

## SCHOOL DAYCARE POLICY

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### ROADMAP

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## **1. DEFINITION**

Childcare services provided at school shall ensure care to children officially enrolled in at the preschool and elementary level of the Centre de services scolaire du Littoral (CSSL), outside the period where educational services are provided to them.

For the purposes of this policy, school daycare is defined as a service that is subsidized and administered in accordance with the regulations established by the Ministère de l'Éducation (MEQ).

## **2. GUIDING PRINCIPLES**

- 2.1. The CSSL favours the implementation of quality school daycare services in each of its elementary schools where the service is requested by the Governing Board (see point 4.).
- 2.2. The CSSL will provide the services in compliance with:
  - The *Education Act* (see Appendix 1).
  - The *Regulation respecting childcare services provided at school*.
  - The information document on School Daycare Services from the Ministère de l'Éducation (MEQ).
  - Budgetary guidelines for the CSSL for the current school year.
- 2.3. The school daycare services are available Monday through Friday on scheduled school days, outside of regular classroom hours. The fee for this service is established in accordance with the applicable regulations.
- 2.4. The school daycare is a service offered by a school and operates under the supervision of the school principal in collaboration with a committee, if one is established, of parent users referred to as the "Daycare Parents' Committee".
- 2.5. School daycare services include six types of activities: routine activities, free activities, short-term workshop activities, long-term workshop activities, special activities and homework periods.

## **3. OPERATING PRINCIPLES**

- 3.1. The school daycare is a service provided at the preschool and elementary levels and is accordingly governed by both the CSSL and school's policies and procedures. Services for 4-year-olds can be arranged whenever feasible, if there is a minimum attendance of six 4-year-olds on a regular basis. The CSSL supports the organization of services for this age group in collaboration with other organizations.
- 3.2. The CSSL shall provide the use of its premises and facilities at no charge for the purpose of conducting school daycare services. Additionally, they may allocate a portion of the overall daycare revenues to cover administrative, maintenance, and unforeseen expenses.
- 3.3. Only children legally registered in the preschool and elementary levels in the school offering school daycare service are eligible. In exceptional circumstances, and depending on availability, a waiver of this policy may be granted.
- 3.4. To be eligible for a start-up allowance, a daycare center must have a minimum enrollment of six children, ranging from pre-kindergarten (5-year-olds) to grade 6, participating on a full-time basis five days per week, and for the CSSL to approve the Governing Board's request under paragraph 2.1.
- 3.5. In-school daycare service must be offered during one or more of the following periods outside teaching

hours:

- 3.5.1. In the morning before school, if applicable.
- 3.5.2. During the lunch break.
- 3.5.3. In the afternoon after school, until at least 5 PM, with a designated period allocated for school-related work and homework.
- 3.6. The child enrolled in preschool or elementary level who attends daycare outside regular school hours for a minimum of three days per week and at least two periods per day is considered regular clientele.
- 3.7. School daycare services may be available to students who utilize the service on an occasional basis, provided that there are sufficient spaces available.
- 3.8. The school daycare services are available Monday through Friday on scheduled school days, outside of regular classroom hours.
- 3.9. The school daycare may be offered on pedagogical days when there are sufficient registrations.
- 3.10. The parent is responsible for transportation.

#### **4. ESTABLISHMENT OF A SCHOOL DAYCARE**

- 4.1. The Governing Board conducts surveys of parents to assess childcare needs, performs a feasibility study, ensures that the childcare service is financially sustainable, secures parental commitments to maintain a minimum attendance of six children on a regular basis, and submits a formal request to the administrator to implement a school daycare.
- 4.2. Following a review of the Governing Board's request, the administrator will approve the establishment of a school daycare for the subsequent school year, provided all necessary requirements for implementation have been met.
- 4.3. If conditions differ from year to year, the CSSL reserves the right to decline renewal of services, particularly when such services are not self-financing.

#### **5. ROLE OF THE SCHOOL PRINCIPAL**

The school principal is responsible for overseeing the implementation and operation of the school daycare service and holds ultimate accountability for its management. They are tasked with ensuring the effective and responsible administration of human, financial, and material resources in accordance with applicable laws and the policies set forth by the CSSL. If the governing board approves the formation of a parent committee for the daycare, the principal will organize a meeting with parents utilizing the service to facilitate the election of three to five parent representatives to sit on the committee.

