

# CHILD CARE IN SCHOOLS

## A GUIDE TO CREATING EFFECTIVE PARTNERSHIPS



*Inspire* Learning!

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## 1. INTRODUCTION

The York Region District school Board (YRDSB) is committed to building strong partnerships between child care, before and after school care programs and school board programs in order to support student achievement and well-being. Successful relationships in support of improved student learning are created when parents, students, staff and community partners work together to build trust, commitment and respect.

The YRDSB's Mission, Vision and Values promote the development of strong partnerships and collaboration with agencies that support the care, development and education of our shared students. At the center of the Board's vision is the belief that staff, students and the community have a collective responsibility to create an effective learning environment. Inclusivity, relationships and engagement are three of the Board's key values. Collaborative and respectful partnerships will support all students in their future success.

The purpose of this handbook is to provide Principals, Vice Principals, Child Care Centre Supervisors and YRDSB staff with guidelines and resources to develop and maintain relationships which promote communication, cooperation and collaboration for the benefit of all YRDSB children and their families.

## 2. YRDSB'S EARLY YEARS VISION



The YRDSB *Early Years Strategy* was developed to support and build stronger and more integrated programs. The Early Years Strategy outlines the framework of our Board's commitment to children and their families from birth to grade 3. It supports the vision that "each child is at the centre of responsive decision making" and highlights next steps the board is taking to create integrated supports for our families and to strengthen our partner relationships. See the [YRDSB Early Years Strategy](#) for more information.

## 3. MINISTRY OF EDUCATION'S VISION

The Ontario Early Years Policy Framework builds on our collective progress and provides a vision for the early years to ensure children from 0-6 years of age have the best possible start in life. The framework is supported by a set of principles and is meant to provide strategic direction to our early years partners both within and outside of government.

"Ontario's children and families are well supported by a system of responsive, high-quality, accessible, and increasingly integrated early years programs and services that contribute to healthy child development today and a stronger future tomorrow"

*Ontario Early Years Policy Framework*

YRDSB has aligned the Early Years Strategy with the Ministry of Ontario's vision outlined in this policy framework. Our Early Years Strategy works to address the need for all the worlds (home, school, community) of a young child to come together to provide integrated supports as the child learns. See the [Ontario Early Years Framework](#) for more information.

## 4. TYPES OF CHILD CARE PROGRAMS

Child care centres and before and after school care programs (BA programs) are operated by independent non-profit or commercial pre-approved agencies. These programs follow the Regulations of the Day Nurseries Act and are licensed by the Province under the Ministry of Education, Quality Assurance and Licensing Unit. YRDSB works with child care agencies on a daily basis through both exclusive and shared space accommodations.

**Child Care Centres** refers to licensed, high quality early learning and care environments that provide an early childhood education program for children from birth to 3.8 yrs. These programs support children's early learning and healthy development while meeting the care needs of working families. Child care centres in schools are considered licensed space that could be modeled in one of two formats: (1) a child care centre attached to the school or (2) one to three classrooms within a school that is identified as exclusive use for the purpose of child care.

**Before and After care programs (BA)** are programs that operate before and after school in shared space within schools where there is an identified need by parents. The before and after care is divided into two age groupings as per the Day Nurseries Act:



- **Extended Day programs** that offer BA for four- and five- year olds. They operate within kindergarten classrooms in schools. The extended day program is complementary to the Full Day Kindergarten program (FDK) and is aligned with the FDK program using the Extended Day Program Document. It provides a coordinated and consistent experience for children. School boards are accountable for the provision of FDK and for ensuring the operation of third party programs in accordance with s. 259 of the Education Act.
- **BA for children Six- to Twelve-Year -Olds** provide a program that is designed to be recreational in nature, and support the social and emotional development and well-being of the children in our system.



## 5. STRATEGIES TO PROMOTE STRONG RELATIONSHIPS AND COLLABORATION AMONGST PARTNERS

It is through strong leadership, purposeful partnerships, open communication and collaboration among all partners that a working climate is established that meets the individual and collective needs of all concerned. Although there are always challenges with sharing space, particularly classrooms, this working climate allows everyone to problem solve the issues that come with shared space in a collaborative manner thus meeting the YRDSB Early Years Strategy vision of “each child at the centre of responsive decision making”.



In order to create a school culture that recognizes everyone’s role in student achievement and well-being, it’s important to understand who we are and what our roles are. Collaborative culture exists when:

- Each partner respects the knowledge, experience and opinions of the other partner(s).
- Partners include all those who play a role in the child’s life. This includes families, early childhood education setting staff, BA staff and school teams - teachers, designated early childhood educators and educational assistants.
- Members of the early childhood education team recognize the differences in educational training and legal responsibilities to governing bodies as part of their understanding of each other’s roles and responsibilities.
- Children, parents and members of the community view all staff as a cohesive unit.
- In FDK, child care and school partners work as a collaborative team on all elements of the program including: planning, assessment of growth and learning, communication to parents and the development of the learning environment.
- School and child care staff exhibit a high degree of professionalism, ensuring differences of opinion are dealt with in a confidential manner and are resolved through discussion among team members.

### *Child Care Coordinator*

The Coordinator of Child Care is a YRDSB employee who:

- Provides support to principals, vice-principals and child care operators.
- Conducts routine on-site visits to child care and BA programs.
- Conducts quarterly meetings with operators/managers of the child care program to update them on Board procedures and policies.
- Facilitates meetings at schools to ensure action plans are developed in a positive problem solving approach to address challenges, issues and concerns that may arise.
- Supports families in finding child care and parenting programs within their community and links parents with community agencies for additional services, if necessary.
- Acts as a liaison between child care operators and parents to address issues when they arise within their existing child care arrangements.
- Supports operators in resolving issues regarding quality and provides additional resources if needed.

## Communication

Communication is essential in supporting and maintaining relationships and creating a collaborative culture throughout the school.

### Administrators:

- Establish regularly scheduled leadership meetings throughout the school year with the child care supervisor. Consider a minimum of four times a year such as late August, December, March and June and as needed throughout the year. Meetings could include relevant school staff such as custodians and secretarial staff.
- Provide regular opportunities for school and child care staff to work as a collaborative team.
- Extend invitations to child care supervisor to attend staff meetings.
- Invite child care staff to be involved with school events (e.g., school assemblies, curriculum nights, open houses, registration events, Welcome to Kindergarten.)
- Use communication tools to support ongoing communication (e.g., emails, communication logs.)
- Include child care updates such as registration information, upcoming events in the school newsletters.
- Provide professional learning opportunities that are inclusive for the educators in both Kindergarten and child care programs on school sites.
- Communicate YRDSB information about education, expectations, and outcomes that affect both the child care and the school.
- Facilitate classroom visits between educators of both settings.
- Coordinate fire drills, lock downs and invite child care staff to participate.
- Coordinate Kindergarten registration with the child care/BA program.
- Communicate to the child care centre through the Office Administrative Assistants for such things as absences of children.
- Communicate the importance of the child care being a partner in the school by posting child care staff photos with school staff.

### Supervisor:

- Ensure all new staff are introduced to the school staff.
- Inform the Principal and Vice Principal of any pertinent happenings in the child care centre.
- Provide a copy of the child care license to the Principal.
- Share any licensing issues that may arise.
- Share copies of postings of any health issues or outbreaks.
- Share when a serious occurrence is reported by the child care supervisor to the Ministry of Education, Licensing Unit.
- Provide child care registration lists to school's office.
- Extend invitations to school staff to attend child care staff meetings when relevant.
- Ensure child care staff wear badges that identify them as program staff for that school site (i.e. badge could have staff picture, name of agency and school name.)
- Invite school staff and Principal/Vice Principal to child care events (e.g. holiday celebrations, open house, advisory committee meetings.)
- Ensure all families receive and sign the Board's Exchange of Information Form to support communication between child care and school staff on an ongoing basis (Refer to Appendix A.)

#### Child Care and School Educator:

- Share program goals and philosophies to ensure a better understanding of each program's pedagogical approach.
- Share documentation to create a common understanding of children's development and progress.
- Share programming plans.
- Provide opportunities to visit classrooms during each other's program to observe and understand classroom expectations with regards to space, resources, behaviour guidance, etc.
- Provide opportunities for Kindergarten Educators teams to visit the child care centre to become familiar with children who will be entering Junior Kindergarten. Also provide opportunities for Kindergarten teams to visit the Extended Day Program/ BA Program.
- Develop consistent messaging for the children with regards to expectations in use of classroom materials, behavior, etc.
- Share communications sent out to parents from both programs.
- In the beginning of the school year, discuss timetables, routines, transitions, busing, etc. with Extended Day Program **Registered Early Childhood Educators** (RECEs.)
- Jointly plan parent education meetings and activities.
- Communicate daily.
- Collectively seek outside input from the Vice Principal, Principal, Supervisor and/or Child Care Coordinator if a difference of opinion arises and cannot be resolved.



### *Transition Strategies:*

As part of FDK, an Extended Day Program is intended to be connected to the learning that happens in the Kindergarten classroom during the regular school day.

All children benefit from consistent routines. School educators need to work together with child care educators to create routines and transitions that support children rather than fitting children into transitions.



### School and Child Care Partners:

- Create routines that include the Extended Day RECEs as part of the morning and afternoon routines in the Kindergarten classes. For example:
  - The RECE from the Extended Day program takes the children attending the before care program to the gym (if available) for a gross motor activity or on the carpet to do a small group activity while FDK team are getting ready for the day.
  - In the afternoon the RECE from the Extended Day program could come into the Kindergarten classroom prior to dismissal to support the end of the day routine where the children attending the Extended Day are getting dressed at the same time as children going home and are taken directly outside for outdoor programming.
- Create scheduled visits for preschoolers entering Junior Kindergarten to Kindergarten classroom(s) prior to Kindergarten entry from registration to the end of June.

### *Sharing Resources (equipment, materials and storage)*

With the implementation of FDK and Extended Day Programs, four-and five - year olds are in Kindergarten classrooms beyond the hours of Kindergarten. From the view of a child, classroom materials are there for engaging with throughout the day, and this view does not change when the educators change.

School and child care staff should consider sharing resources such as:

- Sand tables
- Water tables
- Dramatic play equipment
- Large blocks
- Manipulatives, both Board-owned and child care-owned
- Outdoor equipment
- Easels
- White boards
- Board owned books/child care owned books
- Gym equipment
- Technology where appropriate



Child care operators have budgets for purchasing materials and are required under the Day Nurseries Act to have a required number of toys and equipment. Often the equipment being purchased is a duplicate of what is found in a Kindergarten classroom. Consideration could be given to joint

purchasing of manipulatives and materials that can be shared throughout the day, so that both YRDSB staff and child care staff are creating an environment that is intentional and play-based and supports inquiry learning from 7 am-6 pm.

