

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**

**BOARD POLICY / REGULATIONS**

**Board Policy Number:** 1.85

**Subject:** Child Care

**Effective Date:** (11) January 14, 1997; Revised (261) June 13, 2006

The Dufferin-Peel Catholic District School Board fully supports the operation of child care programs in Board facilities, provided the:

- Provision of space for child care programs does not displace students in need of classroom accommodation;
- Provision of space for child care programs does not interfere or conflict with the school's educational program space requirements;
- Board incurs no costs due to the operation of such programs;
- Programs are licensed under the *Day Nurseries Act*, R.S.O. 1990, as amended.

The Child Care Policy applies to all child care programs operating in Board facilities. The establishment and operation of any child care program which is not in accordance with this Policy will result in the immediate cancellation of all allocated space to the affected agency at that specific location and any other Board facility.

## **REGULATIONS**

### **1.85 CHILD CARE**

#### **PART 1: DESIGNATED CHILD CARE FACILITIES**

Part 1 applies to licensed child care programs which operate in designated child care facilities. Such programs will ordinarily accommodate children aged 0 - 5 years.

##### **1.1a Selection of Agencies to Establish Child Care Programs – Standard Practice**

At the Planning Department's request, the Purchasing Department will issue a Request For Proposal, the scope of which will include the establishment of all child care programs (including those for children aged 6 - 12 years) at specific locations having an available on-site designated child care facility.

The Elementary School Child Care Operator Selection Committee or the Secondary School Child Care Operator Selection Committee will evaluate all Request For Proposal submissions, and will recommend one agency to operate all child care programs at each location. Committee recommendations will be submitted by the Planning Department to the Board for approval. The Purchasing Department will notify all successful and unsuccessful applicants of the Board's decision.

This selection process is currently in effect for all designated child care facilities.

##### **1.1b Selection of Agencies to Establish Child Care Programs - Emergency Protocol**

This section of the Policy shall apply in situations where the Superintendent of Planning and Operations determines an emergency situation exists at a designated child care centre that necessitates the appointment of a child care agency and the undertaking of the selection process outlined in 1.1a of this Policy would result in a serious delay in providing and/or replacing service to the designated child care facility.

Once the Superintendent of Planning and Operations has determined that an emergency situation exists, the Planning Department shall appoint a service provider from among those that currently provide similar services in other Board facilities and whose statements of account with the Board are currently in good standing.

In enacting this section of the Child Care Policy, the Planning Department shall liaise with the Manager of Purchasing to ensure that the emergency purchasing provisions of the Board's Purchasing Policy are adhered to.

This Regulation is effective July 27, 2004, and applies to all child care agencies and programs, including new programs and those existing on this date.

#### 1.1c **Appointment of Agencies to Expand Existing Child Care Programs**

This section of the Policy shall apply in situations where a child care agency currently operates a school-aged child care program at a particular location for which they were previously appointed under Section 2.2a or 2.2b of this Policy and a designated child care facility is subsequently constructed at the same location.

Where the Board approves the establishment of a new designated child care facility at a location where school-ages child care programs are already in operation, it shall be deemed an expansion of the existing child care program and the existing child care agency shall be entitled to expand the existing child care program to include those age groups for which the new designated child care facility is intended to accommodate.

This Regulation is effective June 13, 2006, and applies to all child care agencies and programs, including new programs and those existing on this date.

#### 1.2 **Designation and Use of Space**

Use of a designated child care facility and associated fees to be charged shall be governed by a Child Care Facilities Lease. The Planning Department will negotiate and ensure the execution of all such leases, and will establish fee rates on an annual basis. A copy of the Lease will be maintained in the Board's fire-proof safe and a copy will be provided to the Board solicitor and the school principal for reference. This Regulation is currently in effect for all designated child care facilities.

Use of additional space outside a designated child care facility, other than occasional use which may be permitted by a Child Care Facilities Lease, is subject to the same policies and fees as for schools without a designated child care facility (see Part 2 of these Regulations).

#### 1.3 **Fees For Use Of Space**

Fees for the use of child care facilities shall be governed by a Child Care Facilities Lease. Additional Rental Rates shall be determined by the Planning Department based upon the amount of space utilized and the amount necessary to recover all costs to the Board, including, but not limited to, utilities, custodial and maintenance services, security and any associated taxes.

#### **1.4 Use of Furniture and Equipment**

All furniture and equipment to be used in a designated child care facility shall be subject to the terms and conditions set out in the Child Care Facilities Lease.

#### **1.5 Telephones**

Provision of telephone services for designated child care facilities shall be subject to the terms and conditions stipulated in the Child Care Facilities Lease.

### **PART 2: CHILD CARE PROGRAMS IN AREAS OTHER THAN DESIGNATED CHILD CARE FACILITIES**

Part 2 of these Regulations apply to the operation of child care programs in any area of a school other than a designated child care facility, with the exception of any occasional use which may be permitted under a Child Care Facilities Lease. These programs will usually accommodate school-aged children aged 6 - 12 years.

