

GUIDELINE – EXTENDED DAY FEES DISCLOSURE PROCESS

PURPOSE AND APPLICATION

School boards are accountable for providing full day junior kindergarten and kindergarten programs and extended day programs in accordance with the recent amendments to the *Education Act* arising from the passage of Bill 242, the *Full Day Early Learning Statute Law Amendment Act, 2010*.

Under the Bill 242 amendments to the *Education Act*, the Minister of Education has the power to issue and require boards to comply with policies and guidelines respecting all aspects of the operation of extended day programs (*Education Act*, R.S.O. 1990 c. E.2 (as amended) at s. 260.5(1)).

The purpose of this guideline is to assist boards by setting out the required disclosure process with respect to fees for extended day programs.

PRINCIPLES

Under the *Education Act*, extended day fees to recover extended day program operating costs must be established and charged in accordance with regulations governing extended day fees. The *Act* requires that such regulations must bear a reasonable relationship to the operating costs incurred by the board.

O.Reg. 225/10 (Extended Day Programs) sets out the method of fees calculation that is to be used by all school boards. The below process is to be used after a board has calculated its fees in accordance with the regulation.

Fee setting by boards is to be transparent. The guideline supports this principle by requiring a mandatory disclosure process.

BINDING GUIDELINE

- 1. Every board shall comply with this guideline as it relates to every school of the board listed in Schedule 1 to O.Reg. 225/10 (Extended Day Programs).**
- 2. A school board shall disclose its proposed extended day fees and a detailed account of how it determined those proposed fees, in writing, to:**
 - a. The Ministry of Education**
 - b. Coterminous school boards**
 - c. Consolidated Municipal Service Managers (CMSMs) and/or District Social Service Administrative Boards (DSSABs) which serve its territory, as applicable.**
- 3. This disclosure shall be made to the parties listed above at least five calendar days prior to the submission of the proposed fees for final approval by the board.**

- 4. No earlier than five calendar days after this disclosure, a board shall approve the proposed fees in a regular, open meeting of the board.**
- 5. A board must affirm to the Ministry, in a form approved by the Minister, its compliance with the above fees disclosure process.**

NOTE: As required by O.Reg. 225/10 (Extended Day Programs), once a board has approved its fees for extended day programs, it shall submit them (including a detailed account of how they were determined – a copy of the finalized Extended Day Fees Excel Workbook will suffice) to the Minister, and it shall publish those fees on the board website.