

October 3, 2016

Dear Child Care Operator;

**Re: *Toronto Catholic District School Board
Permit Requirements
2016- 2017 Christmas Schedule***

Please be advised that the 2016-2017 Christmas Schedule for Toronto Catholic District School Board CUPE 1280 Custodial Staff has been approved and is attached to this letter for your reference.

In accordance with your Lease and/or Licence Agreement with the Board if your child care program intends to operate on those days that the school is closed you must obtain a permit and pay all applicable fees under the Permit Policy, including any applicable caretaking overtime charges .

Please note that during the Christmas Holiday on those days the school is open (regular work day), as indicated on the attached Schedule, there is limited custodial coverage after 4:00 p.m. Every effort will be made to provide appropriate custodial services until 6:00 p.m., however, depending on the staffing arrangements at individual school locations permits may be required.

In order to ensure that there are no disruptions to the operation of your child care program, please apply for a permit for each and every day of the Christmas holiday that you intend to be open. Naturally, on those days the school is deemed open (regular work day) you shall be charged only in those circumstances where additional custodial coverage is required. The permit application fee shall be waived at this time. For permit applications or information on how you can apply for a permit on-line please call (416) 222-8282 ext. 4370.

Sincerely,

Lisa Gallagher
Senior Manager Real Property

2016-2017 Christmas Holiday Schedule:

Date	Day/Type	Custodial Coverage
Monday, December 26, 2016	Closed (Boxing Day)	School Closed.
Tuesday, December 27, 2016	Statutory Holiday in lieu of Christmas Day	School Closed.
Wednesday, December 28, 2016	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, December 29, 2016	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, December 30, 2016	Statutory Holiday in lieu of Christmas Eve and New Year's Eve	School Closed.
Monday, January 2, 2017	Statutory Holiday in lieu of New Year's Day	School Closed.
Tuesday, January 3, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Wednesday, January 4, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, January 5, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, January 6, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.

NOTE:

PA DAYS: BEFORE & AFTER SCHOOL PROGRAMS LICENCE AGREEMENT:

Before and After School Programs in TCDSB Schools operate under a Board approved, self renewing, 10 month Licence Agreement (September 1, to June 30). The operators are entitled to the use of their licenced premises (room (s)) Monday through Friday; from 7:00 a.m. until the commencement of school and in the afternoons from the end of school until 6:00 p.m.

Any additional access to the Licenced Premises by the operator, either during full days during the Christmas holidays, Family Day, Easter Holidays, March Break, **PA Days**, Summer Holidays, weekends and evenings will require the Licencee to obtain a Permit for the licenced space and pay associated costs.

The 2016-2017 PA Day Calendar is available on the Toronto Catholic District School Board's Website at www.tcdsb.org/school/SchoolYearCalendar/Pages.

January 30, 2017

Dear Child Care Operator;

Re: Toronto Catholic District School Board; Permit Requirements 2017: Family Day, March Break, Easter Holiday, Victoria Day, Canada Day, Civic Holiday, Labour Day, and Summer Months.

Please be advised that the 2017, Family Day, March Break, Easter Holiday, Victoria Day, Canada Day, Civic Holiday and Labour Day Schedule for Toronto Catholic District School Board CUPE 1280 Custodial Staff has been approved and is attached to this letter for your reference.

In accordance with your Lease and/or Licence Agreement with the Board if your child care program intends to operate on those days that the school is closed you must obtain a permit and pay all applicable fees under the Permit Policy, including any applicable caretaking overtime charges.

Please note that during the March Break, on those days the school is open (regular work day), as indicated on the attached Schedule, there is limited custodial coverage after 4:00 p.m. Every effort will be made to provide appropriate custodial services until 6:00 p.m. however, depending on the staffing arrangements at individual school locations permits may be required.

In order to ensure that there are no disruptions to the operation of your child care program, please apply for a permit for each and every day of the March Break, Family Day, Easter Holiday, Victoria Day, Civic Holiday and Labour Day that you intend to be open. Naturally, on those days the school is deemed open (regular work day) you shall be charged only in those circumstances where additional custodial coverage is required. The permit application fee shall be waived at this time. For permit applications or information on how you can apply for a permit on-line please call (416) 222-8282 ext. 4370.

Summer Months 2017:

Also please note that during the months of July and August, on those days the school is open, there may be limited custodial coverage after 4:00 p.m. as a result of custodial vacation time. Every effort will be made to provide appropriate custodial services until 6:00 p.m. however, depending on the staffing arrangements at individual school locations permits may be required. A permit is also required for the summer use of any additional school space that is not included in the lease agreement (i.e. gym).

