

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Before and After School Childcare Services	CODE: EG
LEGAL STATUS: Board Motion #10.12	DATE APPROVED: 9 Jan 12

Background: Children benefit from childcare services that are as seamless as possible. Services to children that help to limit the number of transitions in a day, especially for young children, may reduce child and family stress and improve the quality of family life. Access to quality childcare enhances the development of children. The Board supports initiatives that influence positive family life.

POLICY: **The Board of Education supports the provision of before and after school childcare services by nonprofit organizations in the school communities where desired and feasible.**

- Guidelines:**
1. The provision of before and after school childcares services in the school will be in partnership with non-profit organizations only.
 2. Services will be limited to students who attend the school.
 3. Before and after school childcare services may be offered only on regular school days, not during non-student contact days or on noon-dismissal days.
 4. The service providers will be responsible for the wellbeing of the children in their care during their hours of operation including the arrival in the morning and the departure at the end of the day.
 5. The principal and the non-profit organization providing before and after school childcare services will renew an agreement on an annual basis, no later than the last working day of June for the following school year. See Appendix A for Sample Agreement.
 6. The Board reserves the right to terminate an agreement with a non-profit organization providing before and after school childcare services by giving three months' notice.

- Procedures:**
1. Non-profit organizations wanting to provide before and after school childcare services in a school community are to contact the principal of the school.
 2. The principal will assess the feasibility of the proposal and make a recommendation to the Director of Education or designate. The proposal will be given final approval by the Board of Education.
 3. The principal will determine the area(s) of the school that may be accessed by the before and after school childcare services providers.
 4. The principal will establish expectations for acceptable student behavior

in their building during the before and after school program.

5. The non-profit organization will be responsible for all costs including materials and supplies used in providing childcare services and shall be responsible for damages beyond regular wear and tear.
6. Management of the program including finances, registration and acceptance policies and procedures, will be the sole responsibility of the non-profit organization.
7. The childcare services providers will be responsible for maintaining cleanliness of the areas used for services. They will be responsible for any additional caretaking costs if incurred.
8. No additions or attachments to the facility will be permitted.
9. The childcare services providers will be responsible for maintaining the security of the building and will be responsible for any financial costs incurred related to security.
10. Serious issues arising will be reported directly to the Director of the non-profit organization.

Sample Agreement

An agreement with a non-profit organization and a school for the provision of before and after school childcare services

Dated _____

Between:

Name of the School

Address

(called “School”)

and

Non-profit organization

Address

(called “Childcare Provider”)

- A. The Childcare Provider wishes to provide before and after school childcare services to the students who attend the school.
- B. The School is prepared to provide a space in the facility to accommodate the before and after school childcare services on an annual basis.
- C. The terms and conditions of this agreement will be reviewed annually, before the end of June for the following school year.

TERMS AND CONDITIONS

Section 1 – Access to specified space within the School.

- 1.1 The Childcare Provider will have access to specify area(s) from specify time in the morning to specify time at the end of the day on the days that students are attending school based on the school year calendar.

Section 2 – Use and care of facility

- 2.1 The Childcare Provider will be responsible for all materials and supplies used in the provision of services. Any School equipment use permitted will be with the understanding that any damaged equipment beyond regular wear and tear will be replaced with like equipment by the Childcare Provider.
- 2.2 The procedures for maintaining security of the building include the following:
Itemize (include access to a key (who is responsible), alarm procedures (if applicable)).

If the Childcare Provider loses or misplaces the keys provided they shall cover the cost of changing the locks to the School.

- 2.3 Costs incurred due to breach of security by the Childcare Provider will be the responsibility of the Childcare Provider.
- 2.4 The Childcare Provider will maintain the cleanliness of the facility including but not limited to the following:
Itemize expectations for clean-up in the morning and at the end of the day.

Section 3 – Operations

- 3.1 The Childcare Provider Staff will be responsible for the care and wellbeing of children in the morning from the time they arrive in to the time that they are dismissed for supervision by the School Staff. They will be responsible for the care and wellbeing of the children immediately after school to the time when they are picked up by parents/guardians at the end of the day.
- 3.2 The Childcare Provider will maintain comprehensive general liability insurance indemnifying and protecting the Childcare Provider and the School in an amount not less than \$2,000,000.00.

Section 4 – Authorization

4.1 This agreement is in effect from August ____, _____ to June 30, _____.

Signed by the authorized officers of the School/School Division this _____ day of _____, _____.

Name of Principal

PRINCIPAL, Name of School

Per: _____

Name of Director or designate

DIRECTOR or designate, PRINCE ALBERT ROMAN CATHOLIC SCHOOL DIVISION #6

Per: _____

Signed by the authorized officer of the Childcare Provider this _____ day of _____, _____.

Name of Director

Director, Name of Non-profit Organization

Per: _____

Per: _____