



School Day Care Services

Resolution: n° 990317-ED-0219

Amended: resolution n° 050622-ED-0195

Revision: On an as need basis

1.0 DEFINITION

- 1.1 School day care is a service provided by the school board to children legally enrolled at the pre-school and elementary levels.
- 1.2 School day care is understood by this policy to be a service which is subsidized and governed by the regulations of the Ministère de l'Éducation, du Loisir et du Sport (MELS).

2.0 GUIDING PRINCIPLES

- 2.1 The school board favours the implementation of quality school day care services in each of its elementary schools where the service is requested by the Governing Board.
- 2.2 The Sir Wilfrid Laurier School Board will provide the service in compliance with:
 - The Education Act
 - The Regulation respecting childcare services provided at school
 - The information document from the Ministère de l'Éducation, du Loisir et du Sport (MELS) on School Daycare Services
 - The budgetary rules for school boards for the school year in progress
- 2.3 The school day care is an extension of services to students outside the regular hours of class and is offered to parents throughout the school year. The fee is fixed by government regulation.
- 2.4 The school day care is a service offered by a school and operates under the supervision of the Principal in consultation with a committee, if one is established, of parent users referred to as the *Daycare Parents' Committee*.
- 2.5 School daycare services may be grouped into six types of activities: routine activities, free activities, short-term workshop activities, long-term workshop activities, special activities and homework periods.

3.0 OPERATING PRINCIPLES

- 3.1 The school day care is considered to be a service offered at the pre-school and elementary levels and, as such, falls under the Sir Wilfrid Laurier School Board policies and procedures as well as the school's policies and procedures.
- 3.2 The Sir Wilfrid Laurier School Board shall provide free of charge the use of its premises and facilities for the purpose of carrying out the school day care. However, the School Board may, from the global daycare revenues, reserve a certain amount in order to defray administrative, maintenance and other unforeseen costs.

- 3.3 Only children legally registered in the pre-school and elementary levels in the school offering school day-care service are eligible. Exceptionally, other special cases may be considered and subject to the availability of space.
- 3.4 A minimum of 15 children registered on a regular basis is required for a daycare to be eligible for the start-up allowance and for the school board to accept the request of the Governing Board as per 2.1.
- 3.5 In-school day care service must be offered during at least two of the three following periods.
 - 3.5.1 In the morning, before the start of classes, if applicable.
 - 3.5.2 At lunch-time, at the conclusion of classes and until the resumption of classes at the end of the lunch period;
 - 3.5.3 After school, at least until 17:00. A portion of this time must be devoted to school work / homework;
- 3.6 At the pre-school and elementary school level, a child will be considered a “regular” user if he/she participates in the day care over and above the regular school schedule for at least three days per week and for, at least two periods per day (before school, if applicable; lunch hour; after school).
- 3.7 The definition of a “regular” day care child does not exclude other students from attending on a “sporadic” basis, subject to the availability of space.
- 3.8 The school day care is provided over a five-day period, from Monday to Friday, every day of the school year when children are expected to be in attendance.
- 3.9 The school day care may be provided on professional days and when numbers warrant.
- 3.10 Transportation is the responsibility of the parent.

4.0 IMPLEMENTATION

- 4.1 The Governing Board, after carrying out a survey of parents to determine their day care needs and an analysis of the data to determine the feasibility of such a service, may request that a school based day care service be established at their school.
- 4.2 After studying the request from the Governing Board, the Council of Commissioners will authorize the establishment of a school day care for the school year following the receipt of the request, if all conditions for implementation have been satisfied.

5.0 ROLE OF THE PRINCIPAL

- 5.1 The principal is responsible for the implementation and operation of the school day care in accordance with school board policy and procedures.
- 5.2 The principal assures that the laws and regulations governing the school day care are respected.
- 5.3 The principal consults the Governing Board on the organization of the school day care services.
- 5.4 The principal assigns a room to the day care service and, where necessary, allows access to other rooms and equipment, such as: gym, classroom, and library.
- 5.5 The principal approves the program of activities of the day-care service.

