



CHILD CARE AND BEFORE- AND AFTER-SCHOOL PROGRAM SPACE REQUEST

Step 1: School/Program Information

School/Facility Name: _____

School/Facility Address: _____

Principal Name: _____

Program Name: _____

Article Incorporation Name (if different than Program Name): _____

Program Contact: _____

Telephone: _____ Email: _____

Program Signing Officer: _____

Telephone: _____ Email: _____

Type of Program: Licensed Child Care Authorized Recreation and Skill Building Program

Step 2: Effective Date

Requested effective date: _____

Step 3: Number of Child Care and/or Before- and After-School Program Staff

Total number of program staff: _____

Step 4: Child Care and/or Before- and After-School Program Capacity and Room Use

Table 1 – Program Capacity

Age Group	Current Licensed or Authorized Capacity	Requested New Licensed or Authorized Capacity
Infant		
Toddler		
Preschool		
Kindergarten		
School Age		
Authorized Recreation Program		

Step 6: Approvals

Table 2 and the Floor Plans must be reviewed by the Principal and Program Signing Officer prior to approval.

By signing below each agree to put forward the request as indicated.

_____	_____
Program Signing Officer	Date
_____	_____
Principal	Date
_____	_____
TDSB Child Care Services Manager	Date
_____	_____
TDSB Planning Manager	Date

Step 7: Submit

Email the signed form to the TDSB Early Years Coordinator. The Principal and Program Signing Officer should retain a copy for their records.

Please note that once the Child Care and Before- and After-School Program Space Request has been approved, Toronto Lands Corporation will execute the lease agreement. All requests will not be considered complete until the lease agreement is executed and signed via DocuSign.

The Child Care and Early Years Act (CCEYA) provides that is an offence to knowingly give false or misleading information, in any application, statement, report or return required under the Act or regulation.