Kindergarten teams are not expected to share personal items. Child care operators would supply their own consumables such as paint, paper, art supplies, markers, crayons, etc.

To support the sharing of equipment and materials, protocols should be created to address replacement of lost or broken items belonging to either program (refer to Appendix B for sample damage log.) Common expectations on how materials will be used by children and returned to the designated location in the room will help reduce the number of items misused.

### *Strategies That Support Shared Space for Children Six- to Twelve-Year-Olds*

When considering shared space for BA programs for six- to twelve- year-olds, the following strategies should be considered:

#### Administrators:

- Host the BA program in the same space for a ten-month period to minimize transitions for children and families.
- Allocate space where one room is used for the a.m. program and another room for the p.m. program.
- Identify spaces to be licensed and used as transitional spaces for safe arrival (e.g., gyms, staff rooms, libraries) so classroom teachers have an opportunity to pack up and put away personal belongings at the end of the day.
- Determine where the fridge and food can be stored and snacks prepared.

Although not encouraged, if it is necessary to have BA programs rotate classrooms throughout the school year, the rotation must happen once throughout the school year or on a natural break during the school year, i.e. September – December break, January to March break, and March break to end of June. Rotation on a frequent basis becomes disruptive and inconsistent for children and families, especially in cases where there are children with exceptional needs who may require a longer adjustment period to routines.

#### Child Care Supervisors:

- Arrange the BA program schedule to enable the teacher in the shared space to have time to prepare for their day or pack up (e.g. outdoors activities after attendance taken) whenever possible.
- Ensure the BA RECEs take the children for outdoor programming in the a.m. (weather permitting) when yard duty begins. This supports the children in preparing for the school's morning routine when they transition out of childcare and provides classroom teachers with an opportunity to prepare for their day. In some school locations, the BA program time finishes when yard duty begins and the children are released to the teachers on yard duty.

#### Classroom Teachers and Child Care staff:

- Discuss room setup and organization.
- Identify storage space (i.e. is there room to install an additional storage unit/teacher cupboard in a classroom for BA supplies or room for storage of rolling carts).
- Discuss allocation of display space.
- Identify shared resources (i.e., furniture, chairs, etc.) and expectations for cleanup.

- Establish a system for routine communication and problem solving.
- Establish common classroom expectations for children (i.e., no running, recycling programs, etc.).
- Determine a location where children can hang bags and coats.
- Share information regarding allergies of all children using classroom space.

### *Supporting Children with Special Needs*

The YRDSB is committed to building strong partnerships with child care operators in order to support planning, curriculum and program coordination that will benefit students, families and our school communities. (child care Policy 409)

Child care and BA providers in our schools make great efforts to meet the needs of a range of learners while at the same time being challenged by resource and structural constraints. The following are required to support the inclusion of students with exceptionalities in child care and BA programs in YRDSB schools.

**Equity of Access** – It is a condition of application for all Board approved child care operators who wish to operate programs in YRDSB schools that they are committed to providing a quality child care program that is inclusive, respectful, and responsive to the needs of children with differing abilities and families in differing circumstances. To ensure there are no barriers to access, YRDSB, through the Coordinator of Child Care and Community Service, should revisit this commitment with child care providers on an ongoing basis.

**Communication** – It is an expectation that communication from YRDSB and child care staff to families of children with special needs is informed, clear, compassionate and consistent. The first contact is particularly important in communicating to families the message that “We value your child and are committed to working with you towards appropriate care.” Effective, ongoing communication with families is reciprocal in nature and key to any successful placement.

**Capacity Building** – On an ongoing basis, RECEs can access professional development geared towards working with children with special needs, through various community organizations, including the Child and Family Collaborative, Early Intervention Services and Kerry’s Place. In addition, it is beneficial for YRDSB to invite child care staff to access training offered on-site to school staff. Child care and school staff must establish integrated links and continuous service as children transition among programs and environments. Child care staff and school staff will work together to ensure safe and supportive transitions between school day and the BA Program and that common strategies are implemented in both programs.

## 6. OPERATING GUIDELINES FOR SCHOOL BASED CHILD CARE

### *Process to Become a Board Approved Operator*

To become a Board approved child care operator, child care agencies must complete an application. The agency must be an existing child care operator, operating licensed child care within York Region for a minimum of two years. The operator must be a non-profit agency and must be able to obtain a purchase of service agreement with The Regional Municipality of York. This is so families who qualify for fee assistance can access the program. Once the completed application is received, the approval process is as follows:

- Review of proposals (Includes site visit of current program by Child Care Coordinator)
- Recommendation made for approval to Associate Director of Education
- Approvals reviewed by Joint Team

Once the Agency is pre-approved, it is invited to apply for tenders for any school site where it has been determined through the survey process that there is a need for Child Care. (Refer to Appendix C for application)

### *School Survey Process*

In order to determine if there is a need for a child care program at a particular school site, surveys are distributed to parents/guardians in the particular school. In new schools, the survey is distributed to holding schools as well as posted on the YRDSB website. (Refer to Appendix C Before and After school Survey.) If there are a minimum of 15 positive responses received from the surveys indicating a need is required for a BA Program, then the Coordinator of Child Care and Community Services will initiate the process to establish a program.

When it is determined that there is a need for a program in a school, the school location is tendered out to a list of child care operators who have been pre-approved by the Board. The operator is then chosen by a selection committee which is made up of the Principal and parents within the school community who would access the care.

### *Selection Process for Child Care Operators for New Programs*

- The Child Care Coordinator facilitates a request for letters of intent from pre-approved child care operators.
- Parents are recruited through the survey process to volunteer to sit on the Selection Committee, along with the Principal. The Child Care Coordinator organizes and facilitates the meetings.
- At the first meeting, the Selection Committee reviews the proposals submitted and then meet with the operators to ask questions that are specific to community needs.
- The Selection Committee shortlists to a smaller number of chosen operators. Parents have the next few weeks to visit existing programs of the agencies on the short list. Parents need to make a minimum of three site visits (i.e. one visit per agency).
- A second meeting is held after the site visits have been completed. The Selection Committee discusses the visits and evaluates the data collected and chooses the operator.
- The Child Care Coordinator informs the successful operator.
- A meeting is arranged between the Principal and the chosen operator to discuss the details required for program set up.
- The Child Care Coordinator issues a lease.

### *Space Requirements*

Schools play a key role in the support and growth of BA care programs by providing a safe, regulated, quality environment for children outside of regular school hours. BA Programs can only operate in space that has been licensed under the Day Nurseries Act by the Ministry of Education's, Quality Assurance and Licensing Unit. Under the Day Nurseries Act, there are restrictions to the size and number of children that can be in each licensed room.

In a majority of schools, BA Programs operate in shared space. FDK Extended Day programs are those programs that operate for four-and five - year olds and in most cases, operate within Kindergarten classrooms. Before and After care Programs for six-to twelve - year- olds operate within shared space within the school in classrooms that are located on the main floor.



### *Room Allocations*

Kindergarten rooms should be identified as the shared space for 4 and 5 year olds as this is the space designed for this age group and it meets the Ministry's priority to provide consistent and coordinated programming between the core school day and the before and/or after-school components of the extended Kindergarten day.

The following should be taken into consideration when identifying space for a BA program for children six-to twelve - year- olds:

- Location of room(s) near the main entrance in the building so that parents have easy access for drop off and pick up. Refrain from putting programs in portables.
- Easy access to playground and washrooms.
- Convenient space for bags, coats for children and staff.
- Convenient area to store rolling shelves containing program supplies, a filing cabinet containing administration items and a refrigerator to store snacks and medicine.
- Investigate non-home rooms such as lunch room, library, staff room, community classrooms, and gym.
- Be prepared to host programs in one space for a ten-month period.
- Access to and use of gym/gym equipment.

Although some BA programs may operate within an empty classroom(s) when available, only full-day child care centres have access to exclusive use space as described earlier under the types of child care offered in YRDSB schools.

### *Room Changes*

In circumstances where room changes will be required and the BA Program is requested to relocate to another classroom space, the following must be taken into consideration:

- All classrooms dedicated for before and after care are required to be licensed.
- Be sure to identify alternate space at the time of licensing in anticipation of future room changes.
- Request for room changes should occur around the license renewal date.
- Due to fire, health and Ministry inspections, ample notice should be given when requesting a BA program to relocate.
- A minimum of three months is needed to add classrooms to the licence to meet all the licensing requirements.
- New rooms must be the equal in size of the current licensed room(s) so the licensed capacity is not reduced.

### *Program Expansions*

When consideration is being given to the number of rooms to license in a school for before and after care, there should be additional classroom space added to the license for the potential of growth. As BA Programs operate in shared space, there is no limit to the number of rooms that can be allocated for before and after care. The expectation is that the program is flexible in its growth to accommodate the needs of the families within the school community.

## 7. LEASE AGREEMENTS

All child care centres and BA program agencies must have an executed lease agreement with the YRDSB for each school site in which they operate. The lease defines the responsibilities between the Board and the child care agency. Leases are signed on an annual basis, using 12 month agreements for exclusive use space used by child care centres and 10 month agreements for BA programs and shared space. Lease costs are associated with both the child care centres and BA programs. Lease costs are on a cost recovery basis and reviewed annually. (Refer to Appendix E for sample before and after care lease agreement and Appendix F for child care lease agreement)

### *Purchase of Service Agreement with the Regional Municipality of York*

All Board-approved child care operators are required to have a purchase of service agreement so that families who are eligible for child care fee assistance can access the program. All programs must be licensed to have a purchase of service agreement and the programs must operate within licensed space.

### *Hours of Operation*

The lease outlines the times and days the programs can operate. child care centres operate from Monday to Friday, September to August (12 Months). BA programs have access to schools and licensed space as early as 6:30 am until the start of the school day and then again at the end of the school day to as late as 6:30 pm. Most programs operate between the hours of 7:00 a.m. - 6:00 p.m. BA programs operate from September to June (10 months).

If the BA program requires space to operate in the months of July and August, the agency must enter into a summer lease extension agreement for those two months. This is based on the needs of the families in the particular school community. Therefore, not all agencies offer a summer program at all schools.

### *Access to School Facilities*

The lease agreement for child care programs outlines the terms for the use of the space designated as exclusive use for infant, toddlers and preschoolers or one or more classrooms for shared use for BA programs. This includes access to the gym for physical/gross motor activities and access to kitchens/ serveries or staff rooms for snack preparation. Staff rooms are also made available for child care staff rest breaks as required by the Day Nurseries Act. This might include locations where the child care centre does not have a designated staff room within the centre. In many school locations, preschool children are invited to access the library for literacy and shared reading activities.



## *Access to Keys*

Caretaking staff is responsible for opening and closing buildings. In schools with stand alone BA programs, staff do not have access to keys and cannot be responsible for arming and disarming the school building, for any reason.

In schools with full-day child care centres attached to the building, caretaking staff is still responsible for opening and closing the building. However, these child care centres are zoned separately and have a separate alarm system. Child care staff will have keys and security codes to access the child care centre only.

## *PA Days, December Shutdown and March Break*

Child care centres operate in exclusive use space on all PA days, December Break, and March Break and throughout the summer months. Programs are closed on weekends and statutory holidays.

BA programs, including Extended Day Programs for four-and five - year olds must have access to licensed space on PA days, March Break and during the December Break on days that are not a Board-required shutdown day. These programs operate for the full day from as early as 6:30 a.m. until 6:30 p.m. Coordination between the school and child care occurs on PA days when classroom teachers may need their classrooms for parent interviews. In these situations, alternative arrangements are made with the child care to access alternate licensed space in the school (i.e., gyms, staff rooms, libraries) or to arrange a field trip.

## *Playgrounds*

In most school locations where there is a child care centre on site, the child care centre will have its own playground space. child care operators are responsible for the maintenance and repair of the playground, equipment and fencing.

In many locations, the child care playground is shared between the Kindergarten and the child care. In these locations, the cost of repairs and maintenance may be split 50/50 unless the child care has installed equipment such as climbing structures. School staff and child care staff must coordinate a schedule that meets the needs of both groups to ensure that the child care is meeting the Day Nurseries Act with regards to outdoor programming.

## *Use of Board Equipment*

### *Photocopiers:*

In school locations with child care and/or BA programs, there may be use of the photocopiers by the child care staff to copy such things as memos to parents, attendance sheets, and other items as necessary. In these cases, the child care agency is assigned a copier code and invoiced by the school for the use of the copier on a per copy basis at a rate determined by the Board.

### *Audio/Visual Equipment:*

In some cases, child care operators may be provided access to use audio/visual equipment such as televisions, DVD players and smart boards.

### *Computers:*

Computers are also made available for the use of students attending the BA program where appropriate to support curriculum and homework opportunities.



## *Signage*

Child care operators can install pylon signs or signs that are attached to the school, with written approval of the Board. Pylon signs can be installed outside either on Board property or municipal property with permission. Pylon signs can have the agency logo; however it must match the YRDSB pylon signs in dimensions and style.

Signage attached to the school must have the design with the specifications (size, lettering) that match to the lettering of the school to ensure consistency in size. Agency logos are not permitted to be included on signs attached to the school. The agency must use a Board-approved contractor and the Board must approve the sign before installation. An example of a sign attached to the school is when child care centres have a sign above the door that states “Child Care Entrance” but it cannot use the agency centre name or logo on that sign.

The Agency is also responsible for having the sign removed and the land or Board property restored to its original condition.

## *Parking*

As described in the Planning and Design Guidelines for Child Care, child care centres located in YRDSB schools must have sufficient parking provided for staff and visitors that meets the local zoning bylaws. As parents are required to bring their children directly to the program, parking for parents should be convenient to the main entrance of child care and/or school. In some school locations, parking spaces for the child care staff and parents are separate and clearly identified. In other school locations, child care staff and parents are expected to park in the general school parking area.

In schools that only have a BA program, BA program staff and parents are expected to park in the general school parking areas. As with all parking areas, available space is on a first-come, first-serve basis. If on-site parking cannot be achieved, consider availability of street parking (i.e. subject to municipal approval).

## **8. PERMITS**

Both child care and BA programs are on lease agreements and do not require a permit to operate during the regular hours of operations. Permits are required for access to schools after 6:00 pm for purposes of staff meetings, parent meetings, and holiday functions. If the activity is occurring in licensed space, there are no permit charges applied.

## 9. CARETAKING

As outlined in the child care centre lease agreement, YRDSB has agreed to provide at the child care (tenant's) cost, caretaking services (for up to two hours per day), maintenance, repairs and replacements to the Demised Premises including the grounds and designated parking spaces. These costs are all included in the lease costs. Child care operators are responsible for supplying their own toilet paper, paper towel, facial tissue and hand soap for child care centre washrooms. This does not apply to BA Programs that operate within shared space. Paper products are still provided through the Board.

Guidelines have been created that outline the responsibilities of caretaking and child care staff in the maintenance and cleaning of the child care centre and BA program shared space. (Refer to Appendix G for Guidelines for Caretakers Responsibilities for schools with child care centres and/or Before and After care Programs.)

As part of the lease agreement, child care centres receive an annual clean up in which the floors in the child care centre are stripped and waxed. The date of this clean up is scheduled with the lead caretaker to take place during non-instructional days (March Break, summer months, and December Break) so that the child care can relocate the children. In the event that the clean up cannot be scheduled during those times, a weekend will be considered.

Child care centre operators are responsible for maintaining on-going daily communication with caretaking staff. A caretaker log book should be located in the child care centre with easy access for both child care and caretaking staff to ensure that questions, concerns or issues are recorded and handled appropriately.

As identified in the Security for Licensed Child Care and Before and After Care Programs in Schools Procedure, school radios will be provided to each child care program located in a school for the use of child care operators to provide direct communication with the school staff. (Refer to Appendix H for Procedure for Use of Radios for Child Care and Before and After Care Programs in YRDSB Schools).

### *Guidelines for Maintenance and Repairs in Child Care Centres*

All child care operators need to request approval prior to having any painting, repairs, additions or replacement of items such as flooring, carpeting, countertops, millwork, replacement and repairs to appliances etc. A Request for Repair or Maintenance form (refer to Appendix I) must be completed, signed by the Principal and faxed to the Coordinator of Child Care and Community Services along with quotes from Board-approved contractors only. Once written approval is given, the work can proceed.



The following is a list of the repairs that are the responsibility of the child care operator, the YRDSB or falls under the renewal amount that is collected with the lease payments:

Child care operators are responsible for the costs associated with:

- Painting.
- Replacement of flooring, carpet etc.
- Landscaping to playgrounds.
- Playground repairs and maintenance, fencing (i.e., some costs may be shared 50/50 if playground is shared.)
- All appliances owned and operated by the child care operator.
- Repairs associated with AC units.
- Installation and repairs to signs (Please note, new sign designs need YRDSB approval.)
- Phone installation and repairs/maintenance.
- Installation of replacement and new millwork such as counters, cabinets.
- New or replacement of sinks, toilets, etc.
- Lead testing.

The YRDSB is responsible for costs associated with:

- Life safety systems such as fire alarms, sprinklers.
- Anything identified by the YRDSB as a health and safety issue that is building-related within the school that may include child care space, either shared or exclusive use.
- Landscaping in and around school play yard and school entrances on school property, repairs to school fences etc.

The Renewal Amount expense covers cost for:

- Anything that is attached to the school building such as heating, plumbing, roof replacements, windows replacement, AC replacement and exterior doors of the school.

As situations arise, there may be some items that fall under a “to be determined” category and will be decided on a case by case basis.

### *School Grounds Enhancement Projects*

When schools are considering changes to outdoor play spaces to create inviting physical environments, they must follow the guidelines set out by the school Grounds Enhancement Projects Advisory Committee. This includes submitting plans that outline the design of all projects, existing or proposed, related to the grounds of the school. ([Refer to Procedure #NP460.0, School Grounds Enhancement Projects](#)). Child care operators are required to follow this same procedure when making changes to outdoor play spaces.

## *Guidelines for Child Care Centre Playground Renovations/Replacement*

The following steps are to be followed when submitting a request to renovate and/or replace child care playgrounds. This process does not apply to repairs and maintenance to playground structures, fencing or surfacing. It only applies when re-designing a playground or when adding new materials and equipment.

- Fill out the school Grounds Enhancement Project Application with the school Principal. The Principal can download the application from the BWW site – school Grounds Development - Board Procedure 460
- Include with the application the layout and designs for the proposed playground with specific details regarding the materials and equipment, types of trees etc. that will be installed.
- Include in the designs any items that are existing and that will remain in the playground such as trees, plants, shrubs, playground equipment etc.
- Ensure all plantings do not attract bees or wasps. Ensure trees will not have a destructive root system that may damage adjacent areas, utilities. Consider tree species that will not provide easy climbing and access to adjacent roof of building.
- Once the application is complete, forward the completed application to the Manager of Energy and Environmental Services and a copy to the Coordinator of Child Care and Community Services by the deadline for review and approval of the school Grounds Enhancement Project Advisory Committee.
- Deadline for applications are January 31, April 30, and October 31 annually.
- Approvals to proceed will be provided in writing by the Principal and/or the Coordinator of Child Care and Community Services and only on approval can any project proceed.



### *Portable Air Conditioner Units*

Portable A/C units can be used during the summer months by BA programs under the following guidelines:

- All costs must be borne by the lease holder (installation, equipment, utility and removal).
- All installations must be returned to their original state.
- Monthly utility costs will be estimated by Plant and added to the lease charges.
- No extension cords can be used.
- Electrical supply in the room must be adequate for A/C unit and the intended use of the room.
- If additional electrical wiring is required, the cost of installing this wiring will be borne by the lease holder.
- Must be verified by a Board representative.
- Other than the daily set-up and take-down of the window hose system, all work must be completed by the Board.
- If the Board must provide some installation or removal service, the cost will be charged on a time and management basis. If Board trades people are used, the annually declared rate shall be used.
- If a Board-approved contractor is used, the actual invoice cost will be charged to the lease holder. In both cases, a 10% administration fee will be added.
- Only portable A/C units can be used. No window mounted units can be used.
- Room must be secured every night by lease holder (window hose system must be removed every night and the window(s) locked).
- Any and all liabilities as a result of a breach of security for an unsecured window shall be the responsibility of the lease holder.

### *Use of Small Appliances*

All kitchen appliances should only be used in the staff room or approved kitchens/spaces. These are the only spaces 'purpose-built' to handle such appliances. Kettles, coffee makers, toaster ovens and microwaves are not to be used in any other rooms, including health rooms, department offices or classrooms.

## 10. EMERGENCY PROCEDURES

### *Inclement Weather Days*

An inclement weather day is a day where road or weather conditions make it impossible to operate a school bus safely. In situations where buses are cancelled due to inclement weather affecting road conditions, the day shall be designated an inclement weather day. Child care and BA programs will continue to operate regular program hours.

In the event that schools are required to close early due to inclement weather, caretakers will remain on site until all children are picked up and programs are closed. However, child care and BA programs are encouraged to contact parents and request they pick up as early as possible. Programs will not be expected to close until all children are picked up by an authorized pick-up person. Cancellation of child care programs and BA programs due to inclement weather is determined by the child care operator. (Refer to [Policy and Procedure #152.0, Inclement Weather Days](#))

### *Emergency School Closures*

Emergency is defined as a situation in which the normal operations of the school or work location cannot continue and/or where student and staff safety are brought into question. In such cases in which denied access results in closure of programs, the lease payments will be adjusted accordingly (refer to [Procedure #217.0, Emergency Preparedness](#) for more information).

### *Lockdown Procedures*

A lockdown is defined as a school emergency response to the presence or suspected presence of an armed intruder or other similar violent threat within the school. Child care staff is responsible for following the procedure and protocols during a lockdown. Administrators should include child care staff in the development of the Lockdown Plan and related training. ([Board Procedure #NP217.1 Lockdown, School Sites](#))

### *Fire*

Child care and BA programs are responsible for ensuring they meet all fire regulations and for following the school evacuation procedures at all times. Administrators should include child care staff when the school staff reviews fire safety at the beginning of each school year.

Child care operators are responsible for having a fire safety plan. In YRDSB, all child care and BA programs are included as part of the school's fire safety plan and must complete the Schedule N form (refer to Appendix J). The schedule N form must be kept in the school's Fire Safety Binder found in the school's office. At the beginning of each school year and as required, child care operators should ensure that the Schedule N is updated and a copy has been provided to the school to be kept in the Life Safety Binder. Forward an electronic copy to Human Resource Services-Health and Safety.

## *Caring and Safe Schools*

The YRDSB is committed to creating and sustaining caring and safe schools which promote student learning, achievement and well-being. Child care supervisors are expected to report to the Administrator any behaviors exhibited by students that could result in suspension or expulsion. This could be either on or off school property or where the activity will have a negative impact on the school climate. Child care operators should report the incident using the Safe Schools Incident reporting form part I (Appendix K). (Refer [Policy and Procedure #668.0, Caring and Safe Schools](#))

## *Safe Welcome Program*

Child care and BA program staff are expected to be aware of, understand and follow the Safe Welcome Program. Child care program staff must ensure that doorways connecting their facilities with the main school building are locked at all times and a process is established to ensure a safe, welcome environment.

(Refer [Board Procedure #668.8 Safe Welcome Program: Elementary Schools](#))

## *Visitors*

Unless entering through an exclusive child care facility entrance, all visitors are required to access the school through the main doors and report to the school's office during school office hours before proceeding to child care location. Visitors could include, fire or health inspectors, Program Advisors, Early Interventionists or other health professionals.

# **II. BOARD POLICIES AND PROCEDURES**

## *Licensed Child Care in Schools Policy - #409*

Policy and Procedure #409.0, Licensed Child Care in Schools, outlines the YRDSB's commitment to building strong partnerships with child care operators in order to support planning, curriculum and program coordination that will benefit students, families and our school communities. (Refer to [Policy 409 Licensed Child Care in School](#))

## *Procedure #409.1, Security for Licensed Child Care and Before and After Care Programs in Schools*

This commitment is further supported by Procedure #409.1, Security for Licensed Child Care and Before and After Care Programs in Schools which outlines how the YRDSB works with licensed child care operators in schools to address security protocol in support of students, staff, families and communities. (Refer to [Procedure 409.1 Security for Licensed Child Care and Before and After Care Programs in Schools](#))

## 12. LICENSING REQUIREMENTS

Child care and BA programs are licensed by [Ministry of Education Child Care Quality Assurance and Licensing Unit](#). They must meet the Day Nurseries Act (DNA) which is the legislation that regulates licensed child care in Ontario. The DNA sets out the requirements that a licensed child care operator has to meet in order to operate. These requirements help protect the health, safety and well-being of children.

Child care programs are required to have access to licence space immediately after the dismissal bell.

The license is the document that the Ministry of Education issues to the operator providing the authority to operate the child care program. A license can be regular or provisional and may have terms and conditions.

Licensed child care programs are inspected at least once a year and are now required to publicly post the results of annual licensing inspections. Unannounced inspections are conducted for license renewals on an annual basis or more frequently for shorter term or provisional licenses.

### *Inspections*

Operators are required to have all licensed space inspected and approved by the municipal Fire, Health and, in some cases, Building Departments.

### Fire Regulations

Child care and BA programs are required to have access to the following reports at time of licensing:

- Fire safety plan - a copy of stamped approval page
- Annual fire alarm system inspection record and certificate
- Monthly fire equipment inspection reports
- Sprinkler system inspections

All licensed child care programs must complete a fire drill every month as per Fire Reg. 2.8.3.2.(1)(a) and are required to have a designated emergency shelter in the event of an emergency evacuation.

### **Life Safety Binder must be available at the time of licensing.**

### Health Regulations

Child care and BA programs must meet all local health regulations as set out by York Region Community and Health Services. Public Health inspections are required each time a classroom is added to the child care licence.

### Zoning and By-Law Regulations

Operators must obtain separate zoning approval to operate child care on any school premises. They are required to meet all local By-Law regulations as set out by each municipality. Operators are responsible for providing all the required documentation to the Program Advisor at time of licensing.



### *Flushing Regulations*

Licensed child care operators are required to be in compliance with O. Reg. 243 schools, Private schools and Day Nurseries as set out by the Ministry of Environment. YRDSB and child care operators within Board buildings will share water samples taken for annual lead testing.

The Board will conduct sampling in accordance with the requirements set out in Reg. 243 and will forward sample results to child care operators in a timely manner. Costs will be split 50/50 for tests completed in child care centres.

Caretakers will continue to meet the flushing requirements and maintain the daily or weekly logs in accordance with the Safe Water Drinking Act 2002-0.Reg, 243/07. These records will be kept in the caretaker's office and made available to the child care supervisor when required for licensing.

### *Room Size*

The number of children in each room is determined by the square footage. Licensing requires at least 2.8 square meters (30 square feet) of unobstructed floor space per child.

### *Staff Qualifications*

At least one adult working with every group of children must be a Registered Early Childhood Educator (RECE) who is a registered member of the College of Early Childhood Educators or has Ministry approval to take the place of an RECE.

### *Capacity and Age Groupings*

Child care centres are required to have a separate play space per age grouping. They have a capacity per age group and are required to meet staff-child ratios:

Age Group	Maximum Group Size	Staff - Child Ratio
Infants ( birth – 18 months)	10	3:10
Toddlers (18 months – 2.5yrs)	15	1:5
Preschool ( 2.5 – 3.8 yrs)	24	1:8
Kindergarten age ( 4 - 5 yrs)	20	1:10
school age ( 6-12 yrs)	30	1:15

## *Policies and Procedures*

Child care operators are required to have written policies and procedures in place to address matters such as:

- Fire safety
- Serious allergies
- Sanitary practices
- Serious occurrences such as a child injury, parent complaint, etc.
- Vulnerable Sector Screens for staff, and volunteers
- Administration of medication to children
- Behaviour Guidance

These policies are available to parents when requested and are kept on each school site. Child care and BA program administrators and supervisors should review these policies with all program staff to ensure understanding and consistency of approach.

## *Playgrounds*

For child care programs that run for more than 6 hours a day, a playground must be provided. Children are required to have outdoor programming for a minimum of 2 hours per day, an hour in the morning and again in the afternoon. Additional requirements are:

- The playground must be located adjacent to the premises.
- For playgrounds used by children under 6 years of age, a fenced area with a minimum height of 1.2m (4 ft.) must be installed with a gate. It must have 5.6 square metres (60 square feet) per child. The maximum number of children per fenced area is 64.
- The playground must be designed to ensure constant supervision by staff. Children under 30 months of age must be separated from older children during active outdoor play. This can be achieved by a separate playground area or through schedule usage.
- Playgrounds must have secure storage for outdoor equipment.
- Ministry policy requires that play structures and surfacing meets CSA standards where permanent structures are in place. This must be verified in writing by a third party certified playground inspector.
- The Day Nurseries Act does not require permanent play structures on playgrounds.
- Where a permanent play structure is not provided, the operator is responsible for ensuring other play materials and equipment are available to meet children's developmental needs.

## *Equipment and Furnishings*

Child Care and BA programs:

- Must be equipped with the appropriate toys and furniture and in adequate quantities for the licensed capacity.
- Must be equipped with telephone services, either cell phone or land line.
- Require a designated storage space for their materials and equipment.
- Must have a refrigerator.
- Must have a filing cabinet to keep child and staff records on site.
- Must have an area to lock medications.

## **13. APPENDICES**

# **Appendix A          Consent to Exchange Information Form**

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## *Information Sharing Consent*

*Ongoing communication among professionals involved in your child's day enhances your child's educational and child care experience. In order to best serve children's needs, it is necessary that staff from the Child Care Centre and School exchange daily information about the child's participation in both programs. The purpose is to create a coordinated approach to support the interests, strengths and needs of your child. This sharing of information will enhance consistency across program and support smooth transitions for your child.*

*Your consent will give permission for the verbal exchange of information between the Child Care Centre and the staff at your child's school who have responsibility for program planning. Any health/medical information and/or formal assessment information cannot be shared across programs without further signed parental consent. Forms will be provided for this, if needed.*

*I/We give permission to:* \_\_\_\_\_  
*Name of Child Care Centre*

*and staff members who*  
*have program responsibility at* \_\_\_\_\_  
*Name of School*

*For the daily reciprocal exchange of information about my child:*

\_\_\_\_\_  
*Name of Child* *Date of Birth*

**Your signature on this form indicates your consent for the daily exchange of information between the Child Care Centre and staff members who have program planning responsibility for**

\_\_\_\_\_ **at** \_\_\_\_\_  
*Child's name* *School*

Name of Parent/Guardian: \_\_\_\_\_  
*Please Print* *Signature*

*Witness:* \_\_\_\_\_  
*Please Print* *Signature*

The information gathered on this form is gathered pursuant to the Education Act. The information will be used for the purpose of program planning for the student. Any general questions about the information gathered on this form may be discussed with the principal of your child's school or the Child Care Centre supervisor. School phone numbers are listed alphabetically in the phone book under York Region District School Board or through the Board's website: [www.yrdsb.ca](http://www.yrdsb.ca).



