

Ministère de l'Éducation
Division de la petite enfance et
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Ministry of Education
Early Years and Child Care
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EYCC6

MEMORANDUM TO: District School Board Early Years Leads

FROM: Abby Dwosh
Acting Director, Programs and Service Integration Branch

DATE: April 24, 2018

SUBJECT: Before- and-After School Programs Planning Report for the
2018-2019 School Year

Please find attached the planning report for Before-and-After School Programs for the 2018-2019 School Year.

To reduce the administrative burden for school boards the reporting requirements for before and after school programs operated by licensed child care have been streamlined. The ministry will obtain data on licensed Before and After School child care spaces and the associated fees from the Child Care Licensing System (CCLS). Therefore, boards do not have to provide those data as part of the attached reporting template. However, similar to last year any school board with an Exempt or Not Applicable school is required to identify it in the report.

Please note that sections 1, 3 and 4 of the planning report are identical to the 2017-2018 report. The report has also been pre-populated with schools that your school board indicated were subject to the duty in 2017-2018. However, any school that were identified as not applicable because it was not an elementary school serving students in Kindergarten - Grade 6 was removed. School boards are responsible for updating the template with new schools or any school names that have changed in 2018-2019.

School boards with board-operated / Extended Day programs and Authorized Recreation Programs are required to submit data related to those programs on the attached template. However, boards will now be required to report on the **number of spaces** rather than the projected enrollment in order to be consistent with the data collected through CCLS.

School boards are required to complete the planning report by **June 29, 2018** for the 2018 – 2019 school year. In order to fulfill these requirements, the planning report has four sections:

- Section 1: Consultation Viability Summary (to be returned in Excel format)
- Section 2: Program Information (to be returned in Excel format)
 - I. If any school is Exempt from the duty or Not Applicable state that in column D.

- II. No additional program information is required for schools with **licensed** Before and After School Programs as information on spaces and fees will be obtained from CCLS.
 - III. For schools with **board operated / Extended Day** Before and After School Programs please provide the maximum number of spaces in column E, as well as the lowest and highest fees in columns F and H.
 - IV. For schools with **Authorized Recreation** Before and After School Programs please provide the maximum number of spaces in column K, and the lowest and highest fees in columns L and M.
- Section 3: Confirmations, Declarations and Affirmations Form (to be returned in PDF format)
 - Section 4: Viability Exemption Affirmations Form (to be returned in PDF format)

The completed planning report, signed Confirmations, Declarations and Affirmations Form, and if applicable, the Viability Exemption Affirmations Form, should be emailed to tpa.edu.EarlyLearning@ontario.ca with a copy to your regional Early Years Advisor by **June 29, 2018**.

As a reminder, for schools that are “exempt” because a before-and-after school program is considered not viable, the school board, applicable service system manager(s) and First Nation(s) must sign the Viability Exemption Affirmations Form.

We thank you for your ongoing leadership in supporting children and families across Ontario. Please feel free to contact your Early Years Advisor if you have any questions or require further information.

Sincerely,

Abby Dwosh,
Acting Director
Programs and Services Integration Branch
Early Years and Child Care Division

ATTACHMENTS:

2018-2019 Before-and-After School Programs Planning Report

Before-and-After School Programs: Kindergarten to Grade 6: Policies and Guidelines for School Boards

Appendix A:

In accordance with the Before-and-After School Programs: Kindergarten to Grade 6 Guidelines (see pages 19 – 20):

School boards are required to report the following information to the ministry by the end of each school year:

- For the coming school year:
 - A summary of:
 - How the school board consulted with the local service system manager(s), First Nations with tuition agreements, existing service providers, urban Indigenous organizations and parents
 - What additional information and data was used or collected to support planning (surveys, asset mapping, demographic projections, waitlist information)
 - Total number of schools that will be delivering a before-and after school program
 - The total number of children registered in before-and-after school programs
 - Names of all schools exempt from the duty
 - Average and range of daily fees for before, after and before-and-after school programs
 - Affirmation signed by relevant local service system manager(s) and First Nations
- that:
- Describes how sufficient demand and viability was determined
 - There is agreement that the schools that are not offering a before and/or after school program is exempt from the duty because a program was not viable
 - Affirmation that, if a school board has entered into an agreement with a for-profit operator, it did so in compliance with the requirements set out in O. Reg. 221/11
 - Affirmation that third party and board-operated programs meet the requirements under the *Education Act*