



**INDEPENDENT PROCEDURE:**

**PROCEDURE FOR  
SPECIAL INTEREST PROVIDERS**

**November 2015**

## Special Interest Providers

The York Catholic District School Board (the Board) endorses the offering of special interest opportunities to schools during the lunch hour or after school (prior to 6 p.m.)\*\*. Prior to approaching a school or sending out any materials, all such providers must complete the pre-qualification forms and be approved by the Special Interest Provider Committee through the Community Use of Schools Department.

*\*\*Please note if you are requesting permit space outside of these hours, the regular procedure for Community Use of Schools must be followed.*

The Board is committed to working with external organizations (for profit or not-for-profit), community groups and individuals to help support extra-curricular opportunities which are of benefit to our students, staff, schools and school communities.

The organization must comply with the expectations of the Board and shall support the Mission, Vision, Core Values and Strategic Commitments for student achievement and well-being of the Board.

Organizations shall not compromise nor exploit students and/or employees. The primary objectives of such partnerships shall be to support curriculum expectations, student engagement and/or well-being. Furthermore, organizations and individuals must act, and be seen to act with integrity and professionalism. Honesty, care and due diligence is integral to all interactions with the Board. Respect must be demonstrated for each other and the environment. Organizations and individuals must not engage in any activity that may create, or appear to create, a conflict of interest, such as offering gifts, favours and donations or requesting Board or school endorsement of an organization's or individual's program or service.

As per the Board's Tutoring for Fee Services policy (#612), "requests to use schools for tutoring purposes, will not be accommodated where the fee for service is offered during the instructional day and/or between school dismissal and 6:00 p.m."

The relevant forms and information necessary to complete the application process includes:

1. Introduction and Fees: Information Sheet (**Appendix A**)
2. Procedures for School Service Providers of Special Interest Programs (**Appendix A**)
3. Application Criteria Checklist for Pre-Qualified School Service Providers (**Appendix A**)
4. Special Interest Provider Permit Request Form (please note this is an online application only)

### Pre-qualification:

It is a Board requirement that approval for Special Interest Service Providers must go through the pre-qualification process. The process entails:

- Submission of a pre-qualification application form available on the Board's website;
- A Board review of the pre-qualification application form;
- If pre-approved, Board notification to applicant via a letter and applicant's information is added to Special Interest Service Providers;

- Pre-qualified applicant can officially approach school administrator(s) to request their approval to offer their program/services in their schools;
- If applicant receives approval from school administrator(s), applicant submits an online Special Interest Provider Permit Request Form via the Board's website

At the discretion of the Board, submissions that are incomplete, illegible, or contain irregularities of any kind, may be disqualified.

Submissions must be completed on the forms provided on the Community Use of Schools section of the Board website at:

[http://www.ycdsb.ca/departments/CorporateServices/Business\\_disabled/Plant/CommunityUse.htm](http://www.ycdsb.ca/departments/CorporateServices/Business_disabled/Plant/CommunityUse.htm)

**Inquiries:**

For more information, contact:

Narda Battaglia, [narda.battaglia@ycdsb.ca](mailto:narda.battaglia@ycdsb.ca)

May Moore, [may.moore@ycdsb.ca](mailto:may.moore@ycdsb.ca)

As per Board Policy #703, Community Use of Schools, advertising in connection with the program/event, unless pre-approved by the Board, cannot be displayed on/affixed to any part of the school ground or distributed home with students.

**Cross References**

Policy #703 - Community Use of Schools

Policy #612 – Tutoring for Fee Services



## APPENDIX A

### INTRODUCTION AND FEES INFORMATION SHEET

Please ensure completion of the following:

1. Procedures for School Service Providers of Special Interest Programs.
2. Application Criteria Checklist for Pre-qualified School Service Providers.
3. Vulnerable Sector Screen Forms (<http://www.yrp.ca/en/services/vulnerable-sector-check.asp>)

Please note if you are obtaining a police check from police services outside York Region the individual must inform police services that they are applying to work or volunteer within or for a School Board that requires a vulnerable sector search that must include consent to a pardoned sexual assault search.

