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Adopted: January 24, 2011	Last Reviewed/Revised: March 1, 2022
Next Scheduled Review: 2021-2025	
Approved Policies and Procedures II-37 V-01 VI-64 Community Use of School Facilities II-42 Medical Conditions	

Purpose

To provide direction regarding the development and implementation of after-hours school paid camp activities to Halton Catholic District School Board (HCDSB) employees.

Application and Scope

The purpose of this policy is to provide direction regarding the development and implementation of after-hour school paid camp activities as an extension of the curricular and co-curricular activities of a school.

Definitions

CAMP/CLUB/ACTIVITY – any camp, club, activity being offered by a school after hours outside of the regular school day (e.g. evenings, weekends, school holiday periods) or an extension of a curricular or co-curricular activity of the school in which participants of the camp, club or activity are charged a fee.

Requirements

Application Process

The host school principal must complete the Community Use of School Facilities Permit Application for every proposed paid camp.

Costs/Finance/Business Plan

Continuing Education and copies to the Superintendent of Facility Management Services and

the Superintendent of Business Services, the Superintendent of Human Resources, Family of Schools Superintendent and the Deputy Manager to include:

- o Objectives/Purpose of Activity
- o Duration – Dates/Times/Location
- o School Staff/Supervisors/Volunteers
- o Names of students recommended to attend Student Helpouts
- o Costs to include but not limited to:
 - i. Registration fees**
 - ii. Honoraria, including CDSB-paid statutory benefits – FI, CPP and EHT where appropriate to supervising staff at the Large Group Instructor hourly rate paid by Continuing Education Services
 - iii. Student Helpout honoraria based on Continuing Education Student Helpout rate

