

Affirmation of Board Compliance with Extended Day Fees Disclosure Process Guideline

Instructions

The Extended Day Fees Disclosure Process Guideline issued on June 8, 2010 requires that a school board, prior to establishing its extended day fees for the forthcoming school year, affirm to the Minister, in a form approved by the Minister, that it has complied with the extended day fees disclosure process set out in the Guideline.

This is the form approved for this purpose by the Minister. It must be submitted to the Ministry of Education by every board that is required to operate an extended day program pursuant to O.Reg. 225/10 (Extended Day Programs) under the *Education Act*.

The Extended Day Fees Disclosure Process Guideline requires that a board provide a detailed account of how its extended day fees have been determined. This form therefore requires a school board to declare that it has disclosed a "detailed account" to the parties listed below. Providing a copy of its completed Extended Day Fees Excel Workbook will satisfy this requirement of the disclosure process. The affirmation form must be completed by the Director of Education of the school board or other official of the board as authorized by the board.

Upon completion, this form should be returned to the board's Regional Education Officer for Early Learning. This may be done by email (attaching a signed form in PDF), by fax, or by mail. A contact list has been attached for your reference. Disclosure of the board's proposed fees must be done no later than five (5) days prior to the board's approval of its fees. Under the regulation, the board must determine, submit to the Minister, and publish online its extended day fees no later than the day before the last day of the school year.

Name of Board

Affirmation

I hereby declare and affirm, on behalf of the above-named school board, that it has complied with the extended day fees disclosure process required under the Extended Day Fees Disclosure Process Guideline issued pursuant to s. 260.5(1) of the *Education Act*, and that the following requirements have been met:

- The board has disclosed its proposed extended day fees and a detailed account of how it determined those proposed fees, in writing, to:
 - The Ministry of Education (via its Regional Early Learning Education Officer)
 - Coterminous school boards
 - Consolidated Municipal Service Managers (CMSMs) which serve its territory; and/or District Social Service Administrative Boards (DSSABs), as applicable
- These disclosures were made at least five (5) days prior to the submission of the proposed fees for final approval by the school board
- The school board granted final approval of its proposed fees at least five (5) days after the latest of the above disclosures was made.

Name (Last Name, First Name) (*print*)

Position

Signature

Date (*yyyy/mm/dd*)
