



Policy no. 1999-ED-01:	School Daycare Services
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Origin:	Educational Services	
Responsible:	School Affairs and School Organization	

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

INTRODUCTION

The Sir Wilfrid Laurier School Board recognizes its responsibility and its role in organizing and managing school daycare services at the elementary level.

This policy seeks to facilitate the management of school daycare services by clearly defining the school board's approach in this respect and to ensure more standardized daycare management and operating procedures throughout the school board's elementary schools.

1.0 DEFINITION

For the purpose of this policy, school daycare services are services that are subsidized and governed by regulation, by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES).

2.0 GUIDING PRINCIPLES

- 2.1 School daycare services contribute to the school's educational mission.
- 2.2 Schools provide quality school daycare services to children legally enrolled at the preschool and elementary levels.
- 2.3 Daycares implement programs that will contribute to the child's development.
- 2.4 The daycare's program of activities is focused on play and recreational projects that support the child's overall development.
- 2.5 The daycare personnel shall support the professional development of personnel in line with the needs of children and the realities of the school's community.

3.0 GUIDELINES

- 3.1 The school board supports the implementation of quality school daycare services in each of its elementary schools where the service is requested by the Governing Board.
- 3.2 The Sir Wilfrid Laurier School Board shall provide the service in accordance with:
 - The *Education Act*;
 - The *Regulation respecting childcare services provided at school*;
 - The *School Daycare Services Information Document* published by the Ministère de l'Éducation et l'Enseignement supérieur (MEES);
 - The budgetary rules for school boards for the school year in progress;
 - The collective agreement in effect and the classification plan of the CPNCA (Management Negotiating Committee for English-language School Boards).
- 3.3 The school daycare 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*.
- 3.4 School daycare services are offered each day of the school year dedicated to educational services, outside the regular hours of class. The fee is determined by the MEES regulation.
- 3.5 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.

4.0 OPERATING PRINCIPLES

- 4.1 School daycare services are considered as services offered at the preschool and elementary levels and, as such, are governed by the policies, procedures and rules of operation of both the Sir Wilfrid Laurier School Board and the school.
- 4.2 The Sir Wilfrid Laurier School Board shall provide the use of its premises and facilities free of charge for the purpose of offering school daycare services. However, the school board may, from the daycare revenues, reserve a certain amount to defray administrative, maintenance and other unforeseen costs.
- 4.3 A school's daycare service serves students who are legally registered in the school's preschool or elementary school level. Exceptionally, students from another school or students with handicaps who are under an agreement may be considered, subject to availability of space.
- 4.4 A minimum of 15 students registered on a regular basis is required for a daycare to be eligible for a start-up allowance and for the school board to accept the Governing Board's request pursuant to section 4.1.
- 4.5 School daycare services must be offered during at least two of the three following periods:
 - 4.5.1 In the morning, before the start of classes, if applicable;
 - 4.5.2 During the lunch break;
 - 4.5.3 At the end of the day, after classes.

- 4.6 At the preschool and elementary school levels, a student shall be considered a regular user if he attends the daycare outside the regular school schedule for at least three days a week and at least two periods a day.
- 4.7 The definition of “regular user” does not prevent other students from attending the daycare on a sporadic basis, subject to availability of space.
- 4.8 School daycare services are provided five days a week, from Monday to Friday, every day of the school year during which students are expected to be in attendance.
- 4.9 When the number of students warrants it, school daycare services may be provided on pedagogical days and during spring break. In the event of a storm, the policy entitled *Suspension of classes and/or Emergency closure of establishment(s) during unusual and unpredictable circumstances or inclement weather* will apply.
- 4.10 Parents are responsible for providing transportation to and from the daycare.

5.0 IMPLEMENTATION

- 5.1 After conducting a survey with parents to determine their daycare needs, as well as a feasibility study, the Governing Board may request the establishment of a daycare service in their school.
- 5.2 After studying the Governing Board’s request, the Council of Commissioners shall authorize the establishment of a school daycare for the school year following receipt of the request, if all conditions for implementation have been met.
- 5.3 Subsidized by the MEES and parent contributions, a school daycare service must remain self-financed to continue operating. Should there be a significant financial loss, the principal will inform the Governing Board if a closure of service is necessary.

6.0 ROLE OF THE PRINCIPAL

- 6.1 The principal consults the Governing Board on implementing and organizing the school daycare services.
- 6.2 The principal is responsible for implementing and operating the school daycare in accordance with the school board’s policies, procedures and rules of operation.
- 6.3 The principal ensures that the MEES laws and regulations governing school daycare services are respected.
- 6.4 The principal assists the school’s daycare service in the preparation of programs of activities promoting the child’s overall development according to the educational project and the school’s success plan.
- 6.5 The principal approves the use of a room for the daycare service and, where necessary, allows access to other rooms and equipment, such as the gym, a classroom and the library.
- 6.6 The principal approves the program of activities of the daycare service.

