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POLICY IHCF A

DAYCARE SERVICES

This policy establishes the rules and regulations that govern daycare services offered to preschool and elementary school students according to: Section 256 of the Education Act; the *Regulation respecting childcare services provided at school*; and the budgetary rules for school boards for the school year in progress.

1. Definitions

1.1. Daycare Services

Services provided at school ensuring care to children at the preschool and elementary level of a school board, outside the period where educational services are provided to them.

1.2. Student

A person entitled, under the Act, to receive instructional services from the New Frontiers School Board at the pre-school and elementary school levels.

1.3. Clientele

Daycare services generally cater to three types of clientele: a regular clientele, a sporadic clientele and an occasional clientele. This distinction is necessary because of operating allocations and administrative requirements established by the Ministère de l'Éducation, du Loisir et du Sport (MELS).

1.3.1. Regular Clientele:

Children who are in school daycare:

1.3.1.1. for no less than 3 days a week;

1.3.1.2. for at least 2 of the 3 daily periods, which includes lunch and either a period before school or after school;

1.3.1.3. for a minimum of 2.5 hours per day.

1.3.2. Sporadic Clientele:

Children who are in school daycare for less than 3 days a week but attend on a fixed schedule.

1.3.3. Occasional Clientele:

Children who are in school daycare on an infrequent basis only (and upon written request from the parents).

2. Guiding Principles

School Daycare Services:

2.1. are made available on a needs basis, are required to be self-sustaining, and are self-financed.

2.2. are separate from but should complement the educational services provided by the school in conformity with its educational mission and success plan.

2.3. encourage the development of social skills such as respect, cooperation and openness to others.

2.4. encourage a healthy and safe environment in keeping with the Rules of Conduct and Safety approved by the school's governing board.

2.5. provide quality services at a reasonable cost as prescribed by the Ministry of Education's budgetary rules for the given school year.

2.6. are offered every day of the school year when educational services are provided. This represents a minimum of 180 days per school year.

2.7. may be offered on pedagogical days if sufficient students consistent with Article 3.1 require the services and if parents assume the cost of this additional service.

3. Procedures & Responsibilities

3.1. Opening of a New Daycare Facility

Each school year, the school governing board must survey the parents of their school community to determine if there is a justifiable need for daycare services. If the results indicate that sufficient students consistent with Article 3.1 require daycare services, then:

- parents must register their child, and
- the school governing board and the principal must take the appropriate steps to offer daycare services as per the policy in place.

3.2. The School Board

- ensures, where parental demand exists and numbers warrant, that daycare services are available to children at the preschool and elementary level;
- monitors the organization, maintenance and management of school daycare services;
- offers support to principals with respect to the quality and enhancement of daycare services;
- follows up on requests from schools and daycare parents' committees;
- respects the role and responsibilities of daycare personnel;
- establishes the rules and criteria for hiring personnel;
- determines the financial contribution made to the School Board by the daycare services to cover operation costs and related expenses in consultation with the school administration;
- provides financial reports to the school principal;
- ensures the application of this policy.

3.3. The Governing Board

- is advised of the operation of local daycare services;
- may form a Daycare Parent's Committee, made up of the daycare provider and 3 to 5 parents elected by and among the parents of children attending that service.

3.4. The Principal

- ensures that daycare services are effectively managed;
- ensures that the daycare's resources are effectively used (e.g. human, material and financial resources), and makes sure that the daycare and its staff are integrated into school life;
- provides the child's parents with a document in which the rules of operation of the service are clearly established, particularly those related to the days and hours the service is open and to the costs and terms of payment;
- submits the Annual Daycare Budget to the school board;
- collects all monies owing from parents/guardians;
- ensures the safety of children in conformity with the Rules of Conduct and Safety.

4. Rules of Operation

4.1. Basic Services:

4.1.1. School Days:

Daycare services are offered on school days to all preschool and elementary students registered with the school board.

4.1.2. Other Periods:

- Each daycare service must conduct a parent survey to determine its periods of operation on pedagogical days.
- When sufficient students consistent with Article 3.1 are in need of daycare services beyond the established periods, a basic service must be provided where possible. Parents who opt for this additional time must maintain their registration for this service.

4.2. Special Activities

Special activities organized by the daycare, which require additional fees, will be offered on a voluntary basis. In such cases, a reasonable fee will be requested—one based on the real cost of the activity.

4.3. Hours of Operation

Daycare services are generally available from 06:30 - 18:30 on a daily basis. Hours may vary depending on needs.

4.4. Building Capacity

In principle, daycare services must fulfill the parents' need for such a service. However, the school board and the governing board must agree on the capacity of the building.

To determine the maximum building capacity, one must consider the total usage of the school premises and the rooms reserved for teaching purposes. The school board must ensure that rooms are allocated within the school or rented if the school does not have adequate space.

4.5. Homework Period

Daycare services must provide students with an appropriate place in which to do school work and the time required by the Ministry of Education's regulations.

4.6. Meals & Snacks

Daycare services may offer hot meals and/or snacks in conformity with the existing school practice. Such services are provided at the expense of the parents concerned unless the school receives ministerial funding for this purpose.

4.7. Financial Contribution

4.7.1. Daycare facilities must be self-financing. They benefit from a variety of services provided by the school board. In recognition of this, each daycare facility will be required to make an annual financial contribution to the school board to help defray costs related to:

- Accounting services
- Technology services
- Pay and Human Resources services
- Building maintenance
- Heating and electricity
- Custodial and maintenance services
- Overhead expenses (i.e. general administration, insurance, etc.)

4.7.2. This annual financial contribution will also help defray costs of absenteeism as related to maternity leaves and sick leaves, and help in integrating students with special needs.

4.7.3. The annual financial contribution will be determined by the school board in consultation with the school administrators.

4.7.4. GST/PST rebates pertaining to the daycare will be forwarded to each school on a quarterly basis during the financial year.

This policy is supported by related governance OG CGB Administration of Daycare Services.