To ensure appropriate custodial coverage for the operation of your child care program during the summer months please apply for an open-ended Permit for the months of July and August 2017. Please apply for your summer permits on or before **April 21, 2017**. Naturally, the child care centre shall only be charged in the event that a caretaker is required to be deployed to provide the remaining coverage for the child care centre's normal hours of operation. For Permit applications or information on how you can apply for a Permit on-line, please call (416) 222-8282 ext. 4370.

Sincerely,

Lisa Gallagher
Senior Manager, Real Property

2017 Family Day:

Date	Day/Type	Custodial Coverage
Monday, February 20, 2017	Family Day	School Closed

2017 March Break Schedule:

Date	Day/Type	Custodial Coverage
Monday, March 13, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Tuesday, March 14, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Wednesday, March 15, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, March 16, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, March 17, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.

2017 Easter Schedule:

Date	Day/Type	Custodial Coverage
Friday, April 14, 2017	Good Friday	School Closed
Monday, April 17, 2017	Easter Monday	School Closed

2017 Victoria Day:

Date	Day/Type	Custodial Coverage
Monday May 22, 2017	Victoria Day	School Closed

2017 Canada Day, Civic Holiday, Labour Day:

Date	Day/Type	Status
Monday July 3, 2017	In lieu of Canada Day	School Closed
Monday, August 7, 2017	Civic Holiday	School Closed
Monday September 4, 2017	Labour Day	School Closed

NOTE:

PA DAYS: BEFORE & AFTER SCHOOL PROGRAM LICENCE AGREEMENTS:

Before and After School Programs (School Age & Extended Day of Kindergarten Program) in TCDSB Schools operate under a Board approved, self renewing, 10 month Licence Agreement (September 1, to June 30). The operators are entitled to the use of their licenced premises (room (s)) Monday through Friday; from 7:00 a.m. until the commencement of school and in the afternoons from the end of school until 6:00 p.m.

Any additional access to the Licenced Premises by the operator, either during full days during the Christmas holidays, Family Day, Easter Holidays, March Break, PA Days, Summer Holidays, weekends and evenings will require the Licencee to obtain a Permit for the licenced space and pay associated costs.

The 2016-2017 PA Day Calendar is available on the Toronto Catholic District School Board's Website at <http://www.tcdsb.org/schools/SchoolYearCalendar>.



September 11, 2017

Dear Child Care Operator;

***Re: Toronto Catholic District School Board
Permit Requirements 2017- 2018 Christmas Schedule***

Please be advised that the 2017-2018 Christmas Schedule for Toronto Catholic District School Board CUPE 1280 Custodial Staff has been approved and is attached to this letter for your reference.

In accordance with your Lease and/or Licence Agreement with the Board if your child care program intends to operate on those days that the school is closed you must obtain a permit and pay all applicable fees under the Permit Policy, including any applicable caretaking overtime charges.

Please note that during the Christmas Holiday on those days the school is open (regular work day), as indicated on the attached Schedule, there is limited custodial coverage after 4:00 p.m. Every effort will be made to provide appropriate custodial services until 6:00 p.m., however, depending on the staffing arrangements at individual school locations permits may be required.

In order to ensure that there are no disruptions to the operation of your child care program, please apply for a permit for each and every day of the Christmas holiday that you intend to be open. Naturally, on those days the school is deemed open (regular work day) you shall be charged only in those circumstances where additional custodial coverage is required. The permit application fee shall be waived at this time. For permit applications or information on how you can apply for a permit on-line please call (416) 222-8282 ext. 4370.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Gallagher". The signature is written in a cursive, flowing style.

Lisa Gallagher
Senior Manager Real Property

2017-2018 Christmas Holiday Schedule:

Date	Day/Type	Custodial Coverage
Monday, December 25, 2017	Christmas Day	School Closed.
Tuesday, December 26, 2017	Boxing Day	School Closed.
Wednesday, December 27, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, December 28, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, December 29, 2017	Statutory Holiday in lieu of Christmas Eve and New Year's Eve	School Closed.
Monday, January 1, 2018	New Year's Day	School Closed.
Tuesday, January 2, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.
Wednesday, January 3, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, January 4, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, January 5, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.

NOTE:

PA DAYS: BEFORE & AFTER SCHOOL PROGRAMS LICENCE AGREEMENT:

Before and After School Programs in TCDSB Schools operate under a Board approved, self renewing, 10 month Licence Agreement (September 1. to June 30). The operators are entitled to the use of their licenced premises (room (s)) Monday through Friday; from 7:00 a.m. until the commencement of school and in the afternoons from the end of school until 6:00 p.m.

Any additional access to the Licenced Premises by the operator, either during full days during the Christmas holidays, Family Day, Easter Holidays, March Break, **PA Days**, Summer Holidays, weekends and evenings will require the Licencee to obtain a Permit for the licenced space and pay associated costs.

The 2017-2018 PA Day Calendar is available on the Toronto Catholic District School Board's Website at www.tcdsb.org/school/SchoolYearCalendar/Pages.