



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 604
<i>Former Policy #</i> 604/605	<i>Page</i> 1 of 14
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
August 1988	May 1995 June 1997 June 2000 March 29, 2016 October 1, 2019 (minor revisions)

POLICY TITLE: CHILD CARE: EARLY YEARS, EXTENDED DAY, BEFORE AND AFTER SCHOOL PROGRAMS

SECTION A

1. PURPOSE

The purpose of this policy is to affirm the Board’s commitment to provide a safe and secure space in schools to qualified, licensed Child Care Operators for the provision of Child Care programs, including Early Years, Extended Day, and Before and After School as per legislative requirements.

York Catholic District School Board recognizes that child care programs provide a valuable and necessary service to families with children from the ages of birth to twelve (12) years.

Furthermore, the York Catholic District School Board acknowledges that Board Staff and Child Care Staff are expected to work in partnership to provide seamless, high quality programs for children throughout the day.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that the use of space in all schools for the provision of Child Care programs shall be approved in accordance with Ministry of Education as well as Board policies and procedures.

3. PARAMETERS

- 3.1 The operation of all Extended Day and Before and After School programs shall be accommodated in licensed shared space within the school building as a seamless extension of the instructional day.
- 3.2 The Board may provide leased space for Early Years programs contingent upon long term availability.

- 3.3 Approved Operators shall enter into agreements with the Board for the use of space and the provision of programs relevant to the type of Child Care program offered, i.e. Early Years, Extended Day and/or Before and After School.
- 3.4 Both parties shall have the right to terminate an agreement(s) subject to established terms.
- 3.5 The Board shall oversee the pre-approval, selection and renewal processes of all Child Care Operators.
- 3.6 Operators of Child Care programs shall be incorporated, not-for-profit, and licensed under relevant Provincial and Municipal Acts and Regulations in accordance with the Board's operator pre-approval process.
- 3.7 When the need for the provision of Child Care services has been identified through a community parent survey a Parent Selection Committee shall be established under the direction of the Principal and the Manager of Child Care Services and in accordance with the Board's operator selection process.
- 3.8 Child Care programs shall operate at no cost to the Board.
- 3.9 In schools where a Child Care Centre exists, the Operator of the Child Care Centre shall be given the *Right of First Proposal* to operate a Before and After School Program in that school.
- 3.10 In schools where a Before and After School Program exists, the Operator of the Before and After School Program shall be given the *Right of First Proposal* to operate a Child Care Centre in that school.
- 3.11 The Board shall establish a Child Care Operator Network under the direction and oversight of the Manager of Child Care Services.
- 3.12 The Board shall provide facility and maintenance services for all licensed child care programs consistent with the standards of the Board.
- 3.13 The Board's Manager of Child Care Services, in partnership with approved Child Care Operators, shall ensure the implementation of operating procedures in accordance with Board policies and the *Child Care Early Years Act (CCEYA)* related to the following components:
 - 3.13.1 Utilization of Space
 - 3.13.1.1 Processes and criteria for the appropriate assignment and usage of space specific to the needs of each child care program; and,
 - 3.13.1.2 Strategies to support an integrated and collaborative partnership between the Board and Child Care Staff.
 - 3.13.2 Health, Safety & Security
 - 3.13.2.1 Health Matters, including but not limited to, Food Storage & Preparation; Safe Drinking Water; Illness; Life Threatening Allergies; Communicable Diseases; Administration of Medication; Hygiene Routines;
 - 3.13.2.2 Safety Matters, including but not limited to, Child Protection; Emergency and Crisis Response; Reporting & Documentation of

