



Policy Manual - Schools

S.08 - Licensed Childcare (0-3.8), Licensed Before and After School, EarlyON Child and Family Centres

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

POLICY STATEMENT

It is the policy of the Hamilton-Wentworth Catholic District School Board (HWCD SB) that the use of space in all schools for the provision of child care programs shall operate in accordance with Board policies and procedures as well as the Ministry of Education. The operations of the child care partnership should enhance and respect the Board's Mission and Visions statement and strategic directions.

Purpose

The purpose of this policy is to affirm the HWCD SB's commitment to provide a faith based, safe and secure space in schools to qualified, licensed child care operators for the provision of child care programs (0-3.8), including EarlyON Child and Family Centre programs, and licensed child care operators offering before and after school programs as per legislative requirements.

The HWCD SB recognizes that child care programs provide a valuable and necessary service to families with children from the ages of birth to twelve (12) years.

Furthermore, the HWCD SB acknowledges that Board staff and child care staff are expected to work in partnership to ensure schools promote seamless, high quality programs for children in a faith based environment throughout the day.

To achieve this policy, the following apply:

1. The operation of all EarlyON Child and Family Centre programs and licensed child care before and after school programs shall be accommodated in licensed shared spaces within the school building as a seamless extension of the instructional day.
2. The Board may provide leased space for EarlyON Child and Family Centre programs and licensed child care before and after programs contingent upon long term availability of space.
3. Approved operators shall enter into agreements with the Board for the use of space and the provision of programs relevant to the type of child care program offered, i.e., licensed child care (0-3.8), before and after school program, and EarlyON.
4. Both parties shall have the right to terminate an agreement(s) subject to established terms.
5. The Board shall administer the selection, and renewal processes of all child care operators.

6. Operators of child care programs shall be incorporated, not-for-profit, and licensed under relevant Provincial and Municipal Acts and Regulations in accordance with the Board's operator selection process.
7. To support an integrated approach to the planning and delivery of all child care programs, the HWCDSB will consult with the following community partners to determine demand and program viability (section 4 of O. Reg. 221/22):
 - i) Service system manager(s) for the service area of the HWCDSB;
 - ii) Any First Nation, Metis, Inuit that has a tuition agreement with the HWCDSB;
 - iii) Operators of existing third-party programs selected by the HWCDSB (i.e., licensed child care programs and authorized recreation providers); and,
 - iv) Indigenous organizations that provide culturally appropriate programs and services to urban Indigenous communities.
8. Child care programs shall operate at no cost to the Board.
9. In schools where a licensed child care program (0-3.8) exists, the operator of the child care program may be given the opportunity to express their interest to operate a licensed before and after school program in that school.
10. In schools where a licensed before and after school program exists, the operator of the licensed before and after school program may be given the opportunity to express their interest in an EarlyON or a licensed child care program (0-3.8) in that school.
11. The Board shall establish a Child Care Operator Network under the direction and oversight of the Superintendent of Education of Early Years.
12. The Board shall provide facility and maintenance services for all licensed child care programs consistent with the standards of the Board.
13. The Board's Superintendent of Education of Early Years and the appropriate board personnel, in partnership with approved child care operators, shall ensure the implementation of operating procedures in accordance with Board policies and the Child Care Early Years Act (CCEYA) related to the following areas:
 - 13.1. Utilization of Space:
 - i) Processes and criteria for the appropriate assignment and usage of spaces specific to the needs of each child care program; and,
 - ii) Strategies to support an integrated and collaborative partnership between the Board and the child care staff.
 - 13.2. Health, Safety, and Security:
 - i) Health Matters, including but not limited to, Food Storage and Preparation, Safe Drinking Water, Illnesses, Life Threatening Allergies, Communicable Diseases, Administration of Medication, and Hygiene Routines;

- ii) Safety Matters, including but not limited to, Child Protection, Emergency and Crisis Response, Reporting and Documentation of Serious Occurrences of Violence and Critical Injuries, Inclement Weather, and School Closures; and,
- iii) Security Matters, including but not limited to, transition between child care program and school, school access, safe arrival and departure, and visitors.

