



<b>IDENTIFICATION CODE</b>
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<b>POL12-023</b>
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**TITLE : SCHOOL DAY CARE POLICY**

<b>ENFORCEMENT DATE</b>	<b>REQUIRED AUTHORIZATION</b>	<b>RESPONSIBLE FOR FOLLOW-UP</b>
March 19, 2012	Administrator	Director of Administrative Services

**INFORMATION PAGE**

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<b>ADOPTION</b>	March 19, 2012	Ordinance 12-023
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## **1.0 DEFINITION**

- 1.1 School day care is a service provided by the school board to children legally enrolled at the pre-school and elementary levels.
- 1.2 School day care is understood by this policy to be a service which is subsidized and governed by the regulations of the Ministère de l'Éducation, du Loisir et du Sport (MELS).

## **2.0 GUIDING PRINCIPLES**

- 2.1 The school board favours the implementation of quality school day care services in each of its elementary schools where the service is requested by the Governing Board.
- 2.2 The Commission scolaire du Littoral will provide the service in compliance with:
  - The Education Act;
  - The Regulation respecting childcare services provided at school;
  - The information document from the Ministère de l'Éducation, du Loisir et du Sport (MELS) on School Daycare Services;
  - The budgetary rules for school boards for the school year in progress.
- 2.3 The school day care is an extension of services to students outside the regular hours of class and is offered to parents throughout the school year. The fee is fixed by government regulation.
- 2.4 The school day care 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.
- 2.5 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.

## **3.0 OPERATING PRINCIPLES**

- 3.1 The school day care is considered to be a service offered at the pre-school and elementary levels and, as such, falls under the Commission scolaire du Littoral policies and procedures as well as the school's policies and procedures.
- 3.2 The Commission scolaire du Littoral shall provide free of charge the use of its premises and facilities for the purpose of carrying out the school day care. However, the School Board may, from the global daycare revenues, reserve a certain amount in order to defray administrative, maintenance and other unforeseen costs.
- 3.3 Only children legally registered in the pre-school and elementary levels in the school offering school day-care service are eligible. Exceptionally, other special cases may be considered and subject to the availability of space.

- 3.4 A minimum of 15 children registered on a regular basis is required for a daycare to be eligible for the start-up allowance and for the school board to accept the request of the Governing Board as per 2.1.
- 3.5 In-school day care service must be offered during at least two of the three following periods:
  - 3.5.1 In the morning, before the start of classes, if applicable;
  - 3.5.2 At lunch-time, at the conclusion of classes and until the resumption of classes at the end of the lunch period;
  - 3.5.3 After school, at least until 17:00. A portion of this time must be devoted to school work / homework.
- 3.6 At the pre-school and elementary school level, a child will be considered a “regular” user if he/she participates in the day care over and above the regular school schedule for at least three days per week and for, at least two periods per day (before school, if applicable; lunch hour; after school).
- 3.7 The definition of a “regular” day care child does not exclude other students from attending on a “sporadic” basis, subject to the availability of space
- 3.8 The school day care is provided over a five-day period, from Monday to Friday, every day of the school year when children are expected to be in attendance.
- 3.9 The school day care may be provided on professional days and when numbers warrant.
- 3.10 Transportation is the responsibility of the parent.

#### **4.0 IMPLEMENTATION**

- 4.1 The Governing Board, after carrying out a survey of parents to determine their day care needs and an analysis of the data to determine the feasibility of such a service, may request that a school based day care service be established at their school.
- 4.2 After studying the request from the Governing Board, the Council of Commissioners will authorize the establishment of a school day care for the school year following the receipt of the request, if all conditions for implementation have been satisfied.

#### **5.0 SCHOOL PRINCIPAL**

The school principal is responsible for the setting up and operation of a school daycare service. He or she is therefore ultimately responsible for the school daycare service. He or she must ensure a sound management of the human, financial and material resources, while complying with the laws in force and the management policies of the School Board. If the governing board is in favour of establishing a childcare parents committee, the principal convenes parents who are users of the service for the purposes of electing 3 to 5 parents to the committee.

#### 5.1 Human resources management

- a) Take into account the ratio in force.
- b) Participate in the selection of school daycare staff.
- c) The principal approves the program of activities of the day-care service.
- d) Ensure the management of school daycare staff.
- e) See to the organization of professional development activities for the school daycare staff.

#### 5.2 Management of financial and material resources

- a) Prepare the annual budget of the school daycare service and submit it to the governing board for approval.
- b) Administer the budget of the school daycare service and render an account thereof to the governing board.
- c) Complete the application for MELS funding and forward it to the School Board (September).
- d) Notify the School Board of any change in the fees.
- e) The principal assigns a room to the day care service and, where necessary, allows access to other rooms and equipment, such as: gym, classroom, and library.
- f) After consulting with the governing board, inform the School Board of the needs in terms of human resources, goods and services and premises.

### **6.0 ROLE OF SCHOOL DAY CARE CONSULTATIVE COMMITTEE**

- 6.1 The governing board may form a childcare parents' committee composed of the person responsible for the daycare and of 3 to 5 parents elected by and among the parents of children attending that service. The committee may make any representation or recommendation to the principal, governing board or school board on all aspects of the life of children in childcare.
- 6.2 The committee advises and assists the principal in the organization and operation of the service, in particular, in the elaboration of the activities program, and emergency procedures..
- 6.3 The committee promotes the service among the parents of children attending the school where the service is offered.