- serious occurrences of violence and critical injuries; Inclement Weather; School Closure; and,
- 3.13.2.3 Security Matters, including but not limited to, transition between Child Care Program and School Program; School Access; Safe Arrival & Departure; Visitors.
- 3.13.3 Communication
 - 3.13.3.1 Day-to-day operations of the Child Care Program;
 - 3.13.3.2 Annual Parent Satisfaction Survey;
 - 3.13.3.3 Parent participation in the Operator Renewal Process; and,
 - 3.13.3.4 Matters of concern and/or conflict.
- 3.14 Principals, School Staff, Child Care Operators/Supervisors and their Staff shall work as partners in the use of licensed shared space to provide seamless, high quality programs and environments for children throughout the day.
- 3.15 Operators shall establish a Child Care Parent Engagement Committee at each school.
- 3.16 Operators shall administer an annual parent satisfaction survey, the results of which shall be communicated to the Manager of Child Care Services, the Board of Directors, the Child Care Parent Engagement Committee, and all parents of children registered in a child care program. Operators shall retain the annual parent satisfaction survey responses for three (3) years from the date of its administration. Parent survey responses are subject to audit by the Manager of Child Care Services.
- 3.17 The Board may, based on the results of the annual parent satisfaction survey, direct the Manager of Child Care Services to initiate a Conflict Resolution Process at a centre. Should the Conflict Resolution Process not resolve issues identified, the Board may direct the Manager of Child Care Services to initiate the notification procedure related to re-selection preference to a maximum of once per license term for the centre.
- 3.18 Schools and Operators shall develop strategies to ensure a smooth transition between school and Child Care programs.
- 3.19 To ensure stability and continuation of child care services for school communities, the Operator Renewal process shall commence one and one-half years before the expiry of the existing lease/licence agreement and shall follow the implementation steps outlined in the policy guidelines, section 1.3 Operator Renewal Process (Appendix C).

4. RESPONSIBILITIES

4.1 Director of Education/Designate

- 4.1.1 To oversee compliance with the Child Care: Early Years, Extended Day and Before and After School Programs policy.

4.2 Superintendents of Education

- 4.2.1 To support the implementation of the Child Care: Early Years, Extended Day and Before and After School Programs policy.
- 4.2.2 To support Child Care program initiatives in schools of the Board.

4.3 Superintendent of Education overseeing Child Care

- 4.3.1 To oversee the Board's processes for all Child Care Operators including, but not limited to the pre-approval, selection and renewal processes as well as the annual parent satisfaction survey.

- 4.3.2 To oversee the administration of operator agreements, leases and licences.
- 4.3.3 To support and act as a resource to the Manager of Child Care Services.

4.4 Manager of Child Care Services

- 4.4.1 To serve as the official representative of the Board on all child care matters.
- 4.4.2 To support Child Care Operators with the implementation of the Child Care: Early Years, Extended Day and Before School Programs policy.
- 4.4.3 To conduct site visits on a regular basis.
- 4.4.4 To assist, when required, with conflict resolution processes between stakeholders (i.e. parents, child care staff and/or Board staff) involving child care matters.
- 4.4.5 To ensure the establishment of a Child Care Operator Network and fulfill the role of Chair.
- 4.4.6 To support Child Care Operator Networks, Local Child Care Board of Directors and Child Care Parent Engagement Committees as required.
- 4.4.7 To Co-Chair the Parent Selection Committee along with the Principal as required.
- 4.4.8 To develop and implement, in partnership with approved Child Care Operators, operating procedures.
- 4.4.9 To ensure that operators administer a parent satisfaction survey on an annual basis.
- 4.4.10 To report to the Board, on an annual basis, a summary of each operator's parent satisfaction survey by location.

4.5 Manager of Purchasing Services

- 4.5.1 To assist and provide guidance in the issuance and award of the Request for Proposal (RFP) throughout the Operator selection process.

4.6 Manager of Planning Services

- 4.6.1 To oversee the execution of operator agreements, leases and licences as per Board policies and procedures on a cost-recovery basis.

4.7 Senior Manager of Facilities and Maintenance Services

- 4.7.1 To oversee that facilities are maintained in accordance with the agreement between the Board and Operator.
- 4.7.2 To oversee the issuance of permits, where applicable, and collect fees as per Board policies and procedures.

4.8 Child Care Operators

- 4.8.1 To abide by the contents of the Operator's Agreement and applicable licence or lease prepared by the Board.
- 4.8.2 To support the Manager of Child Care Services with the development of child care operating procedures.
- 4.8.3 To implement all operating procedures.
- 4.8.4 To offer quality Child Care programs in keeping with the expectations, policies and procedures of the York Catholic District School Board, the Ministry of Education and all relevant Provincial and Municipal legislation and regulations.
- 4.8.5 To make every reasonable effort to support and provide child care programs in an accessible environment that are inclusive, respectful and responsive to the needs of children with differing abilities, through ongoing communication with Parents/Guardians, school administration and school staff.
- 4.8.6 To establish a Child Care Parent Engagement Committee.

