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1.0 Identifying Need for Child Care Services/Determination of Board’s Ability to Provide

- 1.1 School Councils, parents, and/or school administration may apply to the Superintendent responsible for childcare or delegate with a community survey that establishes a need for childcare services or the need to expand existing childcare services within their school community.
- 1.2 The Superintendent responsible for child care or delegate shall work with the School Principal to determine whether appropriate space exists in the building or what would have to be undertaken in order to have a licensable space available for a child care provider.
- 1.3 The Superintendent or delegate, with the assistance of the School Principal, shall prepare a report to Executive Council that contains the following:
 - The results of the community survey;
 - Identification of the space that is proposed for use;
 - Confirmation from the Ministry of Community and Social Services that the identified space is licensable under the provisions of the Day Nurseries Act (not required if school is seeking to establish before/after school child care);
 - Costs to the Board.
- 1.4 Executive Council shall make recommendations to the Board.

2.0 Process for the Selection of Child Care Providers

- 2.1 The selection of a childcare provider shall be conducted through a Request for Proposal Process that will be prescribed by the Board.

3.0 Criteria For the Selection of Child Care Providers

- 3.1 The goal of the Request for Proposal Process shall be to identify a childcare provider that is capable of fulfilling the Board’s commitment to supporting the establishment of quality childcare.
- 3.2 The Board believes that quality childcare should include:

- The provision of services by providers whose philosophies are compatible with and supportive of the Mission and Goals of the Windsor-Essex Catholic District School Board;
- The provision of a supportive and secure environment and a continuum of care for the transition from childcare to school;
- At a minimum, strict adherence to the Day Nurseries Act;
- The provision of clean and safe care facilities, including the provision of healthy meals in accordance with Canada's Food Guide;
- Providing children with a planned curriculum that is clearly communicated to parents/guardians;
- The provision of quality child care services made available at a reasonable cost to the community;
- The provision of a stable environment where there is consistency in staffing and programming;
- Requirements that staff should be experienced and well trained;
- Continuing and open communication between the childcare provider and the parent/guardian;
- The ability to provide specialized services to assist children with special needs;
- The provision of appropriate resources, which enhance early learning opportunities for children.

3.3 Childcare providers must provide to the Board proof of the appropriate licensing.

3.4 A community-based incorporated volunteer Board of Directors and/or volunteer Parent Advisory Committee must be in existence or must be established to oversee the operation of the childcare centre. If there is no Board of Directors, or if the majority of members of the Board of Directors are not parents of children in the provider's childcare program (s), a Parent Advisory Committee must be established. A Parent Advisory Committee will be composed of a minimum of four (4) members and the majority shall be parents of children in the child care program.

4.0 Relationship Between Child Care Providers and the Board

4.1 The planning for child care centers in new and existing schools shall be a cooperative process among representatives from the WECDSB, the Ministry of Education, the Ministry of Children and Youth Services, the Best Start Steering Committee where applicable, the licensed child care provider and the affected community (ies).

4.2 The childcare provider shall enter into a formal license agreement with the WECDSB. Childcare providers shall operate independently of the WECDSB and within the parameters of their license agreement.

4.3 The childcare provider shall not assign or sublet the license without consent, which consent may be arbitrarily withheld. In the event that the Board should consent to an assignment of the License, the provider shall remain fully responsible for the performance of all covenants under the terms of the License, notwithstanding any