### **7.0 MANAGEMENT OF THE SCHOOL DAY CARE**

- 7.1 The person responsible for the day care must keep accurate registration and attendance records for each child as prescribed by the Regulation respecting childcare services provided at school.
- 7.2 During registration of a child in the childcare service of a school, the principal shall ensure that the child's parent receives a document in which the rules of operation of the services are clearly established, particularly those related to the days and hours the service is open and to the costs and terms of payment.

- 7.3 The number of children per childcare staff member in a childcare service provided at school shall not exceed 20 children present.
- 7.4 School daycare is provided on a not-for-profit basis and must be self-financing. To this end, there are two sources of funding: government allowances, as determined by the annual budgetary rules, and the financial contribution of parents who use the daycare.
- 7.5 Records of revenues and expenses must be kept by the person responsible for the school day care in accordance with the School Board policies and regulations.
- 7.6 All expenses must be charged to the parents of the children attending school day care. Excluded from these expenses are: supervision, use of facilities, use of equipment which belongs to the school and general maintenance.
- 7.7 As established by government regulations, the financial contribution of the parents of “regular” day care users cannot exceed the amount set by regulation:
  - 7.7.1 For regular school days, this contribution is charged for services not to exceed a five hours of day care, including the after school homework period;
  - 7.7.2 For pedagogical days, this contribution is charged for services not to exceed ten hours of day care per day;
  - 7.7.3 This contribution excludes food/snacks and activities that engender additional costs.
  - 7.7.4 Regular users who are absent from day care are responsible for full fee payment for at least the first five consecutive days of absence.
- 7.8 Additional charges to parents for supplementary services, if any, must be reasonable and represent the real costs of these services.
- 7.9 Sporadic users of the day care will be charged a fee as determined by the school’s Governing Board.
  - 7.9.1 Sporadic users of the day care will be issued tax receipts for Provincial and Federal Income Tax.
- 7.10 Regular users of the day care will be issued tax receipts for Federal Income Tax only.

## **8.0 PERSONNEL**

The engagement of personnel is subject to the hiring policies of the Commission scolaire du Littoral, the applicable Collective Agreement and the Ministère de l’Éducation, du Loisir et du Sport (MELS) Regulations.

- 8.1 The person responsible for the day care and the day care attendants are employees of the School Board. Remuneration is in accordance with the prevailing scale for this category of employment.
- 8.2 The working conditions of the school day care employees are determined by the School Board in accordance with its policy for School Board support staff.

- 8.3 The school day care will be under the daily supervision of a person responsible for day care operations.
- 8.4 Childcare staff members must hold a document dating back to no more than three years, attesting that the person has successfully completed:
  - 8.4.1 A general first-aid course lasting at least eight hours; or
  - 8.4.2 A refresher course lasting at least six hours intended to update the knowledge acquired in the course mentioned in 8.4.1.;
  - 8.4.3 Criminal background check.

## **9.0 REVIEW**

- 9.1 The policy is subject to review when deemed necessary.

## **10.0 APPLICATION**

- 10.1 This policy will come into effect upon adoption by the Administrator.

## APPENDIX 1

### EDUCATION ACT

#### SECTIONS RELATED TO SCHOOL DAYCARE SERVICES

##### SECTION 256

“At the request of the governing board of a school, a School Board must organize, in the manner agreed with the governing board, school daycare on the school premises or, if the school does not have adequate space, in other premises, for preschool and elementary school students.”

##### SECTION 258

“The School Board may hire staff and enter into agreements for the purposes of sections 255 to 257. In addition, it may require a financial contribution from the users of the services it provides.”

##### SECTION 75

“The governing board is responsible for approving the student supervision policy proposed by the principal.”

“The policy shall include measures relating to the use of non-teaching and non-scheduled time for instructional and educational purposes, the organization of extracurricular activities and the

development of approaches to foster academic success.”

##### SECTION 80

“The governing board may, within the scope of its powers, enter into an agreement with another educational institution of the School Board concerning the pooling of goods and services or the holding of joint activities.”

##### SECTION 96

“The meeting of parents called pursuant to section 47 shall decide whether or not to form a parent participation organization.”

“If the meeting decides to form a parent participation organization, it shall determine the name, composition and operating rules of the organization and shall elect its members.”

##### SECTION 96.20

“After consulting with the members of the school staff, the principal shall inform the School Board, on the date and in the form determined by the School Board, of the needs of the school in respect of each staff category and of the professional development needs of the staff.”



## **SECTION 96.21**

“The principal is responsible for the management of the staff of the school and shall determine the duties and responsibilities of each staff member in accordance with the provisions of the collective agreements or regulations of the Minister and, where applicable, with the agreements between the School Board . . .”

## **SECTION 96.24**

“The principal shall prepare the annual budget of the school, submit it to the governing board for approval, administer the budget and render an account thereof to the governing board.”

“The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the school by the School Board and school's own revenues, on the other.”

“The approved school budget shall constitute separate appropriations within the School Board's budget, and the expenditures for that school shall be charged to those appropriations.”

### **REGULATION RESPECTING SCHOOL DAYCARE SERVICES**

A regulation dealing with the nature and objectives of school daycare services and the general organizational framework should be published in the *Gazette officielle* in June 1998.