- 4.8.7 To administer a parent satisfaction survey on an annual basis and to keep parent survey responses for three (3) years from the date of its administration for the purpose(s) of audit by the Manager of Child Care Services.
- 4.8.8 To communicate the results of the parent satisfaction survey to the Manager of Child Care Services, the Board of Directors, the Child Care Parent Engagement Committee and the parents of children enrolled in the child care program.
- 4.8.9 To ensure that all communication to parents or the public referencing the York Catholic District School Board is approved by the Superintendent of Education overseeing Child Care Services.
- 4.8.10 To initiate and support opportunities where the School and Child Care programs may partner on activities that enhance learning.

4.9 Principal

- 4.9.1 To support the implementation of the Child Care: Early Years, Extended Day and Before and After School Programs policy.
- 4.9.2 To provide guidance and leadership to Operators relative to the policies and procedures of the School and Board.
- 4.9.3 To maintain communication and facilitate collaboration between the School and the Child Care Operator/Staff.
- 4.9.4 To ensure Operators have access to their space as per the Board lease and/or licence agreement or Community Use of Schools permit as it relates to provision of Child Care services/programs outside of the terms in the lease or licence agreement.
- 4.9.5 To implement the community survey process and Co-Chair the Parent Selection Committee along with the Manager of Child Care Services as required.

4.10 Child Care Operator Network

- 4.10.1 To serve as a forum for professional development, resource sharing and networking.
- 4.10.2 To address issues and concerns related to, or emerging from the Child Care programs or Schools/Board in accordance with the centre's or program's operating procedures.

4.11 Child Care Parent Engagement Committee

- 4.11.1 To provide feedback and suggestions to Operators related to program delivery.

4.12 Parent Selection Committee

- 4.12.1 To receive, evaluate and select an Operator for the provision of Child Care services at a specified school site in accordance with the Board's operator selection process outlined in the guidelines of this policy and with the guidance of the Managers of Child Care Services and Purchasing Services.

4.13 Parents/Guardians

- 4.13.1 To share relevant and current information with the Child Care Operator related to their child's learning, medical and social/emotional needs.
- 4.13.2 To comply with Board policies and procedures as well as the operating procedures and processes of the Child Care program or centre.

5. DEFINITIONS

5.1 Agreements

5.1.1 Operator's Agreement

A legal and binding contract between the parties, namely the Board and the approved Operator, that addresses overarching, general administrative and

policy matters pertaining to the Operator and all Programs operated by it in the School(s). The Operator's Agreement must be fully executed by both the Board and Operator prior to occupation of the Premises.

5.1.2 Lease Agreement

A legal and binding contract between the Board as landlord and the Operator as tenant, wherein the Board has leased certain premises in a School(s) to the Operator for the purposes of operating an Early Years Program in dedicated, non-instructional space for a term of five (5) years.

5.1.3 Licence Agreement

A legal and binding contract between the Board as licensor and the approved Operator as licensee, wherein the Board has licensed certain premises in a School(s) to the Operator for the purposes of operating an Extended Day or Before and After School Program in shared space for a term of five (5) years excluding Board holidays, PA days and summer months.

5.2 Child Care Operator Network

An established group comprised of all Child Care Operators who provide child care programs to children from the ages of birth – 12 years in the schools of York Catholic District School Board. The purpose of this network is to share best practices, participate in professional development and liaise with Board staff. The Manager of Child Care Services fulfills the role of Chair for this network.

