

 <b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>		
<b>POLICY</b>	<b>SCHOOL DAYCARE SERVICES</b>	<b>CODE: CS-9</b>
<b>Origin:</b>	Community Services Department – School Daycare Division	
<b>Authority:</b>	Resolution #98-06-10-7	
<b>References:</b>	<i>Education Act</i> (see Appendix 1)	

## PREAMBLE

The School Board recognizes its responsibility and role in organizing school daycare services. It is committed not only to the setting up of quality school daycare services, but to their management as well.

This policy outlines the objectives of the School Board and defines the roles of the various partners involved in the organization of school daycare services. It takes into account the *Education Act*, the budgetary rules of the Ministry of Education, the general policies of the Board, as well as other related policies and by-laws.

## OBJECTIVES

1. Ensure quality school daycare services.
2. Define administrative guidelines allowing the school administration to ensure the management of school daycare services in compliance with the policies of the School Board, the *Education Act* and the budgetary rules of the Ministry of Education (MEQ).

## DEFINITION

"The school daycare service is a day supervision service, organized outside class hours for preschool and elementary school children." (Draft regulation respecting school daycare services)

It is an integral part of the services provided by the school and must be self-financed. The school daycare service provides a program of activities in keeping with the needs of the child in a safe environment supervised by qualified staff.

## **ORGANIZATION OF SCHOOL DAYCARE SERVICES**

### **1. Setting up a school daycare service**

Before presenting a request for the setting up of a school daycare service, the governing board must:

- a. establish, by means of a survey, the needs of parents;
- b. determine the needs in terms of premises;
- c. become familiar with the administrative procedures and regulations.

A minimum number of students registered on a regular basis constitutes a requirement for the setting up and maintenance of a school daycare service.

The governing board informs the School Board of the project in order to obtain the necessary support.

### **2. Basic criteria**

- a. Only those preschool and elementary school students duly registered in a school of the School Board who receive instructional services may be eligible for school daycare services during the school year.
- b. The school daycare service must be offered on school days. It shall offer at least two of the three periods per day, namely, before class, lunchtime and after class hours. In addition, school daycare services may be available on professional days, during spring break and/or summer, depending on the needs of the milieu and the funding.
- c. According to the policy established by the School Council of the Island of Montreal, school daycare services in target inner city schools must provide educational activities free of charge to 4-year-olds to complete the half-day of class in compliance with the funding norms and rules.
- d. In order for a school daycare service to become self-financed, parents or tutors of children enrolled in the service must assume the costs which are not covered by other sources of financing.
- e. The school must allocate premises for the school daycare service. The school daycare service must also have access to other premises in the school for the carrying out of various activities (compulsory homework and lesson period, plastic arts, physical activities....)

- f. If no space is available in a school for the setting up of a school daycare service, the School Board must place other adequate premises outside the school at the disposal of the school.
- g. When the number of children enrolled in the service does not suffice to set up a school daycare service, two governing boards may enter into an agreement to provide joint daycare services.

## **ROLES AND RESPONSIBILITIES**

### **1. School Board**

- a. Ensure communication with the Ministry of Education.
- b. Follow up the request of a governing board concerning the setting up of a school daycare service.
- c. Provide support to the school principal concerning the organization of a school daycare service and the professional development activities for the daycare staff.
- d. Recruit, hire and assign school daycare staff in accordance with the hiring policy and the provisions of the collective agreement.
- e. Determine, on a yearly basis, the costs charged to the school daycare service in order to cover the management and operating costs at the level of the School Board.

### **2. Governing Board**

- a. Submit a request for the setting up of a school daycare service to the School Board.
- b. Play an advisory role as regards the organization of school daycare services.
- c. Adopt the annual budget of the school daycare service and incorporate it into the school's budget. This budget must include the financial contribution required from the parent-users.
- d. Approve the use of school premises.

- e. Advise the school principal on the needs in terms of human resources, goods and services and premises.
- f. Inform the School Board of the closure of a school daycare service.
- g. Enter into an agreement with another governing board to provide joint school daycare services.

