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Subject	CHILD CARE FACILITIES AND SERVICES: CHILD CARE CENTRES, BEFORE-AND-AFTER SCHOOL PROGRAMS, AND LICENSED FULL-DAY SCHOOL AGE PROGRAMS
References	<u>Education Act</u> <u>Child Care and Early Years Act, 2014</u> <u>The Kindergarten Program, 2016</u> <u>How Does Learning Happen? Ontario's Pedagogy for the Early Years</u> <u>Before-and-After School Programs Kindergarten – Grade 6 Policies and Guidelines for School Boards</u> <u>Ontario's Renewed Early Years and Child Care Policy Framework</u> <u>Policy 2380 – Child Care Facilities and Services</u> <u>Simcoe County District School Board Child Care Facilities and Services Handbook</u>
Contact	School Services; Facility Services

1. Purpose

This Administrative Procedures Memorandum (APM) provides information, clarification and procedures to assist board staff in establishing, implementing and monitoring child care services in schools for child care centres, before and after school programs, and full day licensed school age programs for Professional Activity (PA) days, winter, spring and summer breaks.

2. Definitions

- 2.1 Qualified licensed child care operator: a non-profit organization that meets the licensing requirements of the *Child Care and Early Years Act, 2014*, holds a Purchase of Service agreement with the County of Simcoe and is a vendor of record to the Simcoe County District School Board (SCDSB).
- 2.2 Child care centre: an exclusive-use space within school facilities under a lease agreement with the SCDSB. These high quality early learning programs provide care for children from birth to school entry.
- 2.3 Before and after school program: an integrated, third party operated licensed child care program operating in shared spaces in schools under a service contract with the SCDSB. These high quality programs provide care for children in Kindergarten to Grade 6, before and/or after the regular school day hours, and in some locations, full day licensed school age programs on PA days, winter, spring and summer breaks.

- 2.4 Summer licensed school age program: a third party licensed child care program operating in shared spaces in schools under a summer licensed school age program service contract with the SCDSB. These high quality programs provide care for children in Kindergarten to Grade 6 during the summer break.
- 2.5 *Child Care and Early Years Act, 2014*: the act that sets out the licensing and compliance requirements for licensed child care programs in Ontario for the purpose of fostering the learning, development, health, and well-being of children, and to enhance their safety.
- 2.6 Child care operating license: a license issued under the *Child Care and Early Years Act, 2014*.

3. Guiding Principles

- 3.1 The SCDSB is committed to working collaboratively with the County of Simcoe, Children Services and qualified third party community licensed child care operators to establish and implement high-quality child care programs through child care centres, before and after school programs, full day licensed school age programs for PA days, winter, spring and summer breaks.
- 3.2 The SCDSB in collaboration with the County of Simcoe, Children Services, selects licensed child care operators for all school board child care centres and licensed school age programs from the SCDSB vendor of record. The selection involves an evaluation of the licensed child care operators implementation plan which is based on the Ministry of Education (MOE)'s four foundations of [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#) document.
- 3.3 Advertising of alternate child care services within an awarded school is not permitted.
- 3.4 Child care centres and before and after school programs are to be integrated into the school culture and community to the greatest extent possible. The board will support integration by providing strategies and assistance on how to increasingly involve/embed child care centres and establish seamless before and after school experiences by using a variety of strategies to ensure ongoing communication.
- 3.5 Before and after school programs will share space and board-owned materials in program implementation. The board will not support exclusive-use space for before and after school programming, as this impedes achievement of seamlessness, relationship building and integration.
- 3.6 Summer licensed school age programs will share space and board-owned materials in program implementation.
- 3.7 Before and after school program educators must wear photo identification and ensure it is visible at all times during program and on school property.