- For all Permits an administrative charge of **\$50.00** + HST is due per school, per school year where you are providing programs (*subject to change*).
- Permit fees are a flat rate of **\$9.50** + HST per lunch or after school program / per space (*subject to change*).

Please review and sign the documents attached and submit any new relevant information as required to:

Narda Battaglia  
Outreach Co-ordinator for Community Use of Schools  
York Catholic District School Board  
Catholic Education Centre  
320 Bloomington Road West  
Aurora, ON  
L4G 0M1

E-mail: [narda.battaglia@ycdsb.ca](mailto:narda.battaglia@ycdsb.ca)

If you have any questions, please do not hesitate to contact me at 416-221-5051 or 905-713-1211, Ext. 12383.

Sincerely,

Narda Battaglia  
Outreach Co-ordinator for Community Use of Schools

## PROCEDURES FOR SCHOOL SERVICE PROVIDERS OF SPECIAL INTEREST PROGRAMS

1. The School Service Provider shall first apply to the Community Use of Schools Department for approval to provide special interest programs and complete the required information as outlined on the Application Criteria Checklist for Pre-qualified School Service Providers.
2. Upon approval, notification naming the Provider will be distributed throughout the school system advising Principals of eligible School Service Providers offering programs.
3. The School Service Provider can then contact individual school principals to request their approval to share their programs. The School Service Provider will then book a permit using the Online Permit Request form, available at (<http://webappsdev.ycdsb.ca/permitapplication/specialinterest/#/form/customer>). An invoice will be e-mailed to the Service Provider. Payment is due before the permit is scheduled to begin.
4. Sessions can only run a maximum of 3 times per week.
5. Vulnerable Sector Screening (VSS) and **Annual** Office Declarations (for existing staff) must be on file with the Community Use of Schools Department for all adults working in programs in our schools. **These screens must be renewed every two years.**

*Example: VSS issued January 1, 2014; Annual Offence Declaration required on January 1, 2015; New VSS required on January 1, 2016.*

6. The School Service Provider shall submit the name of the instructor(s), along with their VSS' for each program with the permit request to the Community Use of Schools Department no later than 2 weeks prior to the start date of the program.
7. The School Service Provider will submit the number of students enrolled along with their Vulnerable Sector Screening(s) to the School Principal (note ratio 1:10).
8. Permits will be submitted two weeks prior to the start of the program.
9. Annually, the School Service Provider shall be required to provide evidence of general liability insurance of an amount not less than \$2,000,000.00 to the Community Use of Schools Department. The Board shall be a named insured on the policy.
10. If a concern or issue should arise with the School Service Provider, School Administrators will be asked to contact the Community Use of Schools Outreach Coordinator as well as the School Superintendent.
11. School Service Providers must agree that each instructor must be at least 18 years of age.
12. School Service Providers must agree that each child shall be supervised by an instructor at all times.
13. School Service Providers will provide the required number of program staff (suggested minimum of 1 to 10 ratio).
14. School Service Providers must agree to maintain an instructor at the school site until all children participating in the program have gone home (for after school).
15. School Service Providers recognize that the school shall have full jurisdiction over the scope/parameters with respect to the types of "special interest" program offerings, space(s) to be used, and times and conditions by which such programs may be offered.

16. School Service Providers must agree that they will accept and abide by all relevant York Catholic District School Board policies and procedures (i.e. Community Use of Schools Policy, Safe Schools Policy, Fire/Emergency Procedures, Health & Safety, School Code of Conduct and other policies and procedures as appropriate).
17. School Service Providers must agree that they are solely responsible for the collection of all program/service fees and for the reimbursement of fees to participants in the event of a program/service cancellation. The school does not process the fees through their school bank account and the school nor the Board will bear no responsibility in this regard.
18. School Service providers must agree to the following approach to Behaviour Guidance:
  - Not use physical approach to the discipline children
  - Redirect children in a respectful way when conflict arises
  - Model appropriate behavior
  - Contact parents immediately if child is having difficulty in program
19. If an instructor cannot make a class due to illness or other reasons, and an alternate instructor cannot be secured, the class will be cancelled.