**Appendix C                      Application to Become a Pre-Approved Child Care Operator**

**APPLICATION FOR PRE-QUALIFICATION OF CHILD CARE OPERATOR**

APPLICANTS MUST SPECIFY THAT THEY HAVE READ, UNDERSTOOD AND ACCEPTED ALL THE RELEVANT BOARD POLICIES AND PROCEDURES, AND COMPLY WITH ALL CONTRACTUAL REQUIREMENTS INCLUDING THE FOLLOWING:

The Applicant Shall:

1. Enter into a legal agreement with the YRDSB regarding all matters of administration and operational conditions.
2. Be responsible for the rent or actual costs of maintenance and cleaning of the facility and a pro-rated share of costs for any outside area or facility, which is used in common such as playground equipment or the parking lot.
3. Be responsible for all utility costs, which result from the operation and the use of the child care facility.
4. Assume all financial responsibility including such operating costs as staff salaries and benefits, appropriate liability insurance, etc., and YRDSB must be named as co-insured in the operator's policy (5,000,000.00 general liability).
5. Agree that the use of the Board's property by the child care operator shall be at all times subject to the supervision of the employees of the Board. The Centre's program shall adhere to all the rules and regulations of the school in respect to the health and safety of its occupants, including but not limited to regular fire drills.
6. Currently hold and maintain a Regular license under the Day Nurseries Act for a minimum of two years
7. Must have a purchase of service agreement with The Regional Municipality of York.
8. Must be a non-profit organization.
9. Provide annually to the Board through the Coordinator of child care and Community Services a copy of their financial statement; evidence of a regular license and such other information as may be required.
10. At the time of application be incorporated under the Corporations Act.
11. Agree to abide by the policies and procedures of the YRDSB.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICATION FOR PRE-QUALIFICATION OF CHILD CARE OPERATOR

### Please ensure the following information is included:

- History of Organization
- Type of Organization ( community agency, parent board, commercial operator)
- Proof of non-profit status – Incorporation papers  
Incorporation papers (incorporated under part 3 of the Corporation Act or incorporated under the Co-operative Corporations Act)

#### **Must include the following 10 provisions in letters patent:**

1. The corporation shall have at least five directors.
  2. No employee of the corporation may be a director of it.
  3. The corporation shall not purchase goods or services from any director, officer or person related to a director or officer of the corporation unless there is only one available source of the goods or services within a reasonable distance of the day nursery.
  4. The corporation shall not sell goods or services, other than child care services, to any director, officer or person related to a director or officer of the corporation.
  5. The corporation shall not lend money to or borrow money from any director, officer or person related to a director or officer of the corporation.
  6. The corporation shall not rent property to or from any director, officer or person related to a director or officer of the corporation.
  7. The corporation shall not engage in any other transaction which may directly or indirectly confer a financial benefit on one of its directors.
  8. The directors of the corporation shall serve as directors without remuneration but may be reimbursed for reasonable expenses incurred in the performance of their duties.
  9. No director of the corporation shall directly or indirectly receive any form of money or money's worth as a result of his or her position as director.
  10. Upon dissolution of the corporation and after payment of all of its debts and liabilities, the remaining property of the corporation shall be distributed or disposed of only to charitable or non-profit organizations which provide child care, which are beneficial to the community and which operate solely in Ontario.
- 
- The list of current board of Director, names, addresses, phone numbers.
  - Copies of Minutes to the Board of Directors meetings indicating that the board has appointed of the Executive Director.
  - Current program locations – include address and phone numbers
  - Ages Served
  - Statement of Philosophy and goals
  - Daily Program Schedule
  - Parent Involvement ( i.e. Parent Advisory Committee)
  - Copy of Centre's parent Handbook
  - List of all Daily fees ( part-time, full-time, before only, after only), registration fee, Professional Activity Day Fee, Holiday Fee ( summer, march break, December break)
  - Purchase of Service Agreement
  - Annualized operating budget – including administrative fees
  - Two years financial audited statements
  - Part time policy
  - Minimum enrollment requirement
  - Inclusion policy of children with special needs.
  - Briefly outline your agency's community involvement
  - Please provide two (2) letters of reference from community agencies.
  - Additional relevant information you feel would be of interest.

## PRE-QUALIFICATION OF CHILD CARE OPERATOR

PROPOSALS SUBMITTED



REVIEW OF PROPOSALS  
(Includes site visit of current program by Child Care Coordinator)



RECOMMENDATION FOR APPROVAL



ASSOCIATE DIRECTOR OF EDUCATION



APPROVALS REVIEWED BY JOINT TEAM



## Appendix D Before and After Care Needs Survey

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### THE EDUCATION CENTRE

60 Wellington Street West  
Box 40, Aurora, Ontario L4G 3H2  
Tel: 905.722.3201 905.895.7216 905.727.3141 416.969.8131  
Automated 905.727.0022 895.7227 722.6255 416.969.7170

Fax: 905.727.1931  
Website: [www.yrdsb.edu.on.ca](http://www.yrdsb.edu.on.ca)

Date \_\_\_\_\_

Dear Parents:

In order to determine if there is a need for a Before and After school care Program on-site at \_\_\_\_\_ **Public school**, we are surveying the school community.

If you have a need for a before and after school program, please complete this survey and return it to the school office no later than *enter date*

If there is a need, a program would operate before and after school as well as full day programs (7am – 6pm) on Professional Activity days, March Break and if a need is apparent, through the summer months for children ages 4 – 12 years with the possibility of care for kindergarten.

If significant interest is shown (at least 15 positive responses); we will explore the opportunities of meeting the needs of the school community.

If you require further information, please contact \_\_\_\_\_, Coordinator of Child Care for the YRDSB at (905) 727-0022 Ext. \_\_\_\_\_

Sincerely,

Principal

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The information you provide on this survey is collected pursuant to the board's education responsibilities as set out in the Education Act and its regulations. This information is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used only for the purpose related to the Board's policy P412, Community Use of schools. In the event that a child care agency is chosen to operate a program onsite at \_\_\_\_\_ Public school the surveys will be given to the chosen agency to contact you. Any questions with respect to this survey or the program should be directed to the **Coordinator of child care and Community Services.**"

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\_\_\_\_\_ Public School  
**BEFORE AND AFTER SCHOOL CARE SURVEY**

We are currently exploring the possibility of housing a Before and After School Care Program for children attending our school. In order to proceed, we must first understand the needs of our school community.

If you are interested in this service, please take the time to complete this survey and return it to the school office by *enter date*

Average weekly fees for before and after school care range from \$\_\_\_\_\_.

If you would need financial support with your child care fees please contact \_\_\_\_\_ *add contact information for subsidy* for information on how to obtain fee assistance.

1. Do you presently use child care arrangements? Yes ' No

If yes, please specify name of program \_\_\_\_\_

Would you like to explore other options for child care providers? Yes No '

2. Would you use a before and after school program at our school in September 20--?

Yes  No

3. How many of your children will be in the following age group in September 20--?

Junior Kindergarten \_\_\_\_ Senior Kindergarten \_\_\_\_ 6 to 12 years of age \_\_\_\_

4. When do you normally need child care?

Morning  afternoon  both morning and afternoon

Days (please circle):

Monday Tuesday Wednesday Thursday Friday

5. Please provide your name and phone number if you would like to be contacted to participate on the selection committee, if a need is determined to select a child care agency to operate a new before and after school program at our school.

The commitment required for the selection committee:

- attend two, one-hour evening meetings
- conduct at least three site visits to existing before and after school programs.

I would like to be a part of the selection committee Yes  No

Name: \_\_\_\_\_ Home phone #: \_\_\_\_\_

Email address: \_\_\_\_\_ Work phone #: \_\_\_\_\_

*Please Print Clearly*

## Appendix E Lease Agreement, Before and After Care Programs- Sample

AGREEMENT MADE INDUPLICATE THIS \_\_\_\_ DAY OF AUGUST \_\_\_\_ BETWEEN:

THE YRDSB  
(the "Board")  
- and -

*Name of Child Care Operator*  
(the "Lessee")

1. That in consideration of the rents, covenants and agreements hereinafter contained, the Lessor hereby leases to the Lessee **one or more classrooms** or equivalent area (the "Demised Premises") at the discretion of the Principals of the schools locations listed in "Schedule A" attached hereto for ten (10) months commencing on \_\_\_\_ **day of September, 20\_\_ (the "Commencement Date")** and ending on the \_\_\_\_ **day of June, 20\_\_ (the "Term")**. If either the Board or the Lessee wishes to renew or terminate this agreement, the Board or Lessee shall notify the other party of the desire to do so, such notice to be given in writing not later than six (6) months prior to the end of this agreement.
2. The Board and the Tenant acknowledge and agree that the services provided by the Tenant are provided exclusively by the Tenant and that the Board is not in any way involved in or responsible for the provision of the services provided by the Tenant.
3. IN CONSIDERATION THEREOF, the Lessee agrees and covenants:
  - (a) To pay rent to the Board semi-annually in advance on the \_\_\_\_ **day of September, 20\_\_ and the \_\_\_\_ day of January, 20\_\_** in the amount specified from the fee schedule attached hereto as Schedule 'B' ("the school")
  - (b) That the rent payable to the Board shall include:
    - i) caretaking services;
    - ii) general maintenance, upkeep and repairs;
    - iii) utilities (heat, hot water, light, power);
    - iv) snow removal;
    - v) garbage removal and pick-up;
    - vi) landscaping and grass cutting.attributable to the Lessee's use of the Facility. These services shall be reviewed annually.
  - (c) To pay promptly all taxes, rates, levies and charges attributable to the Lessee's use of the Facility, and to indemnify and save harmless the Board from any and all claims in respect of all such taxes, rates, levies and charges;
  - (d) That the Lessee will not make alterations or improvements to the Facility and shall not affix furnishings or equipment including signs to the floors, roof or ceilings of the Facility without the Board's prior written approval of such alterations or improvements and of their design;
  - (e) That at the termination of the lease, the Lessee, at the Lessee's own cost, will restore the Facility to its present condition and make good to the satisfaction of the Superintendent of Plant any damage that may have occurred;
  - (f) To abide by all policies of the Board as they are enforced from time to time, including, but not limited to policies relating to health, fire drills and safety, and the policy that prohibits smoking on Board property;

- (g) That the access to and use of the Facility and to the school washrooms and playground area shall be designated by the Principal of the school, shall be subject to the supervision of employees of the Board, and that the staff of the Lessee shall be subject to the Principal's duty and authority to organize and manage the school;
- (h) To indemnify and save harmless the Board from any and all loss or damage to the Board's or Lessee's property, including the Facility, that results from the Lessee's occupancy and use of the Facility, and to restore the Facility to its present condition, at the Lessee's own cost.
- (i) To carry replacement value property insurance with the Board as a named insured and liability insurance in an amount not less than Five Million (\$5,000,000) Dollars with the Board as a named insured to protect the Lessee and the Board from any and all claims that may arise from the persons involved in the use or operation of the Facility by the Lessee. Proof of insurance to be submitted to the Board office prior to occupancy of the Facility;
- (j) That the Board shall not be liable or responsible in any way for any death or injury of any kind whatsoever that may be suffered by the Lessee or any employee, agent, customer of the Lessee, or any user of the Lessee's services or any person who may be in the Facility or for any loss or damage or injury to any property belonging to the Lessee or its employees or to any other person while such property is in the Facility save and except where any property damage, injury, death, or other loss giving rise to any claim is caused by the negligence of the Board or those for whom it is at law responsible. Without limiting the generality of the foregoing, the Board shall not be liable for any damage or damages of any kind to persons or property in the Facility caused by explosion, fire, theft, or breakage, by sprinkler, drainage or plumbing systems, by failure for any cause to supply adequate drainage, or snow or ice removal, or maintenance of the Facility, by the interruption of any public utility or service, by steam, gas, water, rain, snow or other substances leaking, issuing or flowing into any part of the Facility, or by anything done or omitted to be done by the Board or any of its trustees, employees, or agents. In addition, the Board shall not be liable for any loss or damage for which the Lessee is required to insure pursuant to paragraph 2(h), nor for any loss or damage resulting from any construction, alterations, repair or maintenance; and or re-location or closure as stated in paragraph (n) iv.
- (k) To indemnify the Board against and from all loss, costs, claims or demands in respect of any injury, loss or damage referred to in paragraph 2(j) against and from any act, omission or neglect by the Lessee or those for whom the Lessee is at law responsible, and against and from any breach by the Lessee of any provision of this lease;
- (l) to obtain and maintain a license under the *Day Nurseries Act*, R.S.O. 1990 c.D. 2 (the "Act") and to abide by the minimum standards prescribed by the Act and its accompanying regulations, including but not limited to the standards for staff to child ratios, programs, equipment and furnishings, health and safety, immunizations, building and accommodation, nutrition, behavioral management, financial records, inspections, training and development and staff qualifications; and to provide quality programs and services which fulfill the needs of the children, families and community associated to the school and which adhere to the Code of Ethics established by the Canadian child care Federation, a copy of which is attached hereto as Schedule 'B'.
- (m) To notify the principal or designate in the event of a serious occurrence or injury to any person on the demised premises;
- (n) That the hours of use under the terms of this lease with those of **the listed Public schools in "Schedule A"** shall be as follows:
  - (i) As early as 7:00 am until the morning school bell and then from the dismissal bell until