- 3.8 In accordance with the *Education Act*, the board has the responsibility to:
- 3.8.1 assess the demand and program viability where schools do not have an existing program. Program viability outcomes will be reported to the MOE;
 - 3.8.2 establish, where there is sufficient demand and viability, access to before and after school programming in a school operated by a third party licensed child care operator licensed under the *Child Care and Early Years Act, 2014*;
 - 3.8.3 ensure that another program will be available if a third party program ceases to operate during the school year; and,
 - 3.8.4 strongly encourage and support seamlessness, ongoing communication between school educators and before and after school educators. The before and after school program registration package includes a Sharing of Information Form for parents/guardians to provide consent for ongoing program related dialogue between school and before and after school programs.

4. Child Care Centres

- 4.1 Leasing Child Care Centres
- 4.1.1 When a child care centre lease space within a school becomes available, the SCDSB will provide notice to qualified licensed childcare operators on the vendor of record. Operators will submit an expression of interest letter. The County of Simcoe and board staff will review submissions to determine the successful tenant. Child care operators that provide a before and after school program within a school facility where a new build is approved and funded, will be given first right of refusal for the operation of a child care centre.
 - 4.1.2 Child care operators will enter into an exclusive child care facility use lease agreement to provide full day, licensed preschool services.
- 4.2 Third party operated child care centres must be licensed to operate under the *Child Care and Early Years Act, 2014*.
- 4.3 Child care centre hours vary across schools based on the identified needs of families and operations. Hours are determined each year through consultation with the board and child care operator.
- 4.4 Child care operators must meet all requirements set out in the school board's Health and Safety Manual and be subject to the recommendations of the board's Health and Safety Committee.

5. Assessing Demand and Viability of Before and After School Programs in Schools

- 5.1 Consultative Planning Process
- 5.1.1 The board will consult with the County of Simcoe, Children Services and qualified licensed child care operators, community partners and parents/guardians to determine demand and program viability.

- 5.2 Contracting Third Party Child Care Operators to Implement Before and After School Programs
 - 5.2.1 When demand and viability results are favourable to support operation of a before and after school program, or when a current child care operator terminates a contract, the board in partnership with the County of Simcoe - Children Services will award a new program contract for these schools.
 - 5.2.1.1 When a school requires a before and after school program, the SCDSB will provide notice to qualified licensed child care operators. Operators will submit an expression of interest letter. The County of Simcoe and board staff will review submissions to determine the program award.
 - 5.2.1.2 The qualified child care operator must continually meet all criteria to be awarded and to maintain each program's contract.
- 5.3 Before and after school program service contracts will be reviewed on an annual basis.
- 5.4 Coordinating Use of Facilities and Associated Fees
 - 5.4.1 Before and after school program use of facilities is organized, documented and communicated by the Planning Department through a Service Contract Agreement. Before and after school program operators will not be subject to the process of obtaining a permit for licensed programs.
 - 5.4.2 Fees are calculated and invoiced through the Before and After School Program Service Contract. Fees are intended to recover actual operating and administration costs in a cost-recovery calculation.
 - 5.4.3 Summer licensed school age programs are organized and communicated through the Planning Department through a Service Contract Agreement. Licensed school age program operators will not be subject to the process of obtaining a permit.
- 5.5 Before and After School Programs and Full-Day School Age Programs Regulatory Requirements
 - 5.5.1 Third party operated before and after school programs and full-day school age programs must be licensed to operate under the *Child Care and Early Years Act, 2014*.
 - 5.5.2 Any space to be shared during the operation of before and after school programs and licensed full day school age programs must be approved for use by the licensing authority under the MOE through the Space Sharing Confirmation for Kindergarten and School Age Programs form.

6. Implementing Before and After School Programs

- 6.1 Operations
 - 6.1.1 Before and after school program hours vary across schools based on the identified needs of families and operations. Hours are determined each year through consultation with the board and child care operator.
 - 6.1.2 In accordance with the MOE guidelines, all programs will operate on all instructional days during the school year.

