

POLICY NAME	DAYCARE SERVICES (IHCFA)
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Related documents	OG IHCFA: Daycare Services

1. PURPOSE & SCOPE

This policy establishes the rules and regulations that govern Daycare Services offered at the New Frontiers School Board (NFSB) to the preschool and elementary school Students according to section 256 of the *Education Act* (EA); the *Regulation respecting childcare services provided at school*; and the budgetary rules for NFSB for the school year in progress.

2. DEFINITIONS

For the purposes of this policy, the following terms shall have the following meanings:

Daycare Services	Services provided at school ensuring care to Students at the preschool and elementary level of school, outside the period where educational services are provided to them.	
Student(s)	A person entitled, under the EA, to receive instructional services from the NFSB at the pre-school and elementary school levels.	
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 <i>Ministère de l'Éducation</i> (MEQ).	
	Regular Clientele	Students who are in school daycare: - From one to five days per week using a minimum of 2 periods of service a day. - For at least two of the three daily periods, which include lunch and either a period before school or after school.
	Sporadic Clientele	Students who are registered for only one period a day on a weekly basis.
	Occasional Clientele	Students who attend on an emergency basis by parents requesting services in writing 24 hours in advance.

3. POLICY CONTENT

- 3.1

School Daycare Services

3.1.1

Are made available on a needs’ basis, are required to be self-sustaining, and are self-financed;

3.1.2

Are separate from, but should complement, the educational services provided by the school in conformity with its educational project and the NFSB’s Commitment to Success Plan;

3.1.3

Encourage the development of social skills such as respect, cooperation, and openness to others;

3.1.4

Encourage a healthy and safe environment in keeping with the *Rules of Conduct and Safety* approved by the school’s governing board;

3.1.5

Provide quality services at a reasonable cost as prescribed by the Ministry of Education’s budgetary rules for the given school year;

3.1.6

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

3.1.7

May be offered on pedagogical days if sufficient Students require the services and if the parents assume the cost of this additional service, in accordance with the *Regulation respecting childcare services provided at a school*.

3.2

Procedures

3.2.1

Opening of a New Daycare Facility:

Prior to the start of 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 the *Regulation respecting childcare services provided at school* require daycare services, then:

- Parents must register their child; and
- The governing board and the principal must take the appropriate steps to offer daycare services as per the policy in place.

3.3

Roles and Responsibilities

3.3.1

The School Board

- Ensures, where parental demand exists and numbers warrant, that Daycare Services are available to Students at preschool and elementary levels;
- 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 the daycare personnel;
- Establishes the rules and criteria for hiring personnel;
- Determines the financial contribution made to the NFSB by the Daycare Services to cover operation costs and related expenses in consultation with the school administration;
- Provides financial reports to the principal;
- Ensures the application of this policy.

3.3.2

The Governing Board

- Is advised of the operation of local Daycare Services.
- May form a Daycare Parents’ Committee, made up of three to five daycare parents elected by and among the parents of Students attending daycare.

3.3.3 The Principal

- Prior to the start of each school year, reviews this policy with the governing board;
- 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 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 budget for daycare to the Director of Finance;
- Collects all monies owing from parents and guardians;
- Ensures the safety of Students in conformity with the Rules of Conduct and Safety; and the school's Anti-Bullying/Anti-Violence Plan;
- Ensures the daycare curriculum is in conjunction with the school's Educational Project.

3.4 Rules of Operation

3.4.1 Basic Services:

- School Days: Daycare Services are offered on school days to preschool and elementary students registered with the school board.
- Other Periods:
 - Each Daycare Service must conduct a parent survey to determine its periods of operation on pedagogical days.
 - When sufficient Students consistent with the Regulation respecting childcare services provided at a school 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.

3.4.2 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.

3.4.3 Hours of Operation:

- Daycare Services are generally available from 06:30- 18:00 daily. Hours may vary depending on needs.

3.4.4 Building Capacity:

- Building capacity is based on the Three-Year Plan of the Allocation & Destination of Immoveable Property approved annually by the Council of Commissioners.
- The NFSB must ensure that rooms are allocated within the school or rented if the school does not have adequate space.

3.4.5 Homework Period:

- Daycare Services must provide Students with an appropriate place in which to do schoolwork and respect the time established by the Ministry of Education's regulations.

3.4.6 Meals and Snacks:

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

3.4.7 Financial Contribution:

- Daycare facilities must be self-financing. They benefit from a variety of services provided by the NFSB. In recognition of this, each daycare facility will be required to make an annual financial contribution to the NFSB to help defray costs related to:
 - Accounting services;
 - Technology services;
 - Pay and Human Resources services;
 - Building maintenance;
 - Heating and electricity;
 - Custodial and maintenance services;
 - Complementary services to students with special needs;
 - Overhead expenses (i.e. general administration, insurance, etc.).
- This annual financial contribution will also help defray costs of absenteeism as related to maternity leaves and sick leaves.
- The annual financial contribution will be determined by the school board in consultation with the school administration.
- GST/PST rebates pertaining to the daycare will be forwarded to each school on a quarterly basis during the financial year.

4. AUTHORITY

This Policy and its organizational guide(s) are administered under the authority of the Director of Educational Services.

5. REVIEW

The Director of Educational Services will review this policy at least once every five (5) years.

End.