



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

NOTE: *In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.*

INTRODUCTION

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

This policy seeks to facilitate the management of school daycares 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, a school daycare is a daycare that is subsidized and governed by regulation by the Ministère de l'Éducation (MEQ).

2.0 ESTABLISHING A SCHOOL DAYCARE

- 2.1 After completing a survey with parents to determine their daycare needs and conducting a feasibility study, the Governing Board may request the establishment of a daycare in their school.
- 2.2 After studying the Governing Board's request and if all conditions for implementation have been met, the School Board shall authorize the establishment of a school daycare for the school year that follows receipt of the request. A minimum of 15 students registered on a regular basis is required for a daycare to be eligible for a start-up allowance.
- 2.3 Subsidized by the MEQ and parent contributions, a school daycare must remain self-financed to continue operating. Should there be a significant financial loss, the principal will inform the Governing Board of the necessity to close the daycare.

3.0 GUIDING PRINCIPLES

- 3.1 School daycare services are aligned with the school's educational project.
- 3.2 Schools provide quality school daycare services to preschool and elementary school students enrolled with our school board.
- 3.3 A school daycare implements programs of activities focused on play and recreational projects that support the child's overall development.
- 3.4 Professional development is provided to daycare personnel to ensure they are equipped to meet the needs of children and the realities of the school's community.

4.0 GUIDELINES

- 4.1 The Sir Wilfrid Laurier School Board shall provide the services in accordance with:
 - *The Education Act*;
 - *The Regulation respecting childcare services provided at school*;
 - The budget 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).
- 4.2 A school daycare is 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*.
- 4.3 School daycare services are offered each day from Monday to Friday of the school year dedicated to educational services, outside the regular hours of class. Fees are determined in accordance with the applicable regulations.
- 4.4 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.

5.0 OPERATING PRINCIPLES

- 5.1 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.
- 5.2 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 unforeseen costs.
- 5.3 A school's daycare serves students who are legally registered at the school's preschool or elementary school level. Exceptionally, students from another school or students with special needs who are under an agreement may be considered, subject to availability of space.

- 5.4 School daycare services must be offered during at least two of the three following periods:
 - 5.4.1 In the morning, before the start of classes, if there is sufficient demand;
 - 5.4.2 During the lunchtime period;
 - 5.4.3 At the end of the day, after classes.
- 5.5 At the preschool and elementary school levels, a student shall be considered a regular user if they attend the daycare outside the regular school schedule each week for at least one day a week and for at least two periods a day.
- 5.6 School daycare services may be provided to non-regular users attending the daycare on an occasional basis, subject to availability of resources.
- 5.7 School daycare services are offered each day from Monday to Friday of the school year dedicated to educational services, outside the regular hours of class.
- 5.8 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* shall apply.
- 5.9 Parents are responsible for providing transportation to and from the school daycare.

6.0 ROLE OF THE PRINCIPAL

- 6.1 The principal consults the Governing Board on implementing and organizing the school daycare.
- 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 MEQ laws and regulations governing school daycares are respected.
- 6.4 The principal assists the personnel of the school's daycare 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 school daycare 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 school daycare.
- 6.7 If the school daycare is so provided, the Governing Board shall, at the request of parents, form a daycare parents' committee that is composed of the daycare provider, the principal or their representative and three to five parents elected by and among the parents of students attending the daycare.
- 6.8 The principal is responsible for hiring the school daycare personnel.

7.0 ROLE OF THE DAYCARE PARENTS' COMMITTEE

- 7.1 At the request of parents, the Governing Board shall form a daycare parents' committee comprised of the daycare technician and three to five parents elected by and among the parents of students attending the school daycare. The committee may make recommendations to the principal, the Governing Board and the school board regarding daycare services, including the financial contributions required for those services.
- 7.2 The committee advises and assists the principal in organizing and operating the school daycare and, in particular, in developing the program of activities and emergency procedures.
- 7.3 The committee promotes the school's daycare among the parents of students attending the school.

8.0 MANAGING THE SCHOOL DAYCARE

- 8.1 The school daycare is 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, the principal shall ensure that the student's parents receive the Rules and Regulations 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, arrival, 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 staff member in a school daycare shall not exceed 20 students present. Only staff members present with the students can be counted in the ratio.
- 8.4 The school daycare is 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 school daycare if a parent is not paying their 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 and the *Regulation respecting childcare services provided at school*;
- 8.6 School daycare fees must be charged to the parents of the students attending the school daycare. The use of facilities, the use of equipment belonging to the school and general maintenance are excluded from these fees.
- 8.7 The financial contribution of parents of regular daycare users cannot exceed the amount set by the MEQ budget rules:
 - 8.7.1 For regular school days, this contribution is charged for school 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 school 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, school 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 Non-regular users of the school daycare shall be charged a fee as determined by the school's Governing Board.
 - 8.9.1 Non-regular users of the school daycare shall be issued provincial and federal income tax receipts.
- 8.10 Regular users of the school 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 (MEQ).

- 9.1 The daycare technician or other responsible person and the school 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 school daycare employee must hold a document dating back to no more than three years attesting that they have successfully completed:
 - 9.3.1 a general first-aid course of at least eight hours that includes "La Gestion des réactions allergiques sévères" training; or
 - 9.3.2 a refresher course of at least six hours aimed at updating the knowledge acquired in the above-mentioned first-aid course that includes "La Gestion des réactions allergiques sévères" training.
- 9.4 A Skills Training Certificate (STC) in the School Daycare Educator program (or any other training deemed as appropriate) is the minimal requirement to be hired as a school daycare educator.
- 9.5 Each school 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.