Section: Educational Services
- School Operations

Regulation: CHILD CARE

Regulation Code: ES-2.3.1B
Policy Code Reference: ES-2.3

Business Plan Requirement for Selection of Child Care Program Providers at New School Sites

1. New School Site Determination

1.1 In accordance with Ministry Memo 2010: EL12 Regulatory Amendments for Full-Day Junior Kindergarten and Kindergarten and Extended Day Programs, all new Early Learning Program school sites, and all existing Early Learning Program schools without extended day services on site, will be surveyed annually to determine viability of extended day and before and after school child care program offerings, by the end of April of each year.

1.2 By the end of May, survey results will be communicated to the Child Care Selection Committee for partnership consideration.

1.3 By the end of June, survey results and details on the provision of services (where viability has been determined) will be communicated back to the school community by the school principal.

1.4 For those schools where viability is identified for the extended day program and the before and after school program, the Child Care Selection Committee will select from its current approved partners list the provider best able to meet the school needs. **In order to be considered for a new school site, business plans are required.** Best efforts will be made to execute new partnership agreements, including sign-off by the newly selected child care partner, by June 1, with the provision of services to begin on the first school day of the new school year.

1.5 Recognizing that late registrations may influence viability of extended day and before and after school programs, the committee may re-evaluate those school sites each November for possible new partnership. Where viability is determined, best efforts will be made to execute new partnership agreements by December 1, with the provision of services to begin on the first school day of the new calendar year.

2. Business Plan Expectations

2.1 A business plan must be submitted by child care providers in order to be considered for new school sites.

2.2 The business plan must provide evidence of the provider's ability to expand into a new school site(s) within a reasonable time frame (within three months of selection).

3. Evaluation by the Child Care Selection Committee

Evaluation will be based on the following information:

3.1 Financial stability and financial reserves to fund start-up costs, and potential program income shortfalls for the first two years (three years of audited financial statements required).

3.2 Competitive pricing plan and flexible options to meet family needs within school communities.

3.3 Staffing plans and process to meet Ministry standards (as per Ministry Memo 2010: EL12 and the Child Care and Early Years Act).

3.4 Organization objectives for site expansion, including names of school sites and/or regional areas of interest, and potential hours of operation.

3.5 A business reference letter and two client reference letters (dated within past six months) with contact information.

3.6 To be eligible to provide programs in Kawartha Pine Ridge District School Board schools, child care operators must have a fee-for-service agreement with their local municipality.