

COMMUNITY AND COMMERCIAL USE OF FACILITIES AND GROUNDS - CHILD CARE

Background

The District recognizes that its primary obligation is to provide school age educational programs; however, the District permits licensed non-profit child care programs to use the following District assets:

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

Procedures

1. Child care programs will only be permitted to use 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.
 - 1.1. All programs must meet licensing and by-law requirements.
 - 1.2. The operation of child care programs operating in District facilities must not compromise building or grounds security.
 - 1.3. All programs are expected to respect and abide by the vision, values and goals of the Board.
2. The District may grant the use of its District facilities and grounds provided that there are no additional costs to the 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.
3. All child care programs are required to have a rental contract, grounds licence or lease agreement with the District; approved by the Principal and the Director of Facilities. Agreements must be arranged through the Rentals and Leases Department.
 - 3.1. Rental contracts are issued on an annual basis.
 - 3.2. Grounds licences and lease agreements can range in duration between two to five (2-5) years.
4. 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 Principal and the Rentals and Leases Department.
5. Any changes in the use of space, hours of operation, or licensed capacity must be approved by the Principal and the Director of Facilities, and be arranged through the Rentals and Leases Department.

6. School populations are dynamic and therefore 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 is to be available on an annual basis only for child care programs.
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 District. The installation is not to 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 District.

8. Establishing a Child Care Program

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

- 8.1 The group is to submit a written request to the Director of Facilities for review. Proposed plans will be reviewed with the Principal, Community Care Facilities Licensing staff, and District staff as required. During the review process the following will be considered: site safety and security, space use, K-12 educational programming needs and other potential impacts and planning considerations as appropriate.
- 8.2 If an approval to establish for a new Child Care Program is granted, the Director of Facilities will make necessary arrangements with the Operations, Maintenance, and Accounting Departments to ensure that all District requirements regarding the placement of the program are met.
- 8.3 Once District requirements have been completed, the operator will be notified by the District.
- 8.4 If the operator wishes to proceed, they will contact the Rentals and Leases Department to complete a rental or ground lease agreement.

9. Liability and Responsibility

- 9.1. The 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 District, and provide a certificate of insurance to the Rentals and Leases Department annually.
- 9.2 The Principal 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

- 10.1. 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 District for any breakage or loss as a result of misuse of school equipment or damage to school facilities.

11. Renovations

11.1. For programs operating in 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 Principal and the Director of Facilities, and all costs must be borne by the child care program. Program operators must contact the Director of Facilities to make arrangement to obtain cost estimates from the Maintenance Department.

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act
Tobacco Control Act
Trespass to Property Act
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08

Adopted: November 4, 1996

Revised: January 6, 2009; September 24, 2018, September 28, 2021, October 7, 2021