5.3 Child Care Programs

A Child Care program serving children from the ages of birth – 12 years, including Early Years, Extended Day and Before and After School programs, in compliance with regulations established by the *Child Care and Early Years Act*. Child Care space is licensed or leased from the York Catholic District School Board. The hours of operation, determined by the individual Operator, requires Board approval. Operators may also provide child care programs during P.A. Days, Christmas Break, March Break and the summer as determined by the Board and the Child Care Operator. Child care programs offered outside of the terms defined within the Board's licence and/or lease agreement(s) will be approved in accordance with the Board's Community Use of Schools policy and procedures. Fees for Child Care programs are payable directly to the Child Care Operator. Fee subsidies may be available through the Region of York, Children's Services.

5.3.1 Early Years Program

A purpose built Child Care centre/program serving children from the ages of birth – 5 years that is designed to help children develop their social and communication skills, provide a variety of play and learning activities to enhance development and prepare them for school.

5.3.2 Extended Day Program (Full Day Kindergarten)

A Child Care program intended to be an extension of the instructional school day and aligned with the Full Day Early Learning Kindergarten curriculum that serves the needs of children reaching the age of 4 years prior to December 31st of the child's entry year into the Kindergarten program and those who are 5 years of age.

5.3.3 Before and After School Program or School Aged Program

A Child Care program operating before and after the instructional school day that serves the needs of children from the ages of 6 – 12 years.

5.4 Child Care Parent Engagement Committee

An established group of parents, typically from the Extended Day and Before and After School programs, whose children are registered in the child care program at a specific school. The purpose of this committee is to provide feedback to the Operator related to program delivery. Individual operators oversee the establishment and function of this committee.

5.5 Licensed Child Care

A government-regulated child care program, facility and operation for early years learning and child care for children ages birth – 12 years.

5.6 Parent Selection Committee

A committee comprised of all interested parents in a specific school who are requesting child care services. This committee is co-chaired by the Principal and Manager of Child Care Services for the purpose of receiving and evaluating Request for Proposal (RFP) responses under the guidance of the Purchasing Department in accordance with the Board's selection process.

5.7 Renewal Process

The process to extend the licence or lease agreement for an additional term with the existing Child Care Operator. For clarity, the Board is under no obligation to accept any proposal submitted by an existing Child Care Operator.

5.8 Right of First Proposal

An opportunity for the existing Operator within a school to submit a proposal to the Board for the implementation of a new Child Care Program in that same school. The Superintendent overseeing Child Care Services in collaboration with the Manager of Child Care Services reserve the right to approve the proposal for submission to the Parent Selection Committee.

5.9 Selection Process

The procedure to choose an Operator for the delivery of a Child Care program (Early Years, Extended Day or Before & After School) at a School. A Request for Proposal (RFP) will be issued by the Board and the selection will be made by the school's Parent Selection Committee.

6. CROSS REFERENCES

YCDSB Policy 703 Community Use of Schools

Child Care and Early Years Act

Education Act

Approval by Board	October 1, 2019 <i>Date</i>
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POLICY TITLE: CHILD CARE: EARLY YEARS, EXTENDED DAY AND BEFORE AND AFTER SCHOOL PROGRAMS

SECTION B: GUIDELINES

The York Catholic District School Board is committed to building strong partnerships with Child Care Operators to support schools, students, families, and communities with the care of children from the ages of birth - 12 years.

In accordance with Ministry of Education directives, the York Catholic District School Board will provide safe and secure space in all schools to qualified, licensed Child Care Operators for the delivery of Child Care programs.

The operating guidelines outlined below will enable Principals, approved Child Care Operators and Staff to work as partners with schools, students, families, and communities and will further support the implementation of the operating procedures developed and implemented by all approved Child Care Operators under the oversight of the Manager of Child Care Services.

OPERATING GUIDELINES

1.0 Processes and Criteria for the Pre-Approval, Selection and Renewal of Board Approved Operators

1.1 Operator Pre-Approval Process (Appendix A)

Interested child care operators may apply to be on the Board's Pre-Approved Operator List. The application is available on the Board's website (under Child Care and Purchasing). The application must meet mandatory requirements (e.g. *Child Care and Early Years Act*, not-for-profit status, site visit, etc.). Upon Board approval, Operators will be placed on the Board's Operator Pre-Approved List which will be used during the Operator Selection process.

1.2 Operator Selection Process (Appendix B)

The operator selection process is used to choose an Operator for the delivery of Child Care Programs at a school as outlined in the two (2) options below:

1.2.1 Right of First Proposal

If there is an existing Operator at a school, the existing Operator has the Right of First Proposal which provides the current operator an opportunity to submit a proposal to the Board for the implementation of a new Child Care Program in that same school. The Board, via the Superintendent overseeing Child Care Services in collaboration with the Manager of Child Care Services, reserves the right to approve the proposal. Upon approval, the operator may then communicate the proposal, which includes pricing for the entire term over the proposed agreement, to the school's Parent Selection Committee. The Parent Selection Committee may accept the proposal or reject the proposal, in which case a Request for Proposal process will commence.

1.2.2 Request for Proposal (RFP)

The RFP process involves the issuance and award of a formal RFP for the purpose of selecting a Child Care Operator (from the Pre-approved Operator List) for a school. The components of the RFP process will include evaluation criteria, and pricing for the entire term of the agreement both from the Board and from the Operator(s). Guided by Purchasing Services and co-chaired by the Principal and the Manager of Child Care Services, the Parent Selection Committee will evaluate RFP responses based on the evaluation criteria set

out in the RFP. The successful Operator will sign the applicable Operator and Lease and/or Licence Agreements.

1.3 Operator Renewal Process (Appendix C)

To ensure stability and continuation of child care services for the school communities, the Operator Renewal process commences one and one-half years before the expiry of the existing lease/licence agreement in accordance with the implementation steps outlined below:

- 1.3.1 **February** of the year prior to the lease/licence expiry year:
 - i) The Board communicates to the existing operator its pricing for the next term and the agreed hours of operation.
- 1.3.2 **April** of the year prior to the lease/licence expiry year:
 - i) The current operator is to submit its proposal of fees for the next term and its hours of operation to the Board for approval.
 - ii) If the proposal is rejected by the Board, an operator Request for Proposal (RFP) selection process will be initiated.
- 1.3.3 **May** of the year prior to the lease/licence expiry year; if approved by the Board
 - i) If approved by the Board, as determined by the criteria outlined in the proposal application, the current operator communicates the proposal to the parents in the Child Care Program.
 - ii) Families in the child care program will receive from the operator the proposal which includes the fees for the next term, the hours of operation, and the notification procedure related to re-selection preference as outlined below in 1.3.4 and 1.3.5.
- 1.3.4 **Prior to June 15th**, one year prior to the lease/licence expiry year:
 - i) Families may indicate a preference to re-select a new operator through written notification (e.g. letter or email) to the Manager of Child Care Services.
- 1.3.5 **By June 15th** of the year prior to the lease/licence expiry year:
 - i) If $\geq 50\%$ of Program Families indicate, in writing to the Manager of Child Care Services, their preference for a re-selection of the operator, an operator RFP selection process will be initiated. If not, the lease/licence will be renewed for another term.
- 1.3.6 **September to November** of the year prior to the lease/licence expiry year:
 - i) If an operator re-selection is initiated, the RFP selection process commences in September and is to be completed by early November.
- 1.3.7 **By end of November** of the year prior to the lease/licence expiry year:
 - i) All applicable agreements (Operator, Lease and/or Licence), new or amended, are to be completed between the Board and the successful Operator.
- 1.3.8 **January** of the year of the lease/licence expiry year:
 - i) Child Care pricing (mandatory for the next school year beginning September) must be communicated (posted on the Board's website).
- 1.3.9 **July 31st** of the year of the lease/licence expiry year:
 - i) Expiry of current lease/licence.
- 1.3.10 **Aug 1st** of the year of the lease/licence expiry year:
 - i) First day of new term of lease/licence for the approved Operator.

2.0 Community Survey Process for the Establishment of a Child Care Program (i.e. Early Years, Extended Day and/or Before and After School Programs)

- 2.1.1 Parent(s) communicates the need for child care services to the Principal.
- 2.1.2 Principal shall notify the Manager of Child Care Services of the need for a child care program in the School.

- 2.1.3 Manager of Child Care Services will provide the Principal with the community survey to be administered to every family in the school.
- 2.1.4 Principal in consultation with the Manager of Child Care Services will review the survey responses to determine if there is a need for a child care program within the school and that such a program will be viable and sustainable.
- 2.1.5 Should responses indicate the need for a child care program, the selection process will commence (refer to section 1.1.2).