- such assignment, and shall be responsible for notifying the parents of the children in their program(s) of the assignment.
- 4.4 The childcare provider shall advise the Board immediately of any change in the provider's legal business status.
 - 4.5 The childcare provider shall enter into a Purchase of Service Agreement with the Corporation of the City of Windsor. The childcare provider shall be required to abide by the terms of that agreement and ensure that the agreement remains in good standing.
 - 4.6 The Principal/Vice-Principal of the school where a childcare site is located shall be recognized, as the WECDSB's representative to deal with any issues related to the school. The Principal/Vice-Principal of the school shall act as liaison between the child care provider and the school and school board. It is expected that the Principal/Vice-Principal shall be in regular consultation with the childcare provider at the school. The Principal/Vice-Principal/Designate shall be invited to attend every meeting of the Board of Directors and/or Parent Advisory Committee.
 - 4.7 The Principal shall be informed of all activities or changes related to the child care program that may impact on the operation of the school.
 - 4.8 The childcare provider shall assist in communicating board/school information to the parents of children in their program (s), and the Board shall assist with communications to parents in the school community about the childcare services available in the school(s).
 - 4.9 The Principal/Vice-Principal is not required by the WECDSB to be a member of the Board of Directors or Parent Advisory Committee of a childcare provider. Any employee of the WECDSB who is or becomes a member of the Board of Directors of a childcare provider is acting in their personal capacity and not at the direction of, or as a representative of, the WECDSB. The actions of all WECDSB employees are governed by Policy A: 12 Code of Ethics/Conflict of Interest and all potential conflicts of interest must be declared.
 - 4.10 In the event of a dispute between the WECDSB and the child care provider as to any term of the license agreement or any act or omission pursuant to the agreement by the child care provider or the WECDSB, the parties agree that a meeting shall be held upon written request of either party, at which meeting a representative or representatives of each party as designated by such party shall be present. In the event that the parties cannot resolve the issue, either party has the right to exercise their option to terminate the license agreement on ninety (90) days notice in writing as per paragraph 4.12 of this Procedure.
 - 4.11 The WECDSB shall review the license agreement annually.
 - 4.12 The WECDSB or childcare operator may terminate the license agreement at any time upon ninety (90) days notice, in writing, to the other party to the license agreement.

- 4.13 By March 31st of each year, the child care provider shall provide to the appropriate superintendent or designate of the WECDSB the following:
- a) A financial statement of the previous year, prepared by a professional accountant.
 - b) Bylaws (if applicable).
 - c) Operational policies and procedures related to the safety of staff, families and children.
 - d) Enrollment figures.
 - e) Program information, including particulars on fees charged for services.
 - f) Copies of the minutes of all meetings of the Board of Directors or Parent Advisory Committee.
- 4.14 The childcare provider shall assume all financial responsibility for the operations of childcare.
- 4.15 Minutes of the child care Board of Director's or Parent Advisory Committee's meetings shall be submitted to the Principal of the school where the childcare site is located as soon as possible after each meeting.
- 4.16 The WECDSB shall not be responsible for providing transportation except as determined by the Joint Board Transportation Consortium.
- 4.17 The childcare provider will be responsible for securing liability insurance (minimum of \$2,000,000) and providing written documentation upon execution of the license agreement and annually thereafter.
- 4.18 When agreed upon by all the parties, the childcare facility may operate twelve months of the year.
- 4.19 The renewal of the license agreement will be subject to the approval of the Board on whatever revised or additional terms the Board deems appropriate.

5.0 Fees

- 5.1 Fees shall be required to be paid under the license agreements and shall be determined as follows:
- a) During the school year:
 - i) Before and after-school childcare \$100/month/classroom
 - ii) Full-day childcare providers \$150/month/classroom
 - b) For the months of July and August:
 - i) Full-day childcare providers \$300/month/classroom

- 5.2 Fees shall be reviewed annually, and at a minimum, the fees shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st.

6.0 Admission Criteria

- 6.1 The WECD SB expects the childcare provider to adhere to the following admission criteria:

Children shall be admitted to childcare in elementary schools in order of priority as follows:

1. Children 3.8 to 12 years of age who attend the school in which the child care program is situated.
 2. Children 3.8 to 12 years of age who reside in the local community.
 3. Children of younger age groups who are siblings of children attending the school in which the childcare program is situated.
 4. Children of younger age groups where suitable space and facilities are available.
- 6.2 Children with identified exceptionalities shall be admitted to the childcare in accordance with the necessary licensing by the Ministry of Children and Youth Services.

7.0 The Child Care Advisory Committee

- 7.1 The Child Care Advisory Committee shall consist of members appointed by the Board and shall include Trustees, Superintendent or delegate, Representative of Facilities Services, Principals, and Parents.

- 7.2 The role of the Child Care Advisory Committee shall include:

- Develop and guide policies and procedures that will provide parameters for child care programs;
- Review the Child Care Policy and Procedures annually;
- Review annual reports and financial statements of the Board of Directors or Parent Advisory Committee of the Child Care programs;
- Review license agreements annually;

- Provide liaison with existing WECDSB services;
- Advise the WECDSB on the implications of particular policy initiatives on Child Care services;
- Develop initiatives to support coordination and liaison;
- Establish communication procedures in case of conflicts between child care providers and/or WECDSB and/or the affected school community (ies) and the school staff;
- Report annually to the Board of Trustees.

8.0 ROLE OF THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

8.1 The Board shall:

- Set the user fee to be reviewed on an annual basis.
- Provide assistance to those providers who may require organizational aid as the WECDSB deems necessary;
- Assist the bulk order purchases where appropriate;
- Develop guidelines for principals and make them available in each school.

