

## CHILDCARE PROGRAMS IN DISTRICT FACILITIES

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### PREAMBLE

The Board of Education supports the use of its property by licensed childcare providers between the hours of 7 a.m. and 6 p.m. on weekdays, provided the property is not required for K-12 educational programs, early learning programs, or extra curricular activities and does not disrupt or interfere with the provision of education activities.

### POLICY

**THE BOARD OF EDUCATION IS SUPPORTIVE OF THE POSITIVE COMMUNITY BENEFITS THAT OCCUR WHEN APPROPRIATE SCHOOL DISTRICT SPACES OR SITES ARE UTILIZED BY NON-PROFIT\*, LICENSED CHILDCARE PROVIDERS.**

### OBJECTIVES

1. Maximize the positive use of school district vacant spaces or sites to serve community needs, when available.
2. Appropriate school district spaces or sites to be available to non-profit licensed childcare providers, if conditions are met.

\*A corporation or an association that conducts business for the benefit of the general public without stakeholders and without a profit motive.

### REGULATIONS

The following procedures have been developed to assist individuals and groups who are interested in operating a licensed childcare program within an operating school district facility, or on a school site.

1. The licensed childcare provider must request in writing to the school district's Assistant Superintendent (or designate) a preliminary review to determine the feasibility of accommodating the specific request for childcare space.
2. Following an initial request to the district a preliminary review will be undertaken, to determine if the identified site can accommodate the program using the guidelines set out in Addendum A.

3. If the preliminary review determines that a portable/modular building can be placed on the school site or that there is a space within the school that can be converted for childcare, then a formal proposal needs to be developed by the organizing group or operator. This proposal should address and provide background information to the points outlined in the district's guidelines for developing and establishing childcare programs using district facilities or grounds as set out in Addendum B.
4. The completed proposal should be submitted to the school district's Secretary-Treasurer with a copy to the district's youth and community services division.
5. The district's Committee of the Whole will consider the request and make a recommendation to the Board of Education. The organizing group/operator will be advised of the board's decision.
6. The licensed childcare provider must sign the district's License and Operating Agreement and meet all of its conditions.
7. Rental Rates for childcare programs will be established equal to the direct and indirect costs incurred and to be incurred by the district as a result of the childcare program. Rental agreements existing as of March 14, 2013 may be grandfathered for a period of time.

#### **ADDENDUM A**

1. Is there a space within the school that can accommodate the proposed childcare program?  
If yes, would this space meet childcare licensing regulations?  
If yes, could this space be dedicated for childcare use for a minimum of five years?  
If yes, could this space be shared with other school/community programs?
2. Is there space on the school's grounds that could accommodate a portable/modular childcare building that meets licensing regulations?  
If yes, would the placement of a portable/modular building significantly impact the:
  - a. school's instructional program?
  - b. school's playground and sports field?
  - c. safety and security of students?
  - d. ability of the school to expand for increased enrolment?
  - e. relationship with the school's neighbours?
  - f. district's use of the school or site for other purposes?  
If yes, could the portable/modular building be shared with other school/community programs?  
If yes, is there a portable building in the district's inventory that can be used for the childcare program?
3. Estimate the direct and indirect costs to be incurred by the district as a result of the childcare program.

## **ADDENDUM B**

1. The proposal should specify that the childcare program request is for:
  - a. Use of space within the school
  - b. Use of a school district portable building
  - c. Use of school grounds for the placement of "privately owned" portable/modular building
2. If the request is for the use of a school district portable building, the proposal should clearly specify the manner and timeline in which the district will be reimbursed for all costs associated with
  - a. Placing the portable on the grounds
  - b. Renovating the portable to meet licensing regulations and program requirements.
3. What kind of childcare is being considered?
  - a. Out of school care
  - b. Infant/toddler daycare
  - c. 3-5 year old care
  - d. Pre-school program
  - e. Special needs
  - f. Child minding
4. Is there a documented need for childcare services in the neighbourhood?
5. Has a neighbourhood childcare needs assessment been conducted?
6. Will the proposed childcare program be in competition with existing childcare services within the immediate community?
7. Does this childcare proposal have the support of:
  - a. The school administrator/staff?
  - b. The school's parent advisory committee?
8. Would the placement of a portable/modular childcare building on the school grounds significantly impact:
  - a. Traffic flow in the neighbourhood?
  - b. Parking in the neighbourhood?
  - c. View and aesthetics of the neighbourhood?
  - d. The school's immediate neighbours?
9. What would be the hours/days/months of operation?
10. Would the proposed childcare space be available for other community programs when not in operation?  
If yes, how much time would be available for these other programs (hours/days/months)?
11. Who would be the operator of the childcare program? It should be noted that community serving childcare programs operated by not-for-profit community

organizations receive priority over commercial or independent businesses who may want to operate a program in a school or on school sites.

12. What is the targeted starting date for the childcare program?



Date Adopted: 2014-04  
Date(s) Revised:

Cross References:  
Statutory;  
Other: