

Policy no. 1999-ED-01:

School Daycare Services

3.0 GUIDING PRINCIPLES

- 3.1 School daycare services are aligned with the school's educational project.
- 3.2 Schools provide quality school daycare services for preschool and elementary school students enrolled with our school board.
- 3.3 A school daycare implements programs of activities on play and recreational projects that support the child's overall development.
- 3.4 Professional development is provided to daycare personnel to ensure they are equipped to meet needs of children and the realities of the school's community.

4.0 GUIDELINES

- 4.1 The Sir Wilfrid Laurier School Board shall provide the services in accordance with:
 - x The

5.4 School daycare services must be offered during at least two of the three following periods:

5.4.1 In the morning, before the start of classes, if there is sufficient demand;

5.4.2 During the lunchtime period;

5.4.3 At the end of the day, after classes.

5.5 At the preschool and elementary school levels, a student shall be considered a regular user if they attend the daycare outside the regular school schedule each week for at least one day a week and for at least two periods a day.

5.6 School daycare services may be provided to non-regular users attending the daycare on an occasional basis, subject to availability of resources.

5.7 School daycare services are offered each day from Monday to Friday of the school year dedicated to educational services, outside the regular hours of class.

5.8 When the number of students warrants it, school daycare services may be provided on pedagogical days and during spring break. In the event of a storm, the policy entitled *Suspension of classes and/or Emergency closure of establishment(s) during unusual and unpredictable circumstances or inclement weather* shall apply.

5.9 Parents are responsible for providing transportation to and from the school daycare.

6.0 ROLE OF THE PRINCIPAL

6.1 The principal consults the Governing Board on implementing and organizing the school daycare.

6.2 The principal is responsible for implementing and operating the school daycare in accordance with the school board's policies, procedures and rules of operation.

6.3 The principal ensures that the MEQ laws and regulations governing school daycares are respected.

6.4 The principal assists the personnel of the school's daycare in the preparation of programs of activities promoting the child's overall development according to the educational project and the school's success plan.

6.5 The principal approves the use of a room for the school daycare and, where necessary, allows access to other rooms and equipment, such as the gym, a classroom and the library.

6.6 The principal approves the program of activities of the school daycare.

8.8 Additional fees charged to parents for supplementary services, if any, must be reasonable and represent the real costs of these services.

~~8.9 Non-regular users of the school daycare shall be charged a fee as determined by the school's Governing Board.~~

8.9.1 Non-regular users of the school daycare shall be issued provincial and federal income tax receipts.

8.10 Regular users of the school daycare shall be issued federal income tax receipts only.

9.0 PERSONNEL

The hiring of employees is subject to the hiring policies of the Sir Wilfrid Laurier School Board, the applicable collective agreement and the regulations of the Ministère de l'Éducation (MEQ).

9.1 The daycare technician or other responsible person and the school daycare educators are employees of the school board. Remuneration is in accordance with the scale in effect for employment categories.

9.2 The working conditions of the school daycare employees are determined by the school board in accordance with the collective agreement of support staff and the classification plan of the CPNCA.

9.3 Each school daycare employee must hold a document dating back to no more than three years attesting that they have successfully completed:

9.3.1 a general first-aid course of at least eight hours that includes "La Gestion des réactions allergiques sévères" training; or

9.3.2 a refresher course of at least six hours aimed at updating the knowledge acquired in the above-mentioned first-aid course that includes "La Gestion des réactions allergiques sévères" training.

9.4 A Skills Training Certificate (STC) in the School Daycare Educator program (or any other training deemed as appropriate) is the minimal requirement to be hired as a school daycare educator.

9.5 Each school daycare employee is also required to undergo a criminal background check conducted by the school board.

10.0 AMENDMENTS

10.1 This policy is subject to review when deemed necessary.

11.0 APPLICATION

11.1 This policy shall come into effect upon adoption by the Council of Commissioners.