

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

CHILD CARE	PROCEDURE
EFFECTIVE: 2004 09 01 / 2017 04 25	

REFERENCES:

- [Chatham-Kent Lambton Administrative School Services \(CLASS\) Policy - Child Care](#)
- [Chatham-Kent & Sarnia-Lambton Partners in Childcare Manual](#)
- [Ministry of Education - Before and After Schools Program Kindergarten – Grade 6 \(2017\)](#)
- [Education Act, Ontario: O. Reg. 221/11: Extended Day and Third Party Programs](#)
- [Child Care and Early Years Act \(2014\)](#)

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Treasurer of the Board will be responsible for the development and implementation of this policy and procedures.
- 1.2 The Superintendent of Education responsible for child care will be responsible for communication of the policy and procedures to appropriate Board employees.
- 1.3 Principals will be responsible for communication of this policy and procedures to school communities.

2.0 Expectations

- 2.1 Superintendent of Education Responsible for child care or designate will:
 - 2.1.1 Establish and maintain relationships with government and community agencies related to child care.
 - 2.1.2 Enhance the working relationship between schools and the child care operators to promote an integrated approach to child care.
 - 2.1.3 Work in partnership with Consolidated Municipal Service Managers to develop the *Service System Plan*.
 - 2.1.4 Participate in the development and maintenance of the Chatham-Kent & Sarnia-Lambton Partners in Childcare Manual.
 - 2.1.5 Ensure that the most current Chatham-Kent & Sarnia Lambton Partners in Childcare Manual is available to all Principals via the Board web-site.
 - 2.1.6 Act as a resource person for CLASS staff, principals, teaching and support staff for consultation and advice on child care matters.

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- 2.1.7 Monitor Board initiatives and report on any child care implications.
- 2.1.8 Ensure compliance with O. Reg. 221/11: Extended and Third Party Programs.
- 2.1.9 Review and approve any reports to the Ministry as necessary.
- 2.2 Treasurer of the Board or designate will:
 - 2.2.1 Ensure that responsibilities of child care operators are outlined in formal lease agreements.
 - 2.2.2 Review and sign all lease agreements between the Board and child care operators.
 - 2.2.3 Manage the use of school buildings and property, including the use of specialized space, by child care operators.
 - 2.2.4 Advise child care provider of any damage to Board property and appropriate restitution required.
 - 2.2.5 Review and approve any reports to the Ministry as necessary.
- 2.3 General Manager – CLASS or designate
 - 2.3.1 Administer and manage the child care program for the Board. This includes providing parent communication regarding program demand, fees, locations and availability of financial assistance.
 - 2.3.2 Develop child care procedures that provide direction to child care operators and the Board.
 - 2.3.3 Provide regular updates to the Superintendent of Education or designate responsible for child care or designate.
 - 2.3.4 Work in partnership with Superintendent of Education or designate to promote positive, seamless child care.
- 2.4 Principal or designate
 - 2.4.1 Represent the Board and school in resolving site based child care issues.
 - 2.4.2 Be familiar with the [Chatham-Kent & Sarnia Lambton Partners in Childcare](#) manual located on the Board's internal web-site.
 - 2.4.3 Complete Partners in Childcare Checklist (from the Chatham-Kent & Sarnia Lambton Partners in Childcare Manual) annually with child care providers to promote and maintain close cooperation.
 - 2.4.4 Promote a positive relationship between the staff of the school and the staff of the child care, focused on integrated and seamless care for children.
 - 2.4.5 Provide child care operator with copies of relevant fire safety plans annually.

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- 2.4.6 Include child care in all emergency drills.

- 2.4.7 Assist General Manager – CLASS or designate in providing licensable shared space for Before and After school child care programs that meets the Early Years and Child Care Act, 2014.

- 2.4.8 Determine whether to attend, or whether a designate should be in attendance, for meetings with the Board of Directors of the child care operator. Where one child care operator is responsible for more than one school, it is necessary for only one principal, or designate, to decide whether to attend.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

- 3.2 Education Act, Section 171 (1) Powers of Boards states:
 - A board may construct and renovate child care facilities in a school. (Education Act, Section 171 (1), 48 Child Care Facilities).

 - A board may establish, operate and maintain child care centres within the meaning of the Child Care and Early Years Act, 2014, subject to that Act. (Education Act, Section 171 (1), 49 Child Care Centres).