



September 24, 2024

Subject: **TDSB 2024-25 Winter Break Closure and TDSB Holiday Permit Requirements**

Dear Child Care and Before-and After-School Program Partners,

This year, TDSB's Winter Break will be from December 23, 2024, to January 3, 2025, inclusive. To support your planning, we would like to remind you that all TDSB sites will be closed on December 25 and 26, 2024, and January 1, 2025 for the statutory holidays. Please note that permits are **unavailable** for these days.

In addition to the above noted statutory holidays, all TDSB sites will also be closed on December 27, 2024 for the designated TDSB holiday in lieu of Remembrance Day and on April 21, 2025 for Easter Monday. These two TDSB holidays are NOT included in the Early Years Lease Agreement and Child Care and BASPs that wish to open on these days may apply for a permit to do so.

[Permit applications](#) for the TDSB holidays on December 27, 2024 and April 21, 2025 must be submitted online through the TDSB permitting software *eBase*. All details, including instructions, fees, and policies/procedures, are outlined on the [Permits website](#). Updated insurance verification is required each school year; if not current, your permit application cannot be processed.

Permit applications for these two TDSB holidays are subject to the following conditions:

1. There are available TDSB resources to provide full-day caretaking;
2. "(A2) Partial Subsidy" permit is processed, and fees are paid based on room usage, at rates published on the [TDSB Permits website](#); and,

3. Caretaking overtime costs at **\$905.97** per day plus HST are paid on the permit. To ensure there is adequate time to process holiday permit requests for Friday, December 27, 2024 and Monday, April 21, 2025, the Permit Unit will open for permit requests on **October, 21 2024** and all applications must be submitted **no later than Friday, November 8, 2024**. Please note that Permits cannot guarantee late applications can be processed and a late submission fee will be applied to any applications received after Friday, November 8, 2024.

How to Submit your Permit using eBase:

1. Select Permit Type: *Lease Extension*: This should pull up all your leased spaces
2. Purpose: *Child Care Operators Christmas & Easter Holiday*
3. Space type: Child Care Space. Note, if you want a room outside your leased space, please include this request in the comments
4. Permit date: Friday, December 27, 2024 and/or Monday, April 21, 2025
5. Permit time: Start time cannot be earlier than 7:00 am and end time no later than 6:00 pm

If you have any questions or need assistance with the permit process, please contact the Permits department directly:

TDSB Permits

Phone: 416-395-7666 (Monday to Friday, 9 a.m. to 12 noon and 1 p.m. to 4 p.m.)

E-mail: permits@tdsb.on.ca

tdsb.on.ca/Community/Permits

If you have any questions about your lease, please contact Toronto Lands Corporation Senior Leasing Officer, Ming Cheng, at mcheng.tlc@tdsb.on.ca.

Thank you,

Child Care Services

Toronto District School Board

Tel: 416-394-7965

ccs@tdsb.on.ca

[TDSB Early Years TDSB Child Care & BASP Resources](#)

