



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services
• School Operations

Regulation: CHILD CARE

Regulation Code: ES-2.3.1
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. [ES-2.3, Child Care](#), and the directives outlined by the Board, Ministry of Education and the Child Care and Early Years Act.

Child care includes full day care and/or extended day and/or before and after school child care programs.

References to child care operators refer to not-for-profit, Ministry licensed organizations.

Procedures relative to the selection of child care operators, the requirements and operation of child care services, associated with the Kawartha Pine Ridge District School Board (KPR), are established by these administrative regulations.

1. Child Care Operators – Selection

- 1.1 [Appendix A](#) of this administrative regulation outlines the application process for the provision of child care services at existing child care sites at KPR and for all new child care programs within school sites. All child care partners are required to complete a summary application form. For new site selections (see [Appendix B](#)), a business plan from child care partners is required for consideration by the Child Care Selection Committee.
- 1.2 The procedure for the selection of a child care operator **at a new school site** shall be initiated and implemented by the Child Care Selection Committee which shall consist of the Superintendent responsible for Child Care, Early Years Program Lead, Elementary School Principal, Regional Children’s Municipal Service Manager, Business/Budget Manager, and Community Outreach Officer. The committee’s role and responsibilities are outlined in [Appendix C](#) of this administrative regulation.
- 1.3 The maximum duration of any child care lease and service agreement is five years including renewals/extensions. The board retains the right at the end of the maximum term length, or at any time during the term of the contract, and in consultation with the Regional Children’s Municipal Service Manager, to implement an open application process as outlined for new school sites, for the selection of child care partners. The board will utilize stakeholder feedback in determining quality and satisfaction levels with existing child care operators. This supports the regular review of existing contracts under changing market and

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organizational circumstances, and is consistent with the intent of Board Policy No. [BA-5.1, Purchasing Procedures](#), and corresponding Administrative Regulation No. [BA-5.1.1, Purchasing Procedures](#).

2. Child Care Operators – Lease and Service Agreements

2.1 A lease and service agreement between the board and the child care operator shall be established by the Child Care Selection Committee.

2.2 Extended Day Program (as provided to full day Kindergarten students)

As per the expectations of the Ministry of Education, and the goals of KPR, child care partners offering extended day programs will be active and valuable participants in the delivery of an integrated program curriculum. Expectations related to the integration and collaboration components of this program are defined in Appendix D.

2.3 The Child Care Selection Committee will conduct an annual review of all leasing and service agreements to ensure compliance with Board Policy No. [ES-2.3, Child Care](#), and corresponding administrative regulations.

2.4 All existing agreements will be reviewed and signed off prior to June 1 for the subsequent school year. (Where the continued viability of a program may require review beyond this deadline, consultation with the service provider and Regional Children’s Municipal Service Manager may be required to determine an acceptable sign-off date).

3. Child Care Centres – General Requirements

Child care operators selected to provide child care services shall:

3.1 adhere to the regulations of the Child Care and Early Years Act and the Ministry of Education, which includes such things as licensing criteria, curriculum development and staff employment practices;

3.2 work in collaboration with the board, the school principal and school staff to ensure a seamless transition for students, and co-ordinated communications with parents;

3.3 purchase appropriate insurance as determined by the Superintendent of Business and Corporate Services, in accordance with the lease agreement; and

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3.4 ensure their accounts are in good standing by submitting all fees due to the board in accordance with the approved fee schedule prior to the start of each month of operation.

4. Access to Child Care Programs

A child care service shall give priority enrolment to the school aged children (3.8 to 12 years inclusive), who are attending the school and/or residing in the local communities.

Admission criteria to child care programs shall also include the commitment of the child care operator to:

- 4.1 provide child care services relative to the needs of local communities and the availability of space, resources and services provided;
- 4.2 admit the children of students who are attending the school, if the child care service is located in a secondary school;
- 4.3 communicate that transportation of children to and from a child care service is the responsibility of the parent(s)/guardian(s); and
- 4.4 provide child care for children outside local communities, on an as needed basis, pending available space and in consultation with the child care service's Board of Directors or advisory committee.

5. Child Care Services Program

The child care program shall be designed to:

- 5.1 reflect the philosophy of early childhood education as outlined by the Ministry of Education and the Board;
- 5.2 consider both the school and the child care programs in the context of the child's total environment and flow of activities throughout the day;
- 5.3 promote parent/guardian involvement;
- 5.4 provide behaviour expectations and strategies that are complementary to the existing school expectations;

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- 5.5 provide placement opportunities for students involved in Co-operative Education programs, Work Experience, or other such programs, operated and/or supported by the Board; and
- 5.6 when service is deemed viable, KPR will make best efforts to accommodate child care programs on non-instructional school days, including professional activity days, winter and March breaks, and during the summer, or provide alternative sites if required, due to custodial/maintenance or construction requirements.

6. Child Care Operator and School Collaboration

It is to the benefit of all parties that ongoing discussion and co-operation occurs between the child care operator and the school. In this regard it is expected that the school principal will:

- 6.1 consult with the child care site supervisor on a regular and mutually agreed upon basis, to ensure co-ordination regarding such issues as facilities, schedules, professional activity days, school holidays, special events, fire and evacuation drills, lunch programs, behaviour management, parking, hours of operation, and any other collaborative program planning and/or procedures;
- 6.2 collaborate with the child care site supervisor to ensure that parent(s)/guardian(s) of children in child care are aware of ongoing communication and co-operation between the school and the child care operator;
- 6.3 supervise the use of school premises and facilities designated for the use by the child care operator, if the service is limited to a before and/or after school, child care program;
- 6.4 encourage the professional and collegial sharing of resources and procedures (i.e. safe arrival programs) between the school and child care services staff;
- 6.5 work collaboratively with the child care site supervisor, and the Child Care Selection Committee, to ensure that the child care operators are aware of and adhere to the board's policy and regulations relative to child care;
- 6.6 facilitate opportunities for child care services staff to collaborate and share, when appropriate, with the school staff, early identification information which will assist with the placement and programming for children who will be entering the school or who are currently attending the school; and

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6.7 discuss with the child care operator collaborative resolutions to address issues or concerns that may emerge.

7. Financial Terms

Leasing agreements with child care providers will incorporate financial terms ensuring that space is provided at no cost to the board. For the purposes of calculating space costs:

- 7.1 designated space where the child care provider is the sole occupant, will be charged based on the annual Ministry's Benchmark for Occupancy Costs, calculated on a square foot basis; and
- 7.2 for shared space used in providing extended day and before and after-school programs, the Ministry of Education's pricing template for occupancy/custodial and consumable costs for the provision of extended day programs will be the benchmark for calculating the occupancy costs for child care partners.

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