6:00 pm at the latest. Monday to Friday from September \_\_, 20\_\_ to June \_\_, 20\_\_ save and except the provisions of paragraphs (ii) and (iii);

- (ii) 7:00 a.m. to 6:00 p.m. Monday to Friday during March break, Christmas vacation, and all professional development days;
- (iii) Notwithstanding the provisions of the foregoing paragraphs (i) and (ii), the school will be closed to public access and to the Lessee on statutory holidays as follows:

Thanksgiving Day (**date**)

**December \_\_, 20\_\_ to January \_\_, 20\_\_ inclusive**

Family Day (**date**)

Good Friday (**date**)

Easter Monday (**date**), and

Victoria Day (**date**)

- (iv) In extenuating circumstances where board employees are on strike and or are taking job action, or the board acting reasonably due to unforeseen circumstances where public access to the Facility is not possible due to damage, repairs or reasons of safety, the lessee may be required to relocate, reduce hours of operations or close programs. In such cases in which denied access results in closure of programs, the lease payments will be adjusted accordingly.
  - (o) That the Lessee will not assign or sublet the Facility;
  - (p) That the Lessee will not carry on any business other than the child care which is the purpose of this agreement in the Facility;
  - (q) That the hours, routines and operation of the Lessee in the Facility shall not conflict with or interfere with the programs or classes of with those of **the listed Public schools in "Schedule A"** .
  - (r) That if approved modifications are made, at the termination of the lease, the Lessee will restore the Facility to its present condition and make good to the satisfaction of the Superintendent of Plant;
  - (s) To comply with the regulations as set out in O. Reg. 221/11 – Extended Day and Third party Programs.
3. THE BOARD agrees and covenants:
- (a) To provide at the Lessee's cost, caretaking services, maintenance and repairs, snow and garbage removal and landscaping to the Facility;
  - (b) To provide light, heat, water and power.
4. It is agreed that the Board may re-enter the Facility on non-performance of the Lessee's covenants.

5. This agreement may be terminated at any time by mutual consent in writing or by written notice by either the Board or the Lessee ninety days (90) prior to the said termination date. The Board reserves the right to terminate this agreement immediately for failure by the Lessee to maintain adequate property or liability insurance coverage to the satisfaction of the Board or for the failure by the Lessee to possess a valid license under the Day Nurseries Act, or for failure of the Lessee to adhere to the Board's policies relating to health or safety.
  
6. The term of this agreement shall be for the said period of ten (10) months. The Lessee has an option to extend the lease for a period of two (2) months for July and August 2014. Any extension of this lease shall be negotiated upon the Lessee giving notice in writing to the Board of its desire to do so not later than **March 01, 20\_\_**.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

		Per:	
			<b>YRDSB</b>
			<b><i>Name of child care Operator</i></b>
		Per:	
			Name:
			Title: A.S.O.
			I/We have the authority to bind the corporation

**SCHEDULE "A"**  
**school LOCATIONS**

1. **XXX Public school**, *insert address*
- 2.

(each of which is referred to herein as the "school")

**FEE SCHEDULE 'B'**  
**Name of Child Care Operator**

	September to December 20__ (16 weeks)	January to June 20__ (26 weeks)	TOTAL
1 - 15 children \$0.00/week	\$0.00	\$0.00	\$0.00
16 - 30 children \$0.00/week	\$0.00	\$0.00	\$0.00
31 - 45 children \$0.00/week	\$0.00	\$0.00	\$0.00
46-60 children \$0.00/week	\$0.00	\$0.00	\$0.00
61-75 children \$0.00/week	\$0.00	\$0.00	\$0.00

\* less one week for holiday closure

**Please enter the amount for each individual school location:**

		First Installment September – December	Second Installment January – June	
<b>School Location:</b>	<b>Number of children enrolled:</b>	<b>Amount Due:</b>	<b>Amount Due:</b>	<b>Owner/Operator Initial:</b>
ABC PS				

Signature: \_\_\_\_\_  
 Owner/Operator



**Schedule 'C'**  
**Code of Ethics**  
**Canadian child care Federation**

child care practitioners accept the ethical obligation to understand and work effectively with children in the context of family, culture and community. They support parents as primary caregivers of their children and liaise with other professionals and community resources on behalf of children and families.

The following Principles of the Code are designed to help child care practitioners monitor their professional practice and guide their decision making.

1. child care practitioners promote the health and well being of all children.
  2. child care practitioners enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development.
  3. child care practitioners demonstrate caring for all children in all aspects of their practice.
  4. child care practitioners work in partnership with parents, recognizing that parents have primary responsibility for the care of their children, valuing their commitment to the children and supporting them in meeting their responsibilities to their children.
  5. child care practitioners work in partnership with colleagues and other service providers in the community to support the well being of children and their families.
  6. child care practitioners work in ways that enhance human dignity in trusting, caring and cooperative relationships that respect the worth and uniqueness of the individual.
  7. child care practitioners pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.
  8. child care practitioners demonstrate integrity in all their professional relationships.
-

## **Appendix F Lease Agreement, Child Care Centre - Sample**

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THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

**BETWEEN:**

**YRDSB  
(the "Board")  
-and-**

**NAME OF AGENCY  
(the "Tenant")**

1. **THIS AGREEMENT WITNESSETH** that in consideration of the covenants and agreements hereinafter reserved and contained on the part of the Board and the Tenant, the Board hereby leases to the Tenant those child care premises and being more particularly described in Schedule "A". (the "Demised Premises") within XXXXXX Public school (the "school") on lands municipally known as *insert school address*,
2. **TO HAVE AND TO HOLD** the Demised Premises for and during the term of one (1) year commencing on the **September 01, 20\_\_** (the "Commencement Date") and ending **August 31, 20\_\_** (the "Initial Term"). The tenant shall have the option to renew the lease for one further one year term provided that it first secures the written approval of the Board, which approval shall not be unreasonably withheld. If the Tenant wishes to renew this agreement, or make changes to the licence capacity the Tenant shall notify the Board of the desire to do so, such notice to be given in writing not later than six (6) months prior to the expiry of the Initial Term and the expiry of the first renewal term.
3. The Board and the Tenant acknowledge and agree that the services provided at the Demised Premises and the school by the Tenant are being provided exclusively by the Tenant and that the Board is not in any way involved in or responsible for the provision of the services provided by the Tenant.
4. The Tenant understands that the Board has agreed to enter into this lease on condition that
  - a) the Tenant provide its services professionally since the services will be accessed to families within the area of the school in which the services are provided, and
  - b) priority in registration in the Tenant's child care program will be given to kindergarten- aged children in the school area in which the Demised Premises are located.
5. **IN CONSIDERATION** thereof, the Tenant agrees and covenants:
  - (a) To pay basic rent ("Rent") for the Demised Premises which shall be payable monthly in advance on the first day of each month throughout the Term in the amount of **\$ 00000**
  - (b) to pay promptly all taxes, including realty taxes, if applicable, rates, levies and charges attributable to the Demised Premises or the Tenant's use of the Demised Premises, and to indemnify and save harmless the Board from any and all claims in respect of all such taxes, rates, levies and charges;
  - (c) to pay to the Board the entire costs of caretaking services (for up to two (2) hours per day), operating the Demised Premises, examples include but are not limited to, maintenance and inspections on play structures built for or by the tenant as per section 5(x) general maintenance, upkeep, repairs, replacements (structural and otherwise) and the cost of utilities including heat, hot water, light power, snow removal, garbage, landscaping and grass cutting attributable to the Demised Premises (collectively, "Additional Rent"), such Additional Rent to be estimated

by the Board annually in advance, prorated and charged to the Tenant in twelve (12) monthly payments;

(d) that the Tenant will not make alterations or improvements to the Demised Premises and shall not affix furnishings or equipment including signs to the floors, walls, roofs or ceiling of the Demised Premises without the Board's prior written approval, such approval not to be unreasonably withheld;

(e) to abide by all policies of the Board as they are in force from time to time, including but not limited to policies relating to health, fire drills and safety, the policy that prohibits smoking and alcohol consumption on Board property and Board Policy #409.0 (the "Policy" in respect of Licensed child care in schools (a copy of which, in its present form, is attached to this Lease as Schedule "B" , it being acknowledged by the tenant that the policy may be amended during the Term of this Lease in which case, once the amendments to that Policy are made, Schedule "B" herein shall be deemed to be amended to reflect those amendments), provided that the Board provides the tenant with a written copy of the amended policy.