I \_\_\_\_\_, agree to follow all procedures listed above and understand that not following the above procedures, may lead to the immediate dismissal of my program(s).

---

Signature

---

Date

**APPLICATION CRITERIA CHECKLIST FOR PRE-QUALIFIED SCHOOL SERVICE PROVIDERS**

Please provide the information requested below and then submit the complete application package to Narda Battaglia:

Name of Company:	_____	<input type="checkbox"/>
Name of Contact Person:	_____	<input type="checkbox"/>
Mailing Address of Company Office:	_____	<input type="checkbox"/>
Phone:	_____	<input type="checkbox"/>
Cell Phone/Emergency Number:	_____	<input type="checkbox"/>
Fax:	_____	<input type="checkbox"/>
E-mail:	_____	<input type="checkbox"/>
Web site:	_____	<input type="checkbox"/>

**Requested documents in numbers 1-6 below should be sent by mail or dropped off in person to Narda Battaglia in the Community Use of Schools Department, 320 Bloomington Road West, Aurora, ON L4G 0M1**

1. Provide annually to the Board a certificate of insurance naming the York Catholic District School Board as insured with a minimum of \$2,000,000.00 general liability insurance.
2. Provide an organization profile, instructor resumes and a written statement of program goals and objectives for each offering and registration form.
3. Provide a course outline for each program with suggested age appropriate groups.
4. Provide *original copies* of Vulnerable Sector Screening criminal reference certificates on each instructor. Instructors must be at least 18 years old. Checks must have been completed within the last 6 months.
5. Provide 3 reference letters including the name, whether the named person is a service contractor or user, and phone number of same (preferably School Principals).
6. Describe the procedure which will take place by the service provider in the event that: (a) an instructor is ill or cannot provide a scheduled program with at least 24 hours' notice; (b) an instructor has an emergency and cannot attend a scheduled program (same day cancellation).
7. I have read and understood the following York Catholic District School Board Policies and Procedures: 
  - i) Procedures for School Service Providers of Special Interest Programs
  - ii) Policy 202: Safe Schools   
[http://www.ycdsb.ca/trustees/documents/policies/safe\\_schools.pdf](http://www.ycdsb.ca/trustees/documents/policies/safe_schools.pdf)
  - iii) Policy 703: Community Use of Schools   
[http://www.ycdsb.ca/trustees/documents/policies/Community\\_Use\\_Schools.pdf](http://www.ycdsb.ca/trustees/documents/policies/Community_Use_Schools.pdf)

---

Signature	Print Name	Date
-----------	------------	------



Narda Battaglia, Outreach Co-ordinator  
York Catholic District School Board  
Catholic Education Centre

320 Bloomington Road West  
Aurora, Ontario L4G 0M1  
416-221-5051, 905-713-1211, Ext. 12383  
E-mail: [narda.battaglia@ycdsb.ca](mailto:narda.battaglia@ycdsb.ca)

(Date)

(Service Provider Name & Address)

Dear

**Reference: After School Special Interest Service Provider**

Thank you for your application to be a Service Provider of after school / lunch time special interest programs. The information you provided was complete and you have been pre-qualified for the ( ) school year and can approach schools with your program material.

We will send each Principal an approved list of recommended Service Providers and include your company name, contact person, phone number and a list of programs that you offer.

School principals know their school communities best, and although you have been pre-qualified to approach schools with your program material, the school principal has the authority to make any final decisions regarding implementing your program in his or her school.

Once you receive verbal approval from a Principal, you may submit a Special Interest Service Provider Permit Request Form at (<http://webappsdev.ycdsb.ca/permitapplication/specialinterest/#!/form/customer>).

We hope this information will help you to provide quality services to our school families.

For information regarding payment or if you have any other questions please contact the Community Use of Schools Department at 416-221-5051 or 905-713-1211, Ext. 12383 or via email at [narda.battaglia@ycdsb.ca](mailto:narda.battaglia@ycdsb.ca).

Sincerely,

Narda Battaglia  
Outreach Coordinator for Community Use of Schools