

**Childcare Programs in School District Facilities**

**Policy No. 402.23**

**REGULATIONS**

**1. Needs Assessment**

- 1.1 The Superintendent of Schools, or designate, will, as needed, assess community need for childcare programs on Board property, through a process of engagement with schools, employee groups, parents/guardians, Indigenous community representatives, Indigenous rights holders, Indigenous service providers, municipalities, existing childcare operators, or community partners.
- 1.2 The process for engagement will be reviewed on an ongoing basis as decided by the Superintendent of Schools, or designate. The Superintendent of Schools, or designate, will consider the following when conducting a needs assessment as needed: communities require additional or changed daycare delivery, demographic change, new school, or school closure, or as the Superintendent of Schools, or designate, considers appropriate.
- 1.2 If childcare programs are to be provided on school district property, the Superintendent of Schools, or designate, will consider, on an ongoing basis, whether those programs are best provided by third-party licensees, the school district, or a combination of both.

**2. Hours of Operation**

- 2.1. The hours of operation will be between 7:00 a.m. and 6:00 p.m., Monday to Friday throughout the school year.
- 2.2. If the childcare services will operate outside the traditional school year, the Superintendent of Schools, or designate, will review with the Manager of Facilities, and seek Board approval.

**3. Program Fee and Cost to the Board**

- 3.1. Childcare programs, if operated by the school district, will be operated for a fee no greater than the direct costs the school district incurs in providing the childcare program.
- 3.2. Fees for the use of school district property by a third-party licensees will not exceed the direct and indirect costs the school district incurs in making Board property available for the childcare program and may be changed as required.

3.3. “Direct and indirect costs” could include, but not limited to:

- a) utilities;
- b) maintenance and repair;
- c) a reasonable allowance for the cost of providing custodial services; or,
- d) a reasonable allowance for time school district administrators and other staff spend on matters relating to the use of Board property by licensed childcare providers.

3.4. If childcare programs are operated by a third-party licensee, the school district will require the licensee to agree to comply with this Policy.

#### **4. Application Process**

4.1. In selecting third-party licensees to operate a childcare program, the Superintendent of Schools, or designate, will give special consideration to the candidates’ proposals to:

- a) Provide for inclusive childcare;
- b) foster Indigenous reconciliation in childcare;
- c) maintain a program philosophy and management concept congruent with the values of this Policy and the Board’s Strategic Plan; and,
- d) opt into the Provincial Fee Reduction Initiative.

4.2 If the school district decides to operate a childcare program, the school district will ensure that it is operated in a manner that:

Fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*:

- a) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education;
- b) “Indigenous peoples have the right to the dignity and diversity of their cultures; traditions, histories and aspirations which shall be appropriately reflected in education;” and,
- c) is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*.

4.3. The school district will decide on application process. Any contract with a third-party licensee, to provide a childcare program on school district property must be in writing and subject to review annually. The contract must contain:

- a) a description of the direct and indirect costs for which the licensee is responsible;
- b) an agreement by the licensee to comply with this policy and all other applicable policies;

---

- c) a provision describing how the agreement can be terminated by the school district or the licensee;
- d) an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
- e) a statement that the agreement can only be amended in writing, signed by the school district and the licensee;
- f) a requirement for the licensee to maintain appropriate standards of performance,
- g) a requirement that the licensee must at all times maintain the required license to operate a childcare facility; and,
- h) staff meet the requirement for appropriate application.

#### 4.4. Renewing or Extending a Contract

4.4.1. Prior to entering in to or renewing a contract with a third-party licensee to provide a childcare program on school district property, the Superintendent of Schools, or designate, will consider:

- a) whether it is preferable for the school district to become a licensee and operate a childcare program directly; and,
- b) the availability of school district staff to provide before and after school care.

4.4.2. When a third-party licensee is seeking renewal or extension of a contract, the Superintendent, or designate, will ensure that the licensee has performed its obligations under this Policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive childcare program and one that promotes Indigenous reconciliation in childcare.