### **3. School Principal**

The school principal is responsible for the setting up and operation of a school daycare service. He or she is therefore ultimately responsible for the school daycare service. He or she must ensure a sound management of the human, financial and material resources, while complying with the laws in force and the management policies of the School Board.

- a. *Human resources management*
  - i. Take into account the ratio in force.
  - ii. Participate in the selection of school daycare staff.
  - iii. Ensure the management of school daycare staff.
  - iv. See to the organization of professional development activities for the school daycare staff.
- b. *Management of financial and material resources*
  - i. Prepare the annual budget of the school daycare service and submit it to the governing board for approval.
  - ii. Administer the budget of the school daycare service and render an account thereof to the governing board.
  - iii. Complete the application for MEQ funding and forward it to the School Board (September).
  - iv. Notify the School Board of any change in the fees.
  - v. After consulting with the governing board, inform the School Board of the needs in terms of human resources, goods and services and premises.

#### **4. Person in charge of a school daycare service**

Under the authority of the school principal, the person in charge must ensure the smooth operation of the school daycare service. He or she carries out the duties described in the classification plan.

The person in charge ensures that a member of the school daycare staff, elected by his or her peers, sits on the governing board.

#### **5. Parent-Users' Committee**

The general meeting of parents of the school shall decide whether or not to form a parent-users' committee. Pursuant to section 96 of the *Education Act*, the parent-users' committee must establish rules for its internal management.

a. *Role of committee:*

- i. Participate in the setting up of a school daycare service in the school.
- ii. Formulate opinions and recommendations to the school principal concerning the orientations of the school daycare service, the programming of activities and the management of the school daycare service.

b. *Composition of committee:*

- i. School principal.
- ii. Person in charge of school daycare service.
- iii. Parent-users in accordance with the regulations in force.

**APPENDIX I**

***EDUCATION ACT***

**SECTIONS RELATED TO SCHOOL DAYCARE SERVICES**

**SECTION 256**

“At the request of the governing board of a school, a School Board must organize, in the manner agreed with the governing board, school daycare on the school premises or, if the school does not have adequate space, in other premises, for preschool and elementary school students.”

**SECTION 258**

“The School Board may hire staff and enter into agreements for the purposes of sections 255 to 257. In addition, it may require a financial contribution from the users of the services it provides.”

**SECTION 75**

“The governing board is responsible for approving the student supervision policy proposed by the principal.”

“The policy shall include measures relating to the use of non-teaching and non-scheduled time for instructional and educational purposes, the organization of extracurricular activities and the development of approaches to foster academic success.”

**SECTION 80**

“The governing board may, within the scope of its powers, enter into an agreement with another educational institution of the School Board concerning the pooling of goods and services or the holding of joint activities.”

**SECTION 96**

“The meeting of parents called pursuant to section 47 shall decide whether or not to form a parent participation organization.”

“If the meeting decides to form a parent participation organization, it shall determine the name, composition and operating rules of the organization and shall elect its members.”

### **SECTION 96.20**

“After consulting with the members of the school staff, the principal shall inform the School Board, on the date and in the form determined by the School Board, of the needs of the school in respect of each staff category and of the professional development needs of the staff.”

### **SECTION 96.21**

“The principal is responsible for the management of the staff of the school and shall determine the duties and responsibilities of each staff member in accordance with the provisions of the collective agreements or regulations of the Minister and, where applicable, with the agreements between the School Board . . .”

### **SECTION 96.24**

“The principal shall prepare the annual budget of the school, submit it to the governing board for approval, administer the budget and render an account thereof to the governing board.”

“The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the school by the School Board and school's own revenues, on the other.”

“The approved school budget shall constitute separate appropriations within the School Board's budget, and the expenditures for that school shall be charged to those appropriations.”

### **REGULATION RESPECTING SCHOOL DAYCARE SERVICES**

A regulation dealing with the nature and objectives of school daycare services and the general organizational framework should be published in the *Gazette officielle* in June 1998.