3.0 Agreement Between the Board and Approved Operator(s)

All Board approved Operators shall enter into a formal and binding *Operator's Agreement* intended to be an overarching agreement addressing general administrative and policy matters pertaining to the Operator and all Child Care Programs operated in the schools of the Board. The Board and the approved Operator(s) will, from time to time, also enter into a *Licence and/or Lease Agreement*, which addresses, among other things, the specific school locations and the facilities entitled to be used by the Operator, the fees payable by the Operator for the use of the premises (approved space), hours of use and other matters relating to the premises. The *Operator's Agreement* must be fully executed by both the Board and Operator prior to the occupation of the premises and the commencement of any Child Care Program. A default under the *Operator's Agreement* or *Licence and/or Lease Agreement* by either party shall constitute a default hereunder and vice versa.

4.0 Space Requirements

Under the Child Care Early Years Act (CCEYA) there are restrictions for the allocation of physical space for each type of child care program as follows:

4.1 Early Years (Birth – 5 years; Purpose Built Child Care Centres)

Dedicated, non-instructional rooms or spaces to be used by children from the ages of birth – 5 years are subject to a minimum of 2.8 m² of unobstructed floor space per child.

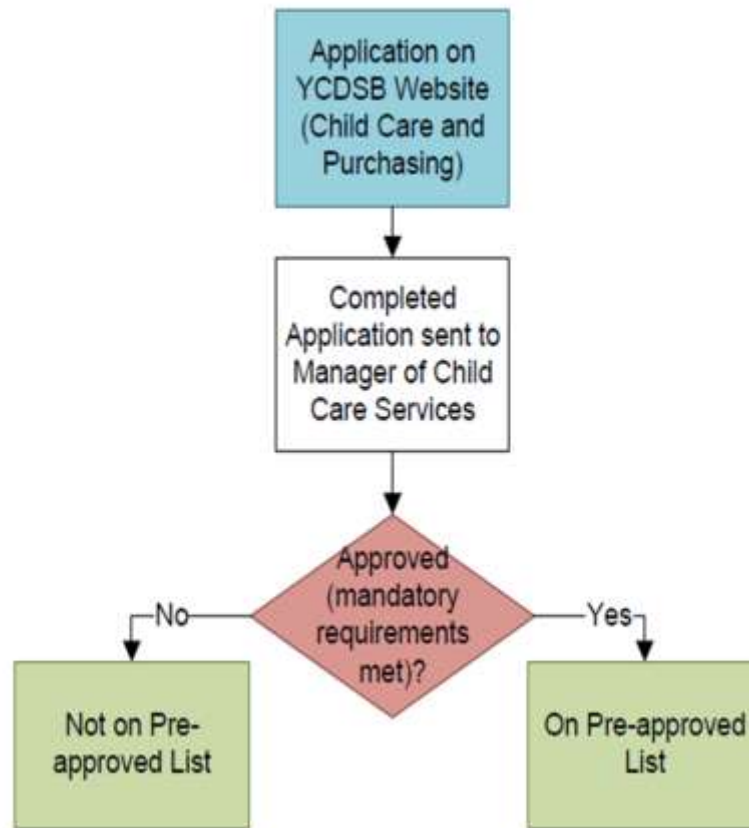
4.2 Extended Day and Before & After School Programs (4 – 12 years)

Rooms or spaces to be used by children from the ages of 4 – 12 years are subject to a minimum of 2.58 m² of unobstructed floor space per child.

