

COMMUNITY AND COMMERCIAL USE OF FACILITIES AND GROUNDS FOR CHILD CARE

The School District permits licensed non-profit child care programs to use the following School District assets:

- vacant school facilities;
- space within operating schools;
- space on school grounds for the installation of temporary portable or modular facilities.

School populations are dynamic and it is difficult to accurately assess the short and long-term enrolling space needs in schools. It is also difficult to find alternative accommodation for child care programs in the short term. For these reasons, unused classroom space in schools should be available on an annual basis for child care programs.

1. Child care programs will only be permitted to use School District facilities and grounds as long as they do not negatively affect the operation of school age education programs, and the space is not required for school age education programs.
2. All programs must meet licensing and by-law requirements. The operation of child care programs operating in School District facilities must not compromise building or grounds security. All programs are expected to respect and abide by the mission, vision, values and goals of the Board.
3. The School District may grant the use of its School District facilities and grounds provided that there are no additional costs to the School District. The cost recovery fees assessed to child care programs are reviewed annually and must include short and long-term capital and all operating costs. Any additional maintenance or custodial costs are the responsibility of the program operators.
4. All child care programs are required to have a rental contract, grounds licence or lease agreement with the School District, approved by the School Principal and the Secretary-Treasurer. Agreements must be arranged through the Operations Supervisor.
5. Child care programs will generally operate between the hours of 7:00 am and 6:00 pm, Monday through Friday throughout the school year. Operation of the program outside of these hours or on days when school is not in session must be arranged with the School Principal and the Operations Supervisor.
6. Any changes in the use of space, hours of operation or licensed capacity must be approved by the School Principal and the Secretary-Treasurer, and be arranged through the Operations Supervisor.
7. Temporary portable or modular facilities may be approved for child care programs on school sites. Any proposed facility must meet licensing and by-law requirements and be installed, maintained and operated at no cost to the School District. The installation should not compromise the existing uses and security of the school grounds. School needs will always have priority and the child care program may be required to remove the facility upon reasonable notice from the School District.

8. **Procedures for Establishing a Child Care Program**

Non-profit groups wishing to establish a licensed child care program must receive various approvals before establishing their program. The sequence of the approval process is as follows:

- a. The non-profit group should initiate discussions with the School Principal, and seek agreement in principle that the program has beneficial aspects. Potential space and a site for the program should be identified and reviewed with the Operations Supervisor.
- b. The group should submit a written request to the Secretary-Treasurer together with a letter of support from the School Principal. Proposed plans will be reviewed with the School Principal, Community Care Facilities Licensing staff, and District staff as required. All security issues and other potential impacts must be addressed.
- c. If approvals are granted, the operator will need to contact the Secretary-Treasurer to arrange an agreement.

9. **Liability and Responsibility**

- a. The School District has no legal liability for the operation of the child care program. The operator must obtain liability insurance for an amount established by the School District and provide a certificate of insurance to the Secretary-Treasurer
- b. The school has no legal obligation in the area of the supervision or financial matters of the child care program. Responsibility for children who become ill during the day or are not picked up from the child care program in the evening lies with the child care program supervisor.

10. **Furniture and Equipment**

The provision of furniture and equipment, including a separate telephone line, is the responsibility of the child care program. The child care program will be responsible for reimbursing the School District for any breakage or loss as a result of misuse of school equipment or damage to school facilities.

11. **Renovations**

For programs operating in School District facilities, any proposed alteration to the building, including portables, that are required by licensing or desired by the program, must be approved by the School Principal and Operations Supervisor and all costs must be borne by the child care program. Program operations must contact the Operations Supervisor to make arrangements to obtain cost estimates.