- 6.1.3 To ensure children and families have access to full-day child care when they need it on PA days, winter, spring and summer breaks, community based programs in select schools will operate full-day licensed school age programs. There are a variety of considerations board staff will analyze prior to approving schools for the full-day programs each year.
 - 6.1.4 PA days, winter break and spring break locations are confirmed prior to the beginning of the school year and will be communicated via the staff website each fall. Summer locations are determined late winter to early spring each year and will be communicated via the staff website each spring.
 - 6.1.5 In the fall of each year, an operations summary document outlining locations, hours, and licensed rooms to be shared will be posted to the staff website to inform all relevant board staff of the operational details for the current school year.
 - 6.1.6 A complete list of program locations, including PA Days, winter break and spring break is posted to the SCDSB public website each year.
- 6.2 Sharing School Spaces and Materials
- 6.2.1 To the greatest extent possible, the board will consult with school principals to identify school spaces that will be approved for sharing with before and after school programs. The identification of spaces will be subject to the above mentioned guidelines and may need to be negotiated based on licensing requirements under the *Child Care and Early Years Act, 2014*.
 - 6.2.2 The operating license will outline primary use classrooms intended for everyday operation; alternate use classrooms, intended for rotation when the primary use classroom space is temporarily unavailable; school gym and library for occasional use and outdoor learning spaces.
 - 6.2.3 Various factors may influence the identification of shared spaces in schools. Enrolment of children in before and after school programs and age-group composition will be a key influence. The board will facilitate pre-program consultations in schools with school principals and awarded child care operators as a strategy to establish relationships and common awareness of the relevant implementation guidelines and requirements.
 - 6.2.4 Schools will share board-owned materials with before and after school programs. This includes classroom materials, gym, library and outdoor equipment. In situations where equipment is damaged during before and after school programming, dialogue with the before and after school educator should be facilitated to agree upon a plan for replacement. Under no circumstances should classroom shelves and/or materials be cordoned off to prohibit children's use of materials.
- 6.3 Access to Schools
- 6.3.1 There must be an open entry point for before and after school educators and enrolled children that is open at all times during before and after school programs and full day licensed school age program operation. The exact entry point will be negotiated at the school level.
 - 6.3.2 Before and after school program educators are employees of their respective child care organizations; therefore, they will not have security access badges (FOB) to school facilities. It is the responsibility of operations staff to enable timely entry to the schools in the mornings and to ensure lock up when programs close in the evenings.

- 6.3.3 Keys to enable before and after school staff internal access in a school (e.g. storage rooms and outdoor storage space), may be negotiated at the school level.
- 6.4 Program Curriculum and Content
- 6.4.1 In accordance with the requirements and expectations set out by the MOE and the board, before and after school program pedagogy and content shall be:
- 6.4.1.1 in compliance with the program statements and guidelines set out in *Child Care and Early Years Act, 2014*;
- 6.4.1.2 consistent with *The Kindergarten Program, 2016* issued by the MOE;
- 6.4.1.3 a reflection of *How Does Learning Happen? Ontario's Pedagogy for the Early Years* issued by the MOE; and,
- 6.4.1.4 consistent with guidelines set out in the SCDSB [Child Care Facilities and Services Handbook](#).
- 6.4.2 The board will explore various strategies to support shared professional learning between school staff and before and after school program staff (e.g. co-participating in workshops/sessions, engaging before and after school program staff in school improvement plans and related learning opportunities).
- 6.5 Monitoring Program Curriculum and Content
- 6.5.1 Board staff will visit before and after school programs periodically to observe program, obtain feedback on program curriculum and content and provide leadership resources for continuous improvement. Such observations will be recorded and used to ascertain ongoing program quality in accordance with the before and after school contract and the results may impact child care operator contract renewal.
- 6.5.2 Additional visits and inspections will occur in before and after school programs. These include, the MOE - Child Care Licensing Branch, Simcoe Muskoka District Health Unit, Simcoe County Resource Consultation Services and the County of Simcoe - Children Services.
- 6.5.3 Child care operators will be granted first right of renewal for annual before and after school program and summer licensed school age program service contracts.
- 6.6 Termination of Before and After School Service Contract
- The board will continually monitor and support before and after school operator compliance with the requirements and expectations set out in the Before and After School Service Program Contract and retains the right to, at the board's sole discretion, revoke the service contract for non-compliance with respect to any of the requirements and/or expectations of the Before and After School Program Service Contract.

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