#### **2.1 Pre-Qualification of Agencies to Establish School- Aged Child Care Programs**

The Planning Department will direct the Purchasing Department to issue a Request For Proposal every three years. The scope of the Request For Proposal will include establishment, during the next three years, of licensed school-aged child care programs at locations without a designated child care facility and those with no child care agency already providing similar services.

The Elementary School Child Care Operator Selection Committee will evaluate all Request For Proposal submissions. Those applicants deemed acceptable, in the opinion of the Committee, will be recommended to the Board for placement on a pre-qualification list. The Purchasing Department will notify all successful and unsuccessful applicants of the Board's decision.

This Regulation applies to all programs which are newly established in space outside of a designated child care facility on or after March 1, 1997.

#### **2.2a Selection of Agencies to Establish School-Aged Child Care Programs- Standard Practice**

The principal, in consultation with the School Advisory Council, will identify the need for school-aged child care programs to be established, and will request that the Planning Department identify those agencies on the current pre-qualification list.

In consultation with the School Advisory Council representative(s), the principal will select one agency from the pre-qualification list to establish all licensed child care programs at that site. At the discretion of the Manager of Purchasing, the selection process **may** include interviewing some or all of the agencies. Planning and Purchasing Department representatives will participate in this process in an advisory capacity.

Upon choosing an agency, the principal will advise the Planning Department. The Planning Department will then notify the successful agency.

This Regulation applies to all licensed programs established in space outside of a designated child care facility on or after March 1, 1997. Operators of programs already in operation prior to this date are deemed to be the selected on-site operator until such time as there is a clear interruption in service. (Note: School breaks, as defined in Section 2.4 of these Regulations, shall not be considered an interruption in service.)

**2.2b Selection of Agencies to Establish School-Aged Child Care Programs – Emergency Protocol:**

This section of the Policy shall apply in situations where the Superintendent of Planning and Operations determines that an emergency situation exists at a school-aged child care program location that necessitates the appointment of a child care agency and the undertaking of the selection process outlined in 2.2a of this Policy would result in a serious delay in providing and/or replacing the child care services.

Once the Superintendent of Planning and Operations has determined an emergency situation exists, the Planning Department shall appoint a child care agency from among those that have been pre-qualified under Section 2.1 of this Policy and whose statements of account with the Board are currently in good standing.

In enacting this section of the Child Care policy, the Planning Department shall liaise with the Manager of Purchasing to ensure that the emergency purchasing provisions of the Board's Purchasing Policy are adhered to.

This Regulation is effective July 27, 2004, and applies to all child care agencies and programs, including new programs and those existing on this date.

**2.3 Use of Space: School Days and Professional Development Days**

Use of space outside of designated child care facilities to accommodate child care programs on schools days and dates designated by the Board as Professional Development Days shall be governed by issue of a Permit.

In late spring/early summer, the Planning Department shall provide to the Permit Department a list of locations where school-aged child care programs are proposed to operate the following year. The Permits Department may then issue a Permit based on the list provided. Each Permit will specify the dates and times that space may be used and will specify the school principal shall have the authority to designate the specific space to be used. Issue of a Permit for a particular location in any given year does not guarantee that a Permit will be issued in subsequent years.

Use of any space not specified on a Permit or during hours or on dates not specified on a Permit is prohibited.

This Regulation, as amended, takes effect June 13, 2006 and applies to all new and existing child care programs that are subject to the Child Care Policy.

#### **2.4 Use of Space: School Breaks**

Child care agencies may apply to the Permit Department to use space outside of a designated child care facility during school breaks. Only locations with designated child care facilities shall be considered for use during these times. Written requests must be received at least 60 days prior to the effective date, and a non-refundable deposit equal to the minimum cost recovery fee specified in Section 2.5(ii) of these Regulations must accompany all such requests. The cost recovery fee balance is payable in full upon issue of a Permit.

School breaks are defined as Saturdays, Sundays, Christmas Break, Spring/March Break, statutory holidays, Easter Monday, and any other day that schools may be legislated by any governing body to be closed.

Requests will be considered subject to the availability of space and custodial staff, provided access to such space does not interfere with any scheduled grounds and facilities maintenance or renovation. The Permits Department shall consult with the school principal prior to issuing a response to the application.

If approved, the issued Permit shall state what space may be used, as well as the times and dates such use may occur. Use of any space not designated on a Permit, or during hours or on dates not specified on a Permit, is prohibited.

Cancellation of a request must be received no less than two weeks prior to the effective date, or shall be subject to payment of 100% of the cost recovery fees.

This Regulation, as amended, takes effect June 13, 2006 and applies to all new and existing child care programs that are subject to the Child Care Policy.