13.3. Communication:

- i) Day to day operations of the child care program;
 - ii) Annual Parent Satisfaction Survey; and,
 - iii) Matters of concern and / or conflict.
14. Principals, school staff, child care operators / supervisors and their staff shall work as partners in the use of licensed shared space to provide seamless, high quality programs in a faith-based environment for children throughout the day.
15. Operators shall administer an annual parent satisfaction survey in February of each school year the results of which shall be communicated to the Superintendent of Education of Early Years, the Board of Directors, the child care site, and all parents of children registered in a child care program by March 31st of that year. Operators shall retain the annual parent satisfaction survey responses for three (3) years from the date of its administration. Parent survey responses are subject to audit by the Director of Education and the Superintendent of Education of Early Years.
16. The Board may, based on the results of the annual parent satisfaction survey, direct the Associate Director of Corporate Services or the Superintendent of Education of Early Years to initiate action items that require attention based on survey results. Should the issue not be resolved, the Director of Education may initiate a review process to recommend the termination of the lease/license in accordance with the lease/license agreement.
17. Schools and operators shall develop strategies to ensure a smooth transition between the school and child care programs.
18. For newly identified child care program locations, operators may submit an HWCDSB Expression of Interest Non-Profit Child Care Centre Operator.

Responsibilities

Director of Education, Associate Director of Corporate Services, Superintendent of Education of Early Years

Details of the responsibilities can be found in Appendix A of the procedures.

Definitions

1. Agreements:
- i) Partnership Agreement: An established set of guidelines between the operator and the HWCDSB that provides, general administrative and policy matters pertaining to the operator and all programs in the school(s). The operators must be in compliance with the Partnership Agreement. In the event that operators fail to comply, actions outlined in the lease/license agreement will be implemented.

- ii) Lease Agreement: A legal and binding contract between the Board as landlord and the operator as tenant, wherein the Board has leased certain premises in a school(s) to the operator for the purposes of operating a licensed child care program (0-3.8) in a dedicated, non-instructional space.
 - iii) License Agreement: A legal and binding contract between the Board as licensor and the approved operator as licensee, wherein the Board has licensed certain premises in a school(s) to the operator for the purposes of operating a licensed before and after school program.
2. Child Care Operator Network:
An established group of individuals comprised of all child care operators who provide child care programs to children from the ages of birth – 12 years in the schools of HWCDSB and board staff involved in child care operations. The purpose of this network is to share best practices, participate in professional development and liaise with Board staff. The Superintendent of Education of Early Years or his/her designate fulfills the role of chair for this network.
3. Child Care Programs:
A government regulated licensed child care program serving children from the ages of birth – 12 years, including EarlyON Child and Family Centre programs, and licensed before and after school programs, in compliance with regulations established by the Child Care and Early Years Act. Child care space is licensed or leased from the HWCDSB. The hours of operation, determined by the individual operator, requires Board approval. Operators may also provide child care programs during P.A. Days, Christmas Break, March Break and the summer as determined by the Board and the child care operator. Child care programs offered outside of the terms defined within the Board’s license and/or lease agreement(s) will be approved in accordance with the Board’s Community Use of Schools policy and procedures. Fees for child care programs are payable directly to the child care operator. Fee subsidies may be available through the Municipality of Children’s Services.
- i) EarlyON Child and Family Centre Programs: A purpose built space serving parents/guardians and children from the ages of birth – 5 years that offers programs that focus on active learning through exploration, play, and inquiry where children and families are valued as active participants and contributors. The program supports children in the preparation for school.
 - ii) Licensed Before and After School Program or School Aged Program: A child care program operating before and after the instructional school day that serves the needs of children from the ages of 5 – 12 years.
4. Renewal Process:
The process to extend the license or lease agreement for an additional term with the existing child care operator. The process to advance the request to extend the agreement is subject to the satisfaction that all board requirements have been met.

5. Selection Process:

The procedure to choose an operator for the delivery of a licensed child care program (0-3.8), EarlyON Family and childcare program or a licensed before and after school at a school. A Request for an Expression of Interest will be issued by the Board and the selection will be subject to the approval of the Board.