9.0 ROLE OF THE SUPERINTENDENT RESPONSIBLE FOR CHILD CARE

9.1 The Superintendent responsible for childcare or his/her delegate shall:

- Administer the WECDSB's policy and procedure;
- Initiate, and maintain as needed, the ongoing relationship between the WECDSB's schools and child care sites through communication with the Board, staff, school community and Provincial, Municipal and other organizations;
- Support and be a member of the Child Care Advisory Committee;
- Assist in the selection of providers and participate in their annual program reviews;
- Establish and maintain liaison with government and community agencies;
- Enhance the working relationship between WECDSB schools and the child care centres;

- Investigate possible federal, provincial, municipal and private funding sources for child care;
- Act as a resource person for the child care sites;
- Assess the need for child care within individual school communities;
- Assist in implementing programs based upon the community needs;
- Arrange and provide in-service training where appropriate;
- Be a resource to principals, teaching and support staff for consultation and advice on child care matters;
- Assist parents in determining needs and child care alternatives;
- Monitor board initiatives and report on any child care implications;
- Process correspondence related to child care in a timely fashion;
- Prepare reports as necessary;
- Gather, review and summarize annual reports and financial statements from the child care operators' Board of Directors and Parent Advisory Committees for presentation to the Child Care Advisory Committee;
- Conduct and summarize satisfaction surveys as needed and report back to the Child Care Advisory Committee
- Assume other duties as required.

10.0 ROLE OF THE PRINCIPAL AND/OR VICE-PRINCIPAL

10.1 The Principal and/or Vice-Principal in a school with a childcare centre shall:

- promote and maintain close cooperation with the Superintendent responsible for child care, groups and agencies in the community;
- develop and maintain a positive relationship between the staff of the school and the staff of the child care centre;
- collaborate with the child care provider in planning appropriate and specialized use of the space within the school building and on the school property;
- at his or her discretion, attend, or have a designate attend, Board of Directors' or Parent Advisory Committee meetings for the child care providers;

- be responsible for the school building and property and the safety of the people and the activities therein under the Education Act.

11.0 ROLE OF THE PROVIDER

11.1 The operator of a childcare centre within a WECDSB school shall:

- apply for and obtain the appropriate licensing;
- adhere to the regulations of the Day Nurseries Act;
- pay a user fee, determined by WECDSB, subject to review on an annual basis each Spring;
- be responsible, with WECDSB approval, for all modifications or renovations to the child care area;
- by March 31st of each year, the childcare provider shall provide to the appropriate superintendent or designate of the WECDSB the information, documentation and fees as detailed in sections 4.13 and 5.1 of this procedure.
- ensure that the necessary liability insurance (minimum of \$2 million) is in place and provide written documentation annually;
- ensure that the operations are compliant with the requirements of the contractual agreement between itself and the WECDSB;
- employ and supervise all child care staff and volunteers;
- cooperate and liaise with school personnel;
- acknowledge the school principal or designate as the final authority in any operational matters relating to building use or safety;
- carry out all other activities necessary to operate the child care service in the centre;
- be responsible for all maintenance and caretaking resources for the licensed premises at the cost of the provider and in accordance with the license agreement.
- prior to the execution of the license agreement, to provide to the WECDSB copies of police clearances for all of the provider's employees employed at the school site. Clearances for new employees shall be forwarded to the Board immediately upon hiring. All police clearances shall be renewed and forwarded to the Board every three years in accordance with board policy A: 24 Criminal Background Checks for Service Providers and Others (Non-

Employees)

- ensure that all staff take part in WHMIS training and annually provide evidence of this training to the WECDSB.

12.0 ROLE OF THE BOARD OF DIRECTORS

12.1 The Board of Directors is legally responsible for the overall administration of a childcare facility.

13.0 ROLE OF THE PARENT ADVISORY COMMITTEE

13.1 The responsibility of the Parent Advisory Committee is to act in an advisory capacity. The committee is not able to make decisions regarding hiring and dismissal of staff or setting parent fees. They act in a consultative fashion with regards to programming, orientation to new parents and fundraising.

13.2 The Parent Advisory Committee could participate in the following ways:

- a) Providing a suggestion box for parents.
- b) Providing a newsletter to parents.
- c) Involvement in fundraising.
- d) Volunteer in centre activities.
- e) Monitoring of quality and type of program.