

CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

Policy:	Child Care
Reference:	CCS-PO-001-2017
Adopted:	April 26, 2017
Revised:	



Policy Goal:

It is the policy of CLASS to manage the oversight, implementation, management of all child care initiatives and to act as a system resource and liaison for the Ministry of Education, Municipalities & Consolidated Municipal Service Managers (CMSM), Child Care Providers and our member school Boards

Policy Statement:

The Boards recognize that high quality early learning experiences has a significant impact on a child's development and allows increased opportunity for early identification and supports in school based child care.

The Boards support the development of child care programs in schools and believes that school-based child care enhances the services available to parents and children, by providing an opportunity for a seamless day for our youngest learners in a safe and convenient environment. School based child care fosters ongoing relationships and cooperation between parents, caregivers and school staff.

Preamble:

Child Care Services is operated under the umbrella of Chatham-Kent Lambton Administrative School Services (CLASS). CLASS is equally owned by the Lambton Kent District and the St Clair Catholic District School Boards who mutually benefit in the provision of shared services.

The Boards believe that education is a life long journey. The Boards in partnership with professional and quality child care programs actively supports the ongoing education and development of children. We recognize that a shared commitment to children and families is an important component in providing quality school based child care.

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Policy Guidelines:

1.0 Service Offerings:

Child Care Programs that may be offered;

- Fully Licensed Child Care Centre (birth to 5 years)
- Early Learning Program (2.5 years until eligible for JK; where applicable)
- Extended Day Program (JK/SK before and after school care)
- School Age Before and After School Program (5 years – 12 years)
- Best Start Hubs (includes all above programs, as well as other community support services for families and young children)

All child care services be operated pursuant to a lease agreement between the Boards and the licensed not-for-profit child care operator. Leased space rental rates are set by CLASS executive council, on a cost recovery basis.

2.0 Administrative Procedures:

CLASS shall, through its Child Care Services business unit support child care programs within the Boards by providing the following administrative supports:

- i. Plan and prepare for the selection of child cares in new and existing schools through parent surveys and requests for expressions of interest. All planning and selection process will be a cooperative process among Board Representatives, CLASS Representatives and Municipal Service Managers.
- ii. Work with schools on capacity building when Municipal Service Managers identify community waitlist exist for child care services in specific schools.
- iii. Prepare and maintain all lease agreements between the Boards and child care providers. Review and update lease agreements as required.
- iv. Provide support to child care operators in licensing space in the schools ensuring compliance to Child Care and Early Years Act and providing tools required by the board.
- v. Maintain catalog of child care services offered in each board.

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- vi. Prepare annual and summer billing of child care services offered in boards.
- vii. Process shared space permits in eBASE.
- viii. Support boards with any Capital Funded Projects involving child care.
- ix. Manage and complete Ministry of Education Intuitive Reports as needed. Ensuring School Board sign off prior to submissions.
- x. Ensure child care information on board web sites are accurate and up to date. As per Ministry regulation.
- xi. Foster communications and relationship building between schools, child cares and community partners with regular site visits and ongoing communication.
- xii. Ensure child care operators are adhering to the boards lease agreement and quality of care as set out by the MOE.

3.0 Resources:

CLASS shall, through its Child Care Services business unit support child care programs within the Boards by providing the following resources:

- i. Establish and maintain liaison with government and community agencies
- ii. CLASS will provide support to board administration, staff and child care operators on all Ministry of Education child care initiatives and Legislation; Child Care and Early Years Act.
- iii. CLASS will represent the board at community child care planning tables and work with the Municipal Service Managers.