- 5.1. Human resources management
  - a) Consider the ratio in force.
  - b) Participate in the selection of school daycare staff.
  - c) Approve the program of activities of the daycare service.
  - d) Oversee staff professional development initiatives.
  - e) Coordinate staff professional development initiatives.

5.2. Management of financial and material resources

- a) Prepare the annual budget for the school daycare service and submit it to the governing board for approval.
- b) Manage the budget for the school daycare service and provide regular reports to the governing board.
- c) The principal designates a space for the daycare service and as needed, grants access to additional facilities and equipment, including the gym, classroom, and library.

**6. ROLE OF SCHOOL DAYCARE CONSULTATIVE COMMITTEE**

- 6.1. The governing board may establish a Childcare Parents' Committee, consisting of the person responsible for the school daycare and three to five parents elected by and from among the parents of children enrolled in the service. The committee shall have the authority to make representations or provide recommendations to the principal, governing board, or school service center regarding matters related to the well-being and activities of children in the daycare.
- 6.2. The committee provides guidance and support to the principal in organizing and managing the service, with particular emphasis on developing the activity program and establishing emergency procedures.
- 6.3. The committee promotes the service among the parents of children attending the school where the service is provided.

**7. MANAGEMENT OF THE SCHOOL DAYCARE**

- 7.1. The person responsible for the daycare must keep accurate registration and attendance records for each child as prescribed by the Regulation respecting childcare services provided at school.
- 7.2. During the registration process for a child's enrollment in the school daycare service, the principal shall ensure that the child's parent is provided with a document outlining the rules of operation of the school daycare, including specific details regarding the hours of operation, fees, and payment terms.
- 7.3. The student-to-adult ratio in a school daycare shall not exceed 20 children per adult.
- 7.4. School daycare is provided on a non-profit basis and must be self-financing. 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. The CSSL accounts for revenues and expenses in compliance with applicable policies and regulations.
- 7.6. All costs related to children attending the service shall be borne by their parents. Expenses for supervision, use of school premises and equipment, and routine maintenance are not included.
- 7.7. In accordance with the budgetary regulations established by CSSL, the financial contribution of parents for daycare services for a child who attends daycare on a regular basis must not exceed the fixed amount per day:
  - 7.7.1. On school days, this contribution generally covers a maximum of five hours of daycare, including the homework period.
  - 7.7.2. On pedagogical days, the contribution covers a maximum of ten hours of daycare.
  - 7.7.3. The maximum contribution established in the budgetary regulations does not cover the costs associated with meals, snacks, or special activities. Additional fees may be charged to the

parents.

- 7.7.4. In the case of an extended absence of a regular user, payment for the initial five days must be made at the standard rate unless supported by a medical certificate.
- 7.8. Parents may be required to make a reasonable additional contribution for extra hours, based on actual supplementary cost incurred.
- 7.9. Occasional users of the daycare will be subject to a fee established by the school's Governing Board.
  - 7.9.1. Occasional daycare users will receive tax receipts for provincial and federal income tax purposes.
- 7.10. Regular daycare users will receive tax receipts applicable for Federal Income Tax purposes only.

## **8. PERSONNEL**

Personnel engagement is governed by the hiring policies of the CSSL, the relevant Collective Agreement and the regulations established by the Ministère de l'Éducation (MEQ).

- 8.1. The individual overseeing the daycare, as well as the educators, are employed by the CSSL. Compensation is provided in accordance with the applicable pay scale for these employment categories.
- 8.2. The working conditions for school daycare employees are determined by the CSSL in accordance with the collective agreement for support staff and classification plan.
- 8.3. The school principal will oversee the operations of the daycare.
- 8.4. Daycare staff members are required to hold a valid certificate, issued within the past three years, verifying the successful completion of the following:
  - 8.4.1. A general first-aid course of at least eight hours.
  - 8.4.2. A refresher course of at least six hours intended to update the knowledge acquired in the general first-aid course.
- 8.5. Each staff member of the daycare is subject to a criminal background check by the CSSL.

## **9. REVIEW**

- 9.1. The policy will be reviewed as deemed necessary.

## **10. EFFECTIVE DATE**

- 10.1. This policy is effective as of March 19, 2012.

## 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.

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.