**2.5 Cost Recovery Fees For Use Of Space:**

The annual Additional Rental Rate established by the Planning Department for designated child care facilities shall form the basis for determining the annual cost recovery fees to be levied for the operation of child care programs in areas outside of designated child care facilities.

Billing for the use of space under Section 2.5 of these Regulations shall be administered by the Permit Department.

This Regulation, as amended, takes effect June 13, 2006 and applies to all new and existing child care programs that are subject to the Child Care Policy.

**(i) Cost Recovery Fees for Use on School Days and Professional Development Days**

The cost recovery fee for use of space on school days and professional development days shall be calculated based on the assumption that 750 square feet of space is used in each case. Total use of a school space shall be considered to be during hours of 7:00 a.m. to 6:00 p.m., with the proportionate use for child care established at four hours daily, or 36% of the total daily use.

The Formula for determining the annual cost recovery fee for each location used on school days and professional development days shall be as follows:

$$(\text{Add. Rental Rate} \times 750 \text{ sq. ft.} \times 36\%) = \text{Annual Cost Recovery Fee}$$

Cost recovery fees for use of space on school days and professional development days are payable in full upon issue of a Permit.

**(ii) Cost Recovery Fees for Use During School Breaks**

The cost recovery fee during school breaks (Christmas Break, March Break and Summer Break) shall be calculated based on the actual amount of space used. Total use of school space shall be considered to be during the hours of 7:00 a.m. to 6:00 p.m., with the proportionate use for child care to be established as the actual percentage of time the space is used between those hours.

In applying these factors, the formula for determining the daily cost recovery fee for each location used during school breaks shall be as follows:

$$(\text{Add. Rental Rate} \times \text{total sq. ft.} \times \% \text{ of use}) / 200 \text{ days} = \text{Daily Cost Recovery Fee}$$

The minimum cost recovery fee to be levied for each separate school break period request shall be either the amount determined by the above calculation or an amount established annually per location, whichever is less. Each separate school break period is defined as (i) Christmas Break; (ii) March Break; and (iii) Summer Break. The minimum amount established annually shall be equal to the cost recovery fee usually levied for the full-time use of three regular classrooms for one week.

A non-refundable deposit equal to the minimum cost recovery fee specified in Section 2.5(ii) of these Regulations must accompany all requests for the use of space during school breaks. The cost recovery fee balance is payable in full upon issue of a Permit.

Cancellation of a request must be received no less than two weeks prior to the effective date, or shall be subject to payment of 100% of the cost recovery fees.

## **2.6 Use of Board Furniture and Equipment**

Child care agency requests to use furniture and equipment owned by the Board shall be subject to the principal's approval. Use of any furniture and equipment owed by the Board that has not been approved for use by the principal is prohibited.

This Regulation, as amended, takes effect on September 1, 1998, and applies to all child care programs, including new programs and those existing on this date, that operate in space outside of a designated child care program.

## **2.7 Telephones**

Any agency operating child care programs in areas outside of a designated child care facility is required to maintain an on-site telephone line at all times which is separate from the school's regular telephone line. All installation and ongoing services fees shall be borne by the child care agency.

The on-site telephone number shall be available to patrons of the agency's program, including, but not limited to, parents and the Dufferin-Peel Catholic District School Board. The telephone line shall be fully operational and accessible at all times.

Child care agencies shall not access the school's regular telephone except in the case of an absolute emergency.

This Regulation is effective July 1, 1997, and applies to all child care programs, including new programs and those existing on this date, that operate in space outside of a designated child care program.

**PART 3: DISTRIBUTION OF CHILD CARE LITERATURE**

No child care agency, either operating in a designated child care facility or in space outside a designated child care facility, shall use the Board's internal courier service to distribute literature without the prior written approval of the Superintendent of Planning and Development or his/her designate.

This Regulation, as amended, takes effect September 1, 1998, and applies to all child care agencies and programs, including new programs and those existing on this date.

**PART 4: LIABILITY INSURANCE**

All agencies operating child care programs in Board facilities are required to maintain liability insurance at all times. The Board shall be named as co-insured on all such policies.

Liability insurance requirements for occupants of designated child care facilities shall be dictated by the Child Care Facilities Lease.

Agencies occupying space outside of designated child care facilities are required to maintain the same liability insurance coverage as that specified in the most recently executed Child Care Facilities Lease.

This Regulation is effective March 1, 1997, and applies to all child care agencies and programs, including new programs and those existing on this date.

**PART 5: MISCELLANEOUS/ADMINISTRATIVE FEES**

A miscellaneous/administrative fee will be established and levied annually. This fee is to enable the Board to recover costs related to the operation of child care programs in areas outside of designated child care facilities, such as depreciation/replacement of equipment, and administrative staffing costs.

Payment of the miscellaneous/administrative fee is due once annually upon issue of a Permit. Billing of this fee shall be administered by the Permit Department.

This Regulation, as amended, takes effect June 13, 2006 and applies to all child care agencies and programs, including new programs and those existing on this date.