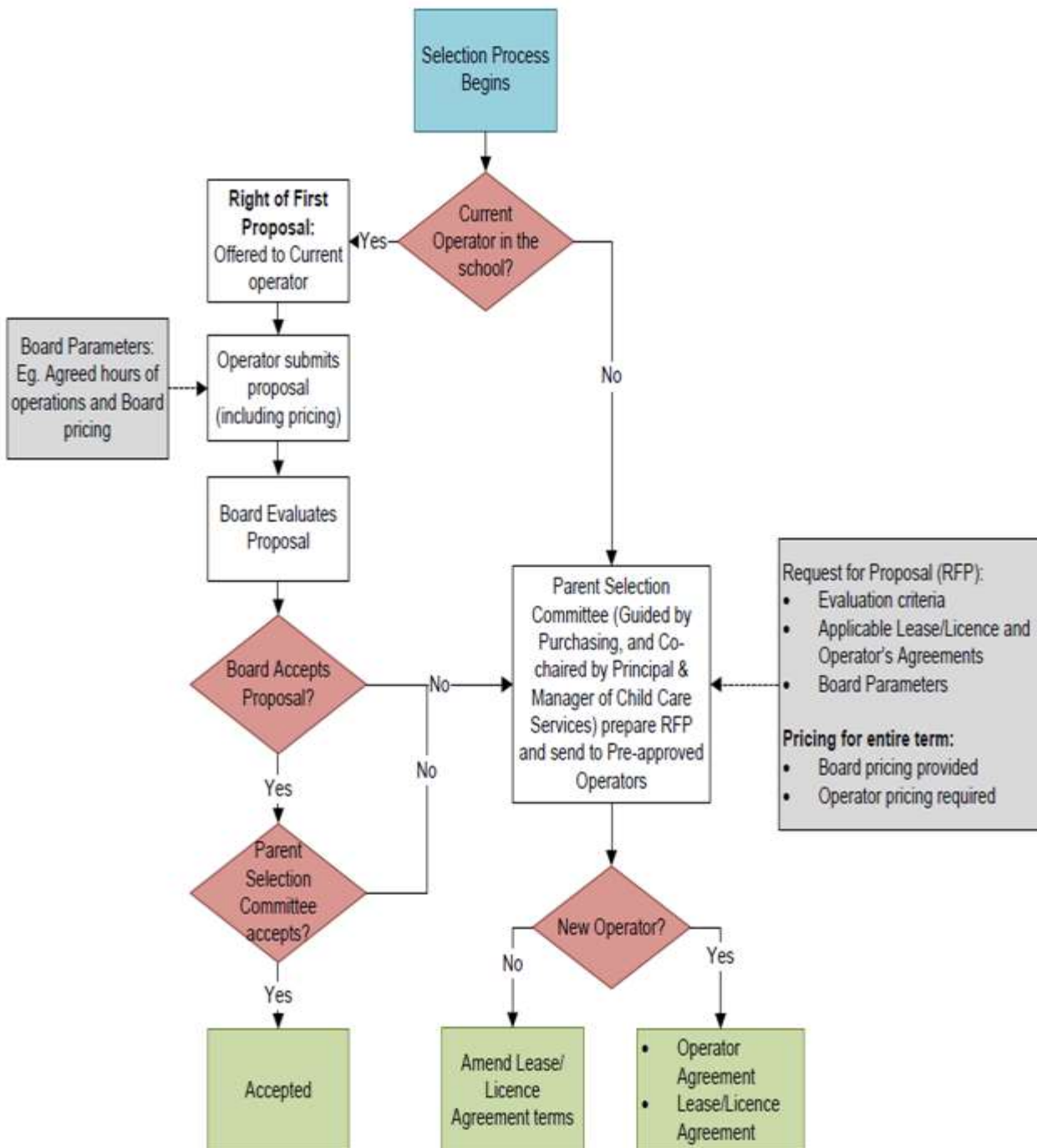
5.0 Room Allocations for Extended Day and Before & After School Programs

Schools play a key role in the support and growth of child care programs by providing a safe, regulated, quality environment for children immediately before and after regular school hours. Extended Day and Before & After School Programs must operate in space that has been licensed under the *Child Care and Early Years Act* (CCEYA) by the Ministry of Education's, Child Care Quality Assurance Licensing Unit, and must be in the rooms or spaces used by the licensed age group during the instructional school day (i.e., Kindergarten classrooms for ages 4 and 5 years, and Primary/Junior classrooms for ages 6 – 12 years).

OPERATOR PRE-APPROVAL PROCESS



OPERATOR SELECTION PROCESS



OPERATOR RENEWAL PROCESS

