

After-Hours School Paid Camp Activities	
Adopted: January 24, 2011	Last Reviewed/Revised: March 21, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: II-37 Volunteers in Catholic Schools V-01 Use of School Grounds and Community Use of School Facilities 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

This procedure applies to any employee of the HCDSB who engages in 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

School Paid Camp Activity – any camp, club, activity being offered by a school after hours outside of the regular school day/year (e.g. evenings, weekends, school holiday periods) as 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

- The Principal of the host school must submit a Business Plan* to the Superintendent of Continuing Education and copies to the Superintendent of Facility Management Services and the Superintendent of Business Services, the Superintendent of Human Resources, the Family of Schools Superintendent and the Payroll Manager to include:
 - Objectives/Purpose of Activity
 - Duration – Dates/Times/Location
 - School Staff/Supervisors/Volunteers
 - Names of students recommended to act as Student Helpers
 - Costs to include, but are not limited to:
 - i. Registration fees
 - Payments can be made through School Cash Online or by cheque to be made payable to the school
 - ii. Honoraria, including HCDSB-paid statutory benefits – EI, CPP and EHT where appropriate to supervising staff at the Large Group Instructor hourly rate paid by Continuing Education Services
 - iii. Student Helper honoraria based on Continuing Education Student Helper rate
 - iv. Referee fees
 - v. Administrative fees
 - vi. Facility rental, custodial and/or insurance costs
 - vii. Expected revenues
 - viii. Revenue used to make school purchases
 - ix. Provisions for participants who cannot afford the fees
 - x. Contribution(s) to be made for charitable purposes (amount and recipient)

The Business Plan must be submitted at least 6 - 8 weeks prior to the commencement of the activity. Plans will be approved, or denied, by the Superintendent of Continuing Education.

Remuneration to Employees

- The total amount of revenue described in the Business Plan for “Honoraria” staff and student helpers must be sent by school cheque to HCDSB’s Business Services Department, made payable to the “Halton Catholic District School Board”.
- Subsequently, Business Services will compensate attending staff at the hourly rate of Continuing Education - Large Groups Instructors and to students at the hourly rate paid by Continuing Education Services.
- Upon the completion of the payroll process, Payroll will calculate the additional HCDSB Statutory benefit costs. A detailed statement will be sent to the group requesting payment for the additional HCDSB costs.

- Business Services will issue T4 slips as required.

Staffing

- Human Resources Services must be involved in hiring for staff who are not presently employed by HCDSB. The Principal of the host school may make recommendations to Human Resources Services regarding the appointment of students.
- The Principal of the host school, in consultation with the Family of Schools Superintendent, develops a process for the appointment of all internal staff to the school or staff otherwise already employed by HCDSB, volunteers, etc. Principals are encouraged to solicit their school staff widely in the appointment process.
- All volunteers must meet requirements as per *Policy II-37 Volunteers in Catholic Schools* and are not eligible to receive compensation.
- Supervision must be provided as per the *HCDSB Out of Classroom Programs Safety Guidelines* available on StaffNet.

Reporting

- At the conclusion of camp, the Principal of the host school must provide to the Superintendent of Continuing Education and copied to the Family of School's Superintendent, a full financial breakdown of the costs. This should include the revenue generated and how any excess revenues will be used. This report must also be provided to the Catholic School Council and published via school newsletter/website.

Private Camps/Activities

- Not affiliated with the school but run by HCDSB employees, are not covered by this procedure but by the requirements as described in *Policy V-01 Community Use of School Facilities*.
- Private companies or individuals operating similar activities not associated with the school, may not use the name of any HCDSB school in whole or part to market or advertise their activity.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board