YCDSB PROCEDURES FOR SCHOOL DAY SPECIAL INTEREST PROVIDERS

1. The School Day Special Interest Provider shall first apply to the Community Planning and Partnership Sub-Committee for approval to provide special interest programs and complete the required information for School Day Special Interest Providers.

2. New applications (those not previously approved) will be reviewed and considered twice a year - approximately April and October for the following school year or term (e.g. review in April is for potential start in September, while review in October is for potential start in January).

3. Upon approval, notification naming the Provider will be distributed throughout the school system advising Principals of eligible School Service Providers offering programs.

4. School Day Special Interest Providers can then contact individual school principals to request their approval to share their programs. The School Day Special Interest Provider will then book a permit using the Online Permit Request form. An invoice will be e-mailed to the Special Interest Provider. Payment is due before the permit is scheduled to begin. (http://webappsdev.ycdsb.ca/permitapplication/specialinterest/#/form/customer)

5. Sessions can only run a maximum of 3 times per week.

6. Vulnerable Sector Check (VSC) and **Annual** Offence Declarations (for existing staff) must be completed for all adults working in programs in our schools. **These screens must be renewed every two years**.

   Example: *VSC issued September 1, 2024; Annual Offence Declaration required on September 1, 2025; New VSC required on September 1, 2026.*

7. School Day Special Interest Providers shall submit the name of the instructor(s) with the permit request to the Community Use of Schools Department no later than 2 weeks prior to the start date of the program.

8. School Day Special Interest Providers will submit the number of students enrolled along with their Vulnerable Sector Check(s) to the School Principal (suggested ratio 1:10).

9. Permit requests will be submitted two weeks prior to the start of the program.

10. Annually, the School Day Special Interest 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.

11. If a concern or issue should arise with the School Day Special Interest Provider, School Administrators will be asked to contact the School Superintendent.

12. The School Day Special Interest Provider must agree that each instructor must be at least 18 years of age.

13. School Day Special Interest Providers must agree that each child shall be supervised by an instructor at all times.

14. School Day Special Interest Providers will provide the required number of program staff, with a minimum of two staff provided.

15. School Day Special Interest Providers must agree to maintain an instructor at the school site for the duration of the program.

16. School Day Special Interest 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.

17. School Day Special Interest 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).

18. School Day Special Interest 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.

19. School Day Special Interest 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

20. 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.

21. School Day Special Interest Providers will inform the YCDSB of any changes to their staffing and submit accompanying documentation.

22. School Day Special Interest Provider must add the following disclaimer to any marketing or flyers distributed to school communities:

    The York Catholic District School Board (YCDSB) does not assume responsibility or liability for third-party programs, services, or any associated fees or payments. All financial arrangements are between participants and the third-party provider.