Regulations

Part IX.1 of the Education Act, Regulation 221/11 entitled “Extended Day and Third Party Programs”

Child Care Early Years Act (CCEYA), 2014

Related Policies

B.R.01 Community Use of School Facilities

B.F.01 Community Planning and Facility Partnerships

Related Board Committee: Committee of the Whole

Policy Review Date:

BM Original Policy Approved: May 1991

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To be reviewed every three years

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Procedures

The Hamilton-Wentworth Catholic District School Board (HWCDSD) is committed to building strong partnerships with child care operators to support schools, students, families, parishes and communities with the care of children from the ages of birth - 12 years.

In accordance with Ministry of Education directives, the HWCDSD will provide safe and secure space in all schools to qualified, licensed child care operators for the delivery of child care programs in a faith based environment.

The operating procedures outlined below will enable Principals, approved child care operators and staff to work as partners with schools, students, families, parishes and communities and will further support the implementation of the operating procedures developed and implemented by all approved child care operators under the oversight of the Superintendent of Education of Early Years.

Operating Procedures

1. Processes and Criteria for the Selection, and Renewal of Child Care Operators:
 - 1.1. Operator Selection Process: The operator selection process is used to choose an operator for the delivery of child care programs at a school as outlined in the two (2) options below:
 - i) Expression of Interest: If there is an existing operator at a school, the existing operator may be provided with the opportunity to submit an Expression of Interest to the Board for the implementation of a new child care program at the same school. The Board reserves the right to approve the proposal.
 - ii) Request for Proposal (RFP): If a new location is identified for a child care program and there is no existing operator, a request for proposal process will be initiated. The RFP process involves the issuance and award of a formal RFP for the purpose of selecting a child care operator. The components of the RFP process will include an evaluation criterion. Guided by the Superintendent of Education of Early Years, the Manager of Real Estate, Community Partnerships, and Transportation and the Manager of Procurement will evaluate RFP responses based on the evaluation criteria set out in the RFP and make a recommendation to the Board of Trustees for Approval. The successful operator will sign the applicable Operator and Lease and/or License Agreements.

2. Partnership Agreement between the Board and Approved Operator(s)

All Board approved operators shall enter into a Partnership Agreement intended to guide general administrative and policy matters pertaining to the operator and all child care programs operating in the schools of the Board. The Board and the approved Operator(s) will enter into a License and/or Lease Agreement, which addresses, among other things, the specific school locations and the facilities entitled to be used by the operator, the fees payable by the operator for the use of the premises (approved space), hours of use and other matters relating to the premises. The operator must be in compliance with the Partnership Agreement. A default under the Partnership Agreement or License and/or Lease Agreement by either party shall constitute a default hereunder and vice versa.

3. Space Requirements:

Under the Child Care Early Years Act (CCEYA) there are restrictions for the allocation of physical space for each type of child care program as follows:

- i) Early Years (Birth – 5 years; Purpose Built Child Care Centres) Dedicated, non-instructional rooms or spaces to be used by children from the ages of birth – 5 years are subject to Ministry requirements (CCEYA, 2014)
- ii) Licensed Before & After School Programs (4-12 years) Rooms or spaces to be used by children from the ages of 4 – 12 years are subject to Ministry requirements (CCEYA)

4. Room Allocations for Before & After School Programs

Schools play a key role in the support and growth of child care programs by providing a safe, regulated, quality environment for children immediately before and after regular school hours. Licensed before and after school programs must operate in space that has been licensed under the Child Care and Early Years Act (CCEYA) by the Ministry of Education's Child Care Quality Assurance Licensing Unit, and must be in the rooms or spaces used by the licensed age group during the instructional school day (i.e., Kindergarten classrooms for ages 4 and 5 years, and Primary/Junior classrooms for ages 6 – 12 years).

