

February 17, 2021

To Child Care Operators and Before-and After-School Program Operators:

As a follow up to the emails that were sent in October and November 2020, this email is to remind you that April 5, 2021 (Easter Monday) is a holiday for all TDSB staff and TDSB sites will be closed on this date.

**Child Care and Before-and After-School Programs that have secured a permit may operate their programs on this date and do not need to take further action.**

If you plan to be open Easter Monday and haven’t submitted a permit application yet, please submit your request no later than **Friday, February 26, 2021**. Please note that any submissions after the deadline will incur a late processing fee, and are subject to staffing availability and not guaranteed.

Permits will be issued within 3 weeks provided that any necessary payment is received in advance.

A Permit is required so that caretaking coverage may be properly arranged in advance. Notifying your site caretaker or Principal that you will be open on this day does not constitute a permit. Permits for these days may be subject to Permit fees. All details, including fees and policies/procedures, are outlined on the Permits website.

Permit Process

Permit applications must be submitted online, through the TDSB permitting software eBase.  If you have not yet established an account on the eBase system, please do so immediately.  All instructions, including a training video, are on the Permits website.

Where there are costs attached to the permit (rental fees for spaces not included on your lease, caretaking charges etc.), the permit fee must be paid before the permit can be approved.  If you need time to arrange a cheque, please take that into account.

Please do not hesitate to contact TDSB Permits if you have any questions or need assistance with the permit process:

TDSB Permits

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

Fax: 416-395-8062

E-mail: [permits@tdsb.on.ca](mailto:permits@tdsb.on.ca)

tdsb.on.ca/Community/Permits

**Child Care Services**

**Toronto District School Board**

Tel: 416-394-2072

[ccs@tdsb.on.ca](mailto:ccs@tdsb.on.ca)

