

Administrative Procedure XXX – Child Care Services and Early Years Programs

AP XXX – Child Care Services and Early Years Programs

Purpose

The Child Care Services and Early Years Programs procedure shall be operationalized in adherence to the **Board Policy XXX**.

The purpose of this procedure is to provide guidance with respect to how the district will promote the use of board property for the provision of child care programs at a minimum between the hours of 7 a.m. and 6 p.m. on business days by either the board or third-party licensees.

Definitions

1. the terms “board property,” “business day,” “child care program,” “educational activities” and “licensee” have the meanings given to those terms in the *School Act*.
2. “Direct and indirect costs” include:
 - a. utilities;
 - b. maintenance and repair;
 - c. insurance
 - d. a reasonable allowance for the cost of providing custodial services;
 - e. A reasonable allowance for time school district administrators and other staff spend on matters relating to the use of board property by licensed child care providers.
 - f. Capital replacement costs

Guiding Principles

1. Developmentally appropriate early learning programming reflects a belief in the uniqueness of childhood. Early learning programs focus on the overall development of the child.
2. The transition from home to childcare and early learning programs must be an ongoing experience that allows for the recognition of a diversity of cultural backgrounds, different learning styles and needs, and a variety of home environments.
3. Effective early learning programming creates lasting benefits for children’s development and futures when it is provided early, often, and effectively.
4. Early learning programming is a vital component of the learning continuum and specific strategies are required to ensure that the links between early learning and school education are strong and are supported.
5. The creation and retention of partnerships with parents and with the community is a positive and important element in the provision of early learning programming.

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6. Qualified early childhood educators will deliver early learning programming utilizing the B.C. Early Learning Framework.
7. Appropriate licensing and accreditation procedures will be in place.
8. The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.
9. Child care programs, if operated by the board, will be operated for a fee no greater than the direct costs the board incurs in providing the child care program.
10. Fees for the use of board property by licensees other than the board will not exceed the direct and indirect costs the board incurs in making board property available for the child care program.
11. If child care programs are operated by a licensee other than the board, the district will require the licensee to agree to comply with the **Board Policy XXX**.
12. In operating a child care program, whether through a licensee or by the Board, the district will ensure that it is operated in a manner that:
 - a) fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*:
 - I. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education.
 - II. Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education.
 - b) Promotes the acquisition and use of the Hul'q'umi'num language.
 - c) is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*.
13. Any contract with a licensee other than the board, to provide a child care program on board property must be in writing and subject to review annually. The contract must contain:
 - a) a description of the direct and indirect costs for which the licensee is responsible;
 - b) an agreement by the licensee to comply with the **Board Policy XXX** and all other applicable policies/procedures;
 - c) a provision describing how the agreement can be terminated by the district or the licensee;
 - d) an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the district;
 - e) a statement that the agreement can only be amended in writing, signed by the district and the licensee;
 - f) a requirement for the licensee to maintain appropriate standards of performance;
 - g) a requirement that the licensee must at all times maintain the required license to operate a child care facility.

- h) an understanding that the licensee will work in co-operation with the NLPS Early Years staff on ongoing professional development and in-service.
14. Child care providers will be expected to conform to the School's code of conduct and school rules that may pertain to the successful operation of the child care service on school district property.
15. The district will, on an ongoing basis, assess community need for childcare programs on board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, municipalities and regional districts, and existing child care operators. The process for engagement will be reviewed on an ongoing basis.
16. If child care programs are to be provided on board property, the district will consider, on an ongoing basis, whether those programs are best provided by licensees other than the board, the board, or a combination of both.
- a. In the event that that licensees provide the child care programs; the district shall regularly provide opportunities for non-profit providers to express their interest.
17. Prior to entering into or renewing a contract with a licensee other than the board to provide a child care program on board property, the district will consider:
- a) Whether it is preferable for the board to become a licensee and operate a child care program *directly*;
 - b) the availability of school district staff to provide before and after school care;
 - c) the availability of school district staff to provide full time 0-5 years care;
 - d) whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under the **Board Policy XXX** and its contract with the district, with specific regard to performance in respect of providing an inclusive child care program and one that promotes indigenous reconciliation in child care.
18. Within the term of the license, if for any reason the service provided to the school and community is deemed to be unsatisfactory to the school and/or community, a report will be made by the school principal and/or parents to the manager of the program. If a solution is not found, the report will be sent to the Child Care Licensing Branch to determine a course of action.