- 5.6 If the governing board is in favour of establishing a childcare parents committee, the principal convenes parents who are users of the service for the purposes of electing 3 to 5 parents to the committee.
- 5.7 The Principal is responsible for the hiring of the day care personnel.

6.0 ROLE OF SCHOOL DAY CARE CONSULTATIVE COMMITTEE

- 6.1 The governing board may form a childcare parents' committee composed of the person responsible for the daycare and of 3 to 5 parents elected by and among the parents of children attending that service. The committee may make any representation or recommendation to the principal, governing board or school board on all aspects of the life of children in childcare.
- 6.2 The committee advises and assists the principal in the organization and operation of the service, in particular, in the elaboration of the activities program, and emergency procedures.
- 6.3 The committee promotes the service among the parents of children attending the school where the service is offered.

7.0 MANAGEMENT OF THE SCHOOL DAY CARE

- 7.1 The person responsible for the day care must keep accurate registration and attendance records for each child as prescribed by the Regulation respecting childcare services provided at school.
- 7.2 During registration of a child in the childcare service of a school, the principal shall ensure that the child's parent receives a document in which the rules of operation of the services are clearly established, particularly those related to the days and hours the service is open and to the costs and terms of payment.
- 7.3 The number of children per childcare staff member in a childcare service provided at school shall not exceed 20 children present.
- 7.4 School daycare is provided on a not-for-profit basis and must be self-financing. To this end, there are two sources of funding: government allowances, as determined by the annual budgetary rules, and the financial contribution of parents who use the daycare.
- 7.5 Records of revenues and expenses must be kept by the person responsible for the school day care in accordance with the School Board policies and regulations.
- 7.6 All expenses must be charged to the parents of the children attending school day care. Excluded from these expenses are: supervision, use of facilities, use of equipment which belongs to the school and general maintenance.
- 7.7 As established by government regulations, the financial contribution of the parents of "regular" day care users cannot exceed the amount set by regulation:
 - 7.7.1 For regular school days, this contribution is charged for services not to exceed a five hours of day care, including the after school homework period;
 - 7.7.2 For pedagogical days, this contribution is charged for services not to exceed ten hours of day care per day;
 - 7.7.3 This contribution excludes food/snacks and activities that engender additional costs.
 - 7.7.4 Regular users who are absent from day care are responsible for full fee payment for at least the first five consecutive days of absence.
- 7.8 Additional charges to parents for supplementary services, if any, must be reasonable and represent the real costs of these services.

- 7.9 Sporadic users of the day care will be charged a fee as determined by the school's Governing Board.
- 7.9.1 Sporadic users of the day care will be issued tax receipts for Provincial and Federal Income Tax.
- 7.10 Regular users of the day care will be issued tax receipts for Federal Income Tax only.

8.0 PERSONNEL

The engagement of personnel is subject to the hiring policies of the Sir Wilfrid Laurier School Board, the applicable Collective Agreement and the Ministère de l'Éducation, du Loisir et du Sport (MELS) Regulations.

- 8.1 The person responsible for the day care and the day care attendants are employees of the School Board. Remuneration is in accordance with the prevailing scale for this category of employment.
- 8.2 The working conditions of the school day care employees are determined by the School Board in accordance with its policy for School Board support staff.
- 8.3 The school day care will be under the daily supervision of a person responsible for day care operations.
- 8.4 Childcare staff members must hold a document dating back to no more than three years, attesting that the person has successfully completed:
- 8.4.1 A general first-aid course lasting at least eight hours; or
- 8.4.2 A refresher course lasting at least six hours intended to update the knowledge acquired in the course mentioned in 8.4.1.
- 8.4.3 Criminal background check.

9.0 REVIEW

- 9.1 The policy is subject to review when deemed necessary.

10.0 APPLICATION

- 10.1 This policy will come into effect upon adoption by the Council of Commissioners.