- 6.7 If the Governing Board is in favour of establishing a daycare parents' committee, the principal convenes a meeting with parents who use the service for the purposes of electing three to five parents to the committee.
- 6.8 The principal is responsible for hiring the daycare personnel.

7.0 ROLE OF THE SCHOOL DAYCARE PARENTS' COMMITTEE

- 7.1 The Governing Board may form a daycare parents' committee comprised of the daycare technician and of three to five parents elected by and among the parents of students attending the daycare. The committee may make a representation or recommendation to the principal, the Governing Board or the school board on any aspect of the student's life in the daycare.
- 7.2 The committee advises and assists the principal in organizing and operating the daycare service and, in particular, in developing the program of activities and emergency procedures.
- 7.3 The committee promotes the school's daycare services among the parents of students attending the school.

8.0 MANAGING THE SCHOOL DAYCARE

- 8.1 School daycare services are under the supervision of the daycare technician or other responsible person. Accurate registration and attendance records for each student must be kept in accordance with the *Regulation respecting childcare services provided at school*.
- 8.2 When a student is registered in the school's daycare service, the principal shall ensure that the student's parents receives the Rules of Operation document that clearly defines all the daycare's rules and procedures, particularly those pertaining to the following matters: registration, attendance, hours of operation, fees, conditions of payment, reception, departure, orientations and values to be promoted, meals, snacks, health and safety measures, and homework period. In addition, the school's code of conduct will also apply to the school daycare users.
- 8.3 The number of students per employee member in a school daycare service shall not exceed 20 students present.
- 8.4 School daycare services are provided on a not-for-profit basis and must be self-financed with two sources of funding: government allowances, as determined by the annual budgetary rules, and the financial contribution of parents who use the daycare. The principal can decide, after taking the appropriate steps, to remove a student from the daycare services, if a parent is not paying his daycare fees.
- 8.5 Records of revenues and expenses must be kept by the daycare technician or other responsible person in accordance with the school board's policies and regulations.
- 8.6 All expenses must be charged to the parents of the students attending the school daycare. Excluded from these expenses are fees related to supervision, use of facilities, use of equipment belonging to the school, and general maintenance.
- 8.7 As established by government regulation, the financial contribution of parents of regular daycare users cannot exceed the amount set by regulation:

- 8.7.1 For regular school days, this contribution is charged for daycare services that must not exceed five hours per day, including the after-school homework period;
 - 8.7.2 For pedagogical days, this contribution is charged for daycare services that must not exceed ten hours per day;
 - 8.7.3 This contribution excludes additional costs, i.e., those related to food/snacks and activities;
 - 8.7.4 In the event of a regular user's extended absence for unforeseen circumstances, daycare services must be paid at the normal rate.
- 8.8 Additional fees charged to parents for supplementary services, if any, must be reasonable and represent the real costs of these services.
- 8.9 Sporadic users of the daycare shall be charged a fee as determined by the school's Governing Board.
- 8.9.1 Sporadic users of the daycare shall be issued provincial and federal income tax receipts.
- 8.10 Regular users of the daycare shall be issued federal income tax receipts only.

9.0 PERSONNEL

The hiring of employees is subject to the hiring policies of the Sir Wilfrid Laurier School Board, the applicable collective agreement and the regulations of the Ministère de l'Éducation et de l'Enseignement supérieur (MEES).

- 9.1 The daycare technician or other responsible person and the daycare educators are employees of the school board. Remuneration is in accordance with the scale in effect for employment categories.
- 9.2 The working conditions of the school daycare employees are determined by the school board in accordance with the collective agreement of support staff and the classification plan of the CPNCA.
- 9.3 Each daycare employee must hold a document dating back to no more than three years attesting that he has successfully completed:
 - 9.3.1 a general first-aid course lasting at least eight hours; or
 - 9.3.2 a refresher course lasting at least six hours intended to update the knowledge acquired in the above-mentioned first-aid course.
- 9.4 Since 2011, school daycare educators must hold an Attestation of Vocational Specialization (AVS) in daycare services.
- 9.5 Each daycare employee is also required to undergo a criminal background check conducted by the school board.

10.0 AMENDMENTS

- 10.1 This policy is subject to review when deemed necessary.

11.0 APPLICATION



11.1 This policy shall come into effect upon adoption by the Council of Commissioners.