Responsibilities

1. Director of Education:
 - i) To oversee compliance with the Child Care: Licensed Child Care (0-3.8), Before and After School Programs and EarlyON policy.
2. Superintendents of Education:
 - i) To support the implementation of the Child Care: Licensed Childcare (0-3.8), Before and After School Programs and, EarlyON policy;
 - ii) To fulfill the requirements with regard to the reporting and program content for before and after school programs and consideration for their implementation;
 - iii) To ensure the provisions set out in the Education Act for the before and after school programs are being met; and,
 - iv) To support child care program initiatives in schools of the Board.
3. Superintendent of Education of Early Years:
 - i) To oversee the Board's processes for all child care operators including, but not limited to, the pre-approval, selection and renewal processes, as well as the annual parent satisfaction survey;
 - ii) To support and act as a resource to the Manager of Procurement, Manager of Real Estate, Community Partners and Transportation, and the Senior Manager of Facilities and Support Maintenance;
 - iii) To serve as the official representative of the Board on all child care matters;
 - iv) To conduct site visits on a regular basis;
 - v) To assist, when required, with conflict resolution processes between stakeholders (i.e.: parents, child care staff, and/or Board staff) involving child care matters;
 - vi) To ensure the establishment of a Child Care Operator Network and fulfill the role of Chair;
 - vii) To support Child Care Operator Networks and Local Child Care Board of Directors as required;
 - viii) To develop and implement, in partnership with approved child care operators, a partnership agreement;
 - ix) To ensure that operators administer a parent satisfaction survey on an annual basis;
 - x) To report to the Board, on an annual basis, a summary of each operator's parent satisfaction survey by location; and,
 - xi) To report to the Board an update on child care programs annually.
4. Manager of Procurement:
 - i) To assist and provide guidance in the issuance and award of the Request for Proposal (RFP) throughout the operator selection process. To assist and provide guidance in the issuance and award of the Expression of Interest process.

5. Manager of Real Estate, Community Partnerships, and Transportation:
 - i) To oversee the execution of partnership agreements, leases, and licenses as per Board policies and procedures on a cost-recovery basis; and,
 - ii) To attend regularly scheduled meetings with CMSM's and the coterminous board as well as the child care operators HWCDSB meetings.

6. Senior Manager of Facilities and Maintenance Services:
 - i) To oversee that facilities are maintained in accordance with the agreement between the Board and operator; and,
 - ii) To oversee the issuance of permits, where applicable, and collect fees as per Board policies and procedures.

7. Child Care Operators:
 - i) To abide by the contents of the Partnership Agreement and applicable license of lease prepared by the Board;
 - ii) To acknowledge that the operator's program is located in a Catholic school that is a part of the HWCDSB. The operator will not commit any act / omit to commit any act or otherwise do anything, which, in the opinion of the Board, is inconsistent with the Roman Catholic religion or faith;
 - iii) To support the Superintendent of Education of Early Years with the development of child care operating procedures;
 - iv) To implement all procedures within the partnership agreement;
 - v) To offer quality child care programs in keeping with the expectations, policies and procedures of the HWCDSB, the Ministry of Education and all relevant Provincial and Municipal legislation and regulations;
 - vi) To make every reasonable effort to support and provide child care programs in an accessible environment that are inclusive, respectful and responsive to the needs of children with differing abilities, through ongoing communication with Parents/Guardians, school administration and school staff;
 - vii) To administer a parent satisfaction survey on an annual basis and to keep parent survey responses for three (3) years from the date of its administration for the purpose(s) of audit by the Director of Education and the Superintendent of Education of Early Years;
 - viii) To communicate the results of the parent satisfaction survey to Superintendent of Education of Early Years, the Board of Directors, and the parents of children enrolled in the child care program;
 - ix) To ensure that all communication to parents or the public referencing the HWCDSB is approved by the Superintendent of Education of Early Years; and,
 - x) To initiate and support opportunities where the school and child care programs may partner on activities that enhance learning.

8. Principal:
 - i) To support the implementation of the licensed child care programs (0-3.8), licensed before and after school programs, and EarlyON programs policies;
 - ii) To provide guidance and leadership to operators relative to the policies and procedures of the school and board; and
 - iii) To maintain communication and facilitate collaboration between the school and the child care operator / staff.

9. Child Care Operator Network:

- i) To serve as a forum for professional development, resource sharing and networking; and,
- ii) To address issues and concerns related to, or emerging from the child care programs or schools/board in accordance with the center's or program's operating procedures.

10. Parents/Guardians:

- i) To share relevant and current information with the child care operator related to their child's learning, medical and social/emotional needs; and
- ii) To comply with board policies and procedures as well as the operating procedures and processes of the child care programs.