(f) that the Board's property and the Demised Premises shall be at all times subject to the supervision of the employees of the Board and that the Tenant will have regard for the duty and authority of the principal of the school (the "Principal") to manage the school;

(g) to carry replacement value property insurance against the perils of fire and standard extended coverage and rental income insurance with the Board as a named or additional insured and to provide proof of such insurance acceptable to the Board prior to occupancy of the Demised Premises and annually thereafter;

(h) to carry liability insurance with the Board as a named or additional insured with sufficient limits to protect the Tenant and the Board from any claims that may arise as a result of the Tenant's use or operation of the Demised Premises, such insurance to be in an amount of not less than Five Million Dollars (\$5,000,000.00) and to provide proof of such insurance acceptable to the Board prior to the Commencement Date and prior to the commencement date and renewal term if applicable;

(i) that the Board shall not be liable or responsible in any way for any death or injury of any kind whatsoever that may be suffered by the Tenant or any officer, director, employee, agent or customer of the Tenant or any user of the Tenant's services or any person who may be on the Demised Premises or for any loss or damage or injury to any property belonging to the Tenant or its employees or to any other person while such property is on the Demised Premises, unless the loss or damage is as a result of the negligence of the Board, or those for whom at law the Board is responsible. Without limiting the generality of the foregoing, the Board shall not be liable for any damages of any kind to persons or property on the Demised Premises caused by explosion, fire, theft or breakage, by sprinkler, drainage or plumbing systems, by failure for any cause to supply adequate drainage, or snow or ice removal, or maintenance of the Demised Premises, by the interruption of any public utility or service, by steam, gas, water, rain, snow or other substances leaking, issuing or flowing into any part of the Demised Premises, or by anything done or omitted to be done by the Board or any of its trustees, employees, or agents. In addition, the Board shall not be liable for any loss or damage for which the Tenant is required to insure pursuant to paragraphs 3(h) and (i) of this Lease, nor for any loss or damage resulting from any consideration, alterations, repair or maintenance;

(j) to indemnify the Board (which indemnity shall survive the termination of this Lease) against and from all loss, costs, claims or demands in respect of any injury, loss or damage and from any act, omission or neglect by the Tenant or those for whom the Tenant is at law responsible, and against and from any breach by the Tenant of any provision of this Lease, or for any increase in any cost that may be incurred by the Board by virtue of the breach by the Tenant of any of the Tenant's covenants contained in this Lease, or as a result of any claim made against the Board

resulting from the use of the playground or the equipment located thereon, and from any injury, loss or claim resulting from the use of the Demised Premises or any equipment located thereon, and which collectively are as a result of a loss, cost or claim that occurs during the Term or any renewal thereof;

(k) to notify the Principal or designate in the event of a serious occurrence or injury to any person on the demised premises;

(l) to obtain and maintain a license or a provisional license in accordance with the terms of the *Day Nurseries Act*, R.S.O. 1990 c.D. 2 as amended (the "Day Nurseries Act");

(m) to provide full day child care each week day, that is, Monday to Friday of the term of the Lease except for the ten (10) statutory holidays as follows:

Christmas Day,  
Boxing Day,  
New Year's Day,  
Family Day  
Good Friday,  
Victoria Day,  
Canada Day,  
Civic Holiday,  
Labour Day, and  
Thanksgiving Day

(n) to provide annually to the Board's child care Co-ordinator a copy of the Tenant's financial statement, the names of the members of the Tenant's Board of Directors or school-Based Advisory Committee with an explanation of how each meets the Tenant's requirements for membership, evidence of a current license or provisional license under the Day Nurseries Act and evidence that the children attending the Tenant's child care centre satisfy the Board's requirements of giving priority for attendance to children in school boundaries of kindergarten age;

(o) to liaise with the Board's child care Co-ordinator;

(p) that the Tenant will not assign or sublet the Demised Premises without the written consent of the Board which consent may be unreasonably withheld;

(q) that the Tenant will not carry on any business other than the child care which is the purpose of this Lease of the Demised Premises;

(r) to install and pay the costs of a telephone on the Demised Premises with the telephone number listed in the telephone directory under the name of the child care centre;

(s) that the operation and use of the Demised Premises shall not interfere with the programs or classes of the school;

(t) the Tenant acknowledges that the Demised Premises form a part of the school and that the school is at all times subject to the exclusive control, management and operation of the Board. Without limiting the generality of the foregoing, the Board shall have the right, but not the obligation, in its control, management and operation of the school or any part thereof and at all times throughout the term with forty-eight (48) hours notice to the Tenant except in the event of an emergency or apprehended emergency (when no notice shall be required) (i) to maintain, repair, replace, or alter the school or any part thereof and to construct improvements and additions to the school or on the lands upon which the school is constructed provided that the exercise by the Board of any such rights shall not have the effect of unreasonably denying the Tenant access to the Demised Premises except in the event of an emergency or apprehended

emergency or during periods of maintenance, repairs or replacements and (ii) to do such other things on, in or near the school or any part thereof as the Board determines to be advisable;

(u) the Tenant agrees that no sign, advertisement or notice whatsoever shall be inscribed, painted or affixed on any part of the outside of the school without the written approval of the Board first being obtained;

(v) the Tenant covenants and agrees with the Board that it will not, without the written consent of the Board, erect or cause to be erected on the school or any part thereof any television or radio antennae, device or apparatus. If any such television or radio antennae, device or apparatus is erected without such written consent, the Tenant shall immediately remove same upon request of the Board. The Tenant further agrees that if any such television or radio antennae, device or apparatus is erected on the school, that the Tenant will at its own expense repair any damage done to the school or the Demised Premises;

(w) the Tenant shall not do, or permit to be done, anything on the Demised Premises or bring or keep anything therein which will in any way increase the risk of fire or public liability insurance at the school or on property kept therein, or obstruct or interfere with the rights of other occupants, if any, or conflict with the laws relating to fires or with the regulations for the Fire Department or with any insurance policy upon the school or any part thereof, or conflict with any of the rules or ordinances of the Board of Health or with any statute or municipal bylaw;

(x) the Board acknowledges that the Tenant or the YRDSB on the Tenant's request, may install certain playground or other equipment upon the lands adjoining the Demised Premises which playground equipment may be shared with the students of the Board who attend the school. The Tenant covenants to ensure that the Tenant's equipment shall be safe for use at all times, in the event that it installs its own equipment, whether installed by the Board or the Tenant, with the consent of the Board;

(y) the Board shall have the right from time to time to make reasonable rules and regulations as in its judgment may from time to time be necessary for the safety, care and cleanliness of the building/location in which the Demised Premises are located, including the Demised Premises and for preservation of good order therein and throughout the common areas of the school, the operation or use of the school or any part thereof including the Demised Premises and supervision and security in the school and on the lands upon which the school is constructed, and the same shall be kept and observed by the Tenant who shall ensure that all persons using the Demised Premises by reason of the use of the Demised Premises by the Tenant shall observe and comply with the said rules and regulations;

(z) to provide, at its sole cost, all supplies required for the operation of the Demised Premises as a child care centre, including but not limited to toilet paper, paper towel, facial tissue and hand soap supplied to the washroom located in the Demised Premises; and

(aa) to abide by the minimum standards prescribed by the Day Nurseries Act and its accompanying regulations, including but not limited to the standards for staff to child ratios, programs, equipment and furnishings, health and safety, immunizations, building and accommodation, nutrition, behavioural management, financial records, inspections, training and development and staff qualifications; and

(bb) upon the expiry or earlier termination of the Term, the Tenant shall restore the Demised Premises in such condition as it was in on the Commencement Date, it shall make good to the satisfaction of the Superintendent of Plant any damage that may have occurred to the school and/or Demised Premises caused by the Lessee's, or those for whom the Lessee is responsible at law, use thereof, it shall leave the Premises in a neat, clean and broom-swept condition and it shall deliver all keys for the school to the Board.

6. THE BOARD agrees and covenants:

(a) to provide at the Tenant's cost, care taking services (for up to two (2) hours per day), maintenance, repairs and replacements to the Demised Premises including the grounds and designated parking spaces, all of which is included in Additional Rent;

(b) to co-operate with the Tenant if the Tenant requires maintenance and repairs to the interior of the Demised Premises;

(c) in the event that the Demised Premises are destroyed by fire, or other act, so as to render the Demised Premises not usable by the Tenant as determined by the Board, acting reasonably, then during the period that the Demised Premises are being repaired, the Board will attempt to re-locate the Tenant to other facilities that might be available. If alternative premises are not available, the Board will use its reasonable efforts to rebuild the Demised Premises and the Term of the Lease will be extended by the number of months for which the Demised Premises were not usable. Basic Rent would abate during the time that the Demised Premises are not usable;

(d) the Board covenants and agrees that it shall not, during the Initial Term of this Lease, and provided the Tenant is not in default of its obligations under the Lease, lease any part of the school of which the Demised Premises forms a part, to any other operator of a child care facility, or any other organization offering similar services; and

(e) that if the Province of Ontario amends or alters its current policy in relation to FDK, and the Board as a result of such amendment or alteration is required to reclaim from the Demised Premises space occupied by the Tenant, then the Board and the Tenant each covenant and agree that they will renegotiate the terms of this Lease, each acting reasonably, to make the terms of this Lease comply with the amended or altered provincial policy and the Board and the Tenant will enter into an agreement amending the terms of this Lease to reflect such renegotiated terms.

7. IT IS AGREED THAT the Board may re-enter the Demised Premises on non performance of the Tenant's covenants.

8. THE BOARD AGREES to provide the Tenant with notice of any breach of covenant and the Tenant shall have a period of seven (7) days after notice to rectify said breach (or such longer period of time as the Board may reasonably grant to cure such default if it can be reasonably demonstrated that the Tenant is attempting to bona fide rectify said default), failing which this Lease shall, at the option of the Board, be terminated.

9. PROVIDED THAT if the Tenant remains in occupation of the Demised Premises after the expiration of the term, without a written agreement to the contrary, it shall be deemed to be a Tenant at will.

10. PROVIDED THAT the Board reserves the right to terminate this agreement on twenty four (24) hours written notice for failure by the Tenant to maintain a license or a provisional license under the Day Nurseries Act, for failure by the Tenant to maintain adequate liability or property insurance or for the failure of the Tenant to adhere to the Board's policies as set out in Subsection 3(e) hereof.

11. Any notice to be given pursuant to the provisions of this Lease shall be given by delivery or sent by facsimile transmission at the address and fax number indicated below and shall be deemed to have been delivered on the next business day following the confirmed transmission of said notice at the addresses set out below.

(a) The Board at:  
YRDSB,  
The Education Centre – Aurora,

60 Wellington Street West, Box 40,  
Aurora, Ontario, L4G 3H2  
Fax: 905-727-3053

(b) The Tenant at:

**Name**  
**Address**

Either party shall from time to time notify the other of any change of address or the provisions of the foregoing section shall accordingly be amended.

YRDSB

Per:

Name:

Title:

I/We have the authority to bind the corporation

**Name of child care Operator**

Per:

Name:

Title:

Per:

Name:

Title:

I/We have the authority to bind the corporation

Attach Schedule A – Floor Plan

## **Appendix G            Caretaking Guidelines for Child Care Centres and Before and After Care Programs**

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### **GUIDELINES FOR CARETAKERS' RESPONSIBILITIES IN CHILD CARE CENTRES**

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As part of regular caretaking duties, caretakers are responsible for:

***Daily:***

1. Sweep floors and vacuum carpets/area rugs (must meet board standards).
2. Clean table tops.
3. Clean and disinfect toilets, sinks, counter top of washrooms, all contact areas and mirrors.
4. Clean windows and doors.
5. Wet mop washroom floors and resilient flooring.
6. Clean and disinfect all other sinks in child care Centre (CCC).
7. Replace paper towel, soap and toilet paper in dispensers where required. (child care supplies own paper products).
8. Remove garbage from each room.
9. Daily litter pick up in playground.
10. Lunch Room garbage pickup – if requested.
11. Life safety checks.
12. Check all walkway and entrances of child care Centre for ice/snow and remove/salt prior to entry of child care staff/parents.

***Weekly:***

1. Vacuum children's cubbies and dust/damp sponge the tops.
2. Thoroughly clean washroom areas – walls, partitions, etc.
3. Clean counter tops in playrooms.
4. Spot clean walls.
5. Check for unsafe or broken hardware such as fire extinguisher holder, door hinges, clocks, etc. ensure lights (interior and exterior) are functioning.
6. Repair and install equipment, shelves, etc., for CCC which is accompanied by a letter of permission from the YRDSB (as per Lease Agreement, Item 3(d)).
7. Maintain the grass and landscaping on the playground.

***As required:***

1. Spray buff resilient flooring.
2. Carpet cleaning.
3. Supply annual reports (fire alarm system, fire extinguishers, water flushing records, etc.).



*GUIDELINES FOR **CHILD CARE CENTRE STAFF** CLEANING AND MAINTENANCE RESPONSIBILITIES*

1. Floors swept and mopped regularly during the day, e.g. sand, water, art materials, etc.
2. Lunchtime clean up – clean tables and chairs, sweep and mop up food and liquid on floor – kitchen should be maintained in a safe and sanitary condition at all times.
3. Plastic mats should cover the floor area under and around easels – daily cleaning of mats and easels.
4. Paint, paste, finger marks on doors, walls and windows removed daily.
5. Toy-shelves, storage areas and counter tops to be kept neat, clean and well organized – clean weekly.
6. Toys and equipment to be cleaned and disinfected weekly or daily for infants.
7. Toilets, sinks and taps to be disinfected daily or after being soiled.
8. Laundry of sheets, smocks, aprons, etc., must be done weekly with children's blankets sent home for laundering.
9. Combs, washcloths or towels must be disinfected daily.
10. Cots and mattresses must be disinfected weekly or after being soiled.
11. Coatroom area to be neatly maintained with cubbies emptied weekly to allow for vacuuming.
12. Daily inspection of all outdoor equipment, space and fence for safety. Report maintenance required to Supervisor. (Supervisor will hire contractor for repairs.)
13. Sweep sand from walkways and remove garbage or litter in playground.
14. Weekly inspection of outdoor storage cupboard for broken equipment, sweeping of floor and reorganization of contents so that the area is safe.
15. Arrange for repairs to toys and equipment as required.
16. Conserve on hydro and water usage (avoid running the water, turn out light when not required).
17. Be aware of the damage caused by the spill of sun screen on tile floors as well as the potential slip hazard. Apply block on area rugs/mats. Avoid the use of spray type bottles and clean spills immediately.
18. The office area should be totally maintained by the Supervisor except the floor, door, and windows.
19. Report concerns of caretaking/maintenance requirements to the Lead caretaker as needed.

## *GUIDELINES FOR CARETAKERS' RESPONSIBILITIES FOR schools WITH BEFORE AND AFTER CARE PROGRAMS*

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caretakers are responsible for performing their everyday caretaking duties as they would for any general classroom however the duties are completed after 6:00 pm once the Before and After care program ends.

As part of regular caretaking duties, caretakers are responsible for:

1. Checking the designated Before and After care space after the morning program ends and before the school day begins to ensure that there are no spills or messes that would interfere with the next program ( i.e. school class).
2. Check classroom at the end of the school day and before the Before and After care Program begins to ensure there are no spills/messes that interfere with program operations.
3. Review shared space with Before and After care Supervisor when ongoing concerns exist because of multiple users in the shared space.
4. Remove garbage from each room used for before and after shared space if required after school ends and Before the After care program begins.
5. The Board supplies/stocks paper towel, soap and toilet paper in dispensers where required such as washrooms and staff room.
6. Paper towels are provided in classrooms where sinks are located for hand washing only.
7. Ensure that the before and after site Supervisor has emergency contact numbers.

### **GUIDELINES FOR BEFORE AND AFTER CARE STAFF CLEANING RESPONSIBILITIES**

1. Floors swept and mopped during the program, e.g. sand, water, art materials, etc.
  2. Snack time clean up – clean tables and chairs, sweep and mop up food and liquid on floor.
  3. Plastic mats should cover the floor area under and around easels and table tops – daily cleaning of mats and easels.
  4. Be aware of the damage caused by the spill of sun screen on tile floors as well as the potential slip hazard. Avoid the use of spray type bottles and clean spills immediately.
  5. Paint, paste, finger marks on doors, walls and windows removed daily.
  6. Equipment-shelves, storage areas to be kept neat, clean and well organized.
  7. Review shared space with Lead caretaker when ongoing concerns exist because of multiple users in the shared space.
  8. Ensure Lead caretaker has appropriate emergency contact information.
-

## **Appendix H                    Procedure for Use of Radios for Child Care and Before and After Care Programs**

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### **Procedure for Use of Radios for Child Care and Before and After Care Programs in YRDSB schools**

As identified in the *Security for Licensed Child Care and Before and After Care Programs in schools procedure*, school radios will be provided to each child care program located in a school for the use of child care operators to provide direct communication with the school staff;

#### **Protocols for the use of School Radios are:**

- Each child care program will be assigned one radio per site.
- In schools with Before and After care programs only, the radio will be kept in the caretakers office and identified as the Before and After care radio.
- In schools with child care centres the radio and charger will be kept in child care office.
- Intended to be use for purposes of security and safety.
- Costs incurred as a result of damages due inappropriate use will be the responsibility of the child care operator.
- General maintenance, service, repairs or replacement will be at the cost of the board.

#### **Responsibilities**

*Child Care and/or Before and After Care Staff shall:*

- retrieve the radio from caretaker's office before the start of the program and return it to the caretaker's office at the end of program.
- turn radio on and test to ensure Radio is working, volume levels and channel reception is satisfactory.
- keep radios charged and turned on at all times while the program is operating.
- provide additional communication devises for program staff to communicate with each other.
- be accountable for the proper use and maintenance of the radio.
- ensure the radios are secured while in their possession.
- ensure that they use the technology in an appropriate manner in accordance with Board policies and procedures.

*Child Care Supervisor shall:*

- be responsible for training designated staff in proper use of the equipment.
  - communicate to Lead caretaker if Radio is malfunctioning.

*Lead/SOFS shall:*

- establish channel for use between child care and caretaking.
- ensure onsite child care/BA Supervisor is trained on proper use of the equipment.

**Appendix I Request for Maintenance Form**

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**Maintenance/Repair Request for Approval**

Name of Child Care Centre:

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Name of School:

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Contact Name:

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Telephone #:

Date:

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Principal Signature:

Describe in detail the work to be done. Include all specifications including the materials to be used and the location of the work. Enclose a diagram and quotes from Board approved contractors.

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Name of Contractor:

Telephone #:

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**This section is for the Child Care Coordinator. Please leave blank.**

Date received:

---

Board Contact:

---

Date Approved or Rejected:

---

Description of follow-up:

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# Appendix J Schedule N Form

**Child Care/BA Program:**

**Occupant Loads    Number**

Name:	Staff:	
Owner or Manager	Children:	
Phone:		

**Days and Hours of Operation:**

**Time:                      Days Open: Indicate with X**

Opening	Closing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Rooms used for BA:**

--

**NOTE: Child Care centers must complete a Fire Drill every month as per Fire Reg. 2.8.3.2.(1)(a)**

Location of Exits: SEE SCHEMATICS

- A daily list of all children in the day care centre must be kept in the day care office and be readily available in an emergency.
- Be knowledgeable of the fire emergency procedures for the school as outlined in the schools fire safety plan.
- Fire drills will be conducted monthly**
- Keep rooms safe from fire hazards and report any potential fire hazards to the school Principal or caretaker.
- Combustible artwork and teaching materials that are attached to the walls shall not exceed 20 percent of the area of the walls.

**CHILD CARE STORAGE**

- Flammable and combustible liquids shall be stored in an acceptable location and in areas inaccessible to the children
- Waste receptacles shall be made of noncombustible materials.
- When handicapped children are cared for, sufficient staff shall be present at all times during the period the children are in the centre to escort them to safety in the event of a fire emergency.

# Appendix K Incident Reporting Form Part 1 - Sample

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Report No: \_\_\_\_\_

**CONFIDENTIAL**

**SAFE SCHOOLS INCIDENT REPORTING FORM – PART I**

**Name of School**

**1. Name of Student(s) Involved (if known)**

\_\_\_\_\_

**2. Location of Incident (check one)**

At a location in the school or on school property (please specify) \_\_\_\_\_

\_\_\_\_\_

At a school-related activity (please specify) \_\_\_\_\_

\_\_\_\_\_

On a school bus (please specify route number) \_\_\_\_\_

\_\_\_\_\_

Other (please specify) \_\_\_\_\_

**3. Time of Incident**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**4. Type of Incident (check all that apply)**

**Note:** If the identified infraction has a negative impact on school climate, whether it occurred on or off school property, or during a school-related activity or event, it shall be reported using this form to the school Principal.

**Activities for which suspension must be considered under section 306(1) of the Education Act**

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol or illegal drugs
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school or Board property or to property located on school/Board premises
- Bullying or cyber-bullying
- Any act considered by the principal to be injurious to the moral tone of the school
- Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community, and/or
- Any act considered by the principal to be contrary to the school code of conduct

**Activities for which expulsion must be considered under section 310(1) of the Education Act**

- Possessing a weapon or replica weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Giving alcohol to a minor
- Bullying or cyber-bullying, if,
  - i. the pupil has previously been suspended for engaging in bullying and/or cyber-bullying, and
  - ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person
- Any infraction outlined in *Board Procedure #668.1 Student Suspension* that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual

orientation, gender identity, gender expression, or any other similar factor

The pupil's pattern of behaviour is so refractory that the pupil's presence is injurious to the effective learning and/or working environment of others; and/or

The pupil has demonstrated through a pattern of behaviour (e.g., neglect of duty, truancy or opposition to authority) that he/she has not prospered by the instruction available to him/her and that he/she is persistently resistant to making the changes in behaviour which would enable him/her to prosper

**5. Report Submitted By:** Name: \_\_\_\_\_  
\_\_\_\_\_

Role in School Community: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Information:** Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

**6. FOR PRINCIPAL'S USE ONLY:** Check if incident was a violent incident, as defined in Policy/Program memorandum No. 120.

o **Violent incident** (ensure this is recorded in Trillium)

Information is collected under the authority Part XIII of the Education Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and shall be used for the purpose of student discipline. Questions about information collected on this form shall be directed to the school principal.