of Care form must be completed and submitted at the beginning of each school year. Parents/guardians are responsible for informing program staff of any changes to their child's allergy or medical information and for ensuring all documentation is updated promptly.

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 complete the Individualized Support Plan of Care form. Completed forms must be submitted to the program staff prior to the child starting in the program. 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 medication will not be administered within the program unless it is required in the event of a medical emergency (e.g., EpiPen, seizure medication, or other emergency intervention medication).

Parents/guardians are encouraged to review the HDSB Before and After School Program Drug and Medication Policy for additional information regarding the administration of medication during medical emergencies.

Program Volunteers and Student Placements

The Halton District School Board welcomes volunteers and student placements within the before and after school programs offered in our schools. These opportunities provide valuable experience in a child care environment while supporting program staff in the daily operation of the program.

To ensure the safety and well-being of all children:

- Volunteers and students will always be supervised by a program employee and will never be permitted to be alone with an individual child or group of children.
- Volunteers and students are not included in staff-to-child ratios.
- All volunteers and students are required to comply with the legislative requirements outlined in the Child Care and Early Years Act (CCEYA).

Nutrition

The HDSB before and after school programs provide nutritious daily snacks through Organic Kids Catering. Snacks are selected in accordance with the Ministry of Education's School Food and Beverage Policy and Canada's Food Guide.

Organic Kids Catering accommodates food allergies and sensitivities by providing appropriate substitutions to meet the dietary needs of all children enrolled in the program. Our snack menus are posted at each location for your information.

To support the health and safety of all children, outside food is not permitted in the program.

Parent Issues and Concerns Policy and Procedures

The HDSB is committed to service excellence in the delivery of before and after school programs. From time to time, parents/guardians may have questions, concerns, or complaints regarding program operations or services.

The HDSB recognizes the right of parents/guardians to raise concerns and provides a process for doing so respectfully and effectively. The Before and After School Parent Issues and Concerns Policy outlines the procedures families may follow to address and resolve concerns related to the program.

Safe Arrival and Dismissal Policy and Procedures

The Safe Arrival and Dismissal Policy has been established in accordance with Ontario Regulation 137/15 and outlines the procedures for the safe arrival and dismissal of children attending the program.

Dismissal of a Child to Participate in Other Onsite Activities

A child may be released from the before and after school program to participate in another school-based activity only when written authorization has been provided by the parent/guardian.

The written authorization must include:

- The specific dates and times of the activity;
- Details regarding how the child will be released from care; and
- The name of the individual responsible for bringing the child to or picking them up from the program to accompany them to the before or after school activity.

For example, a parent/guardian may authorize a gym instructor to sign the child out of the after school program for a scheduled activity, with the parent/guardian later picking the child up directly from the gymnasium.

Prior to releasing a child from care, program staff will review the written authorization and release the child in accordance with the instructions provided by the parent/guardian. Staff will also document the child's time of departure in the program attendance records.

For More Information

For additional information regarding HDSB before and after school programs, please contact the Halton District School Board at 905-335-3663 ext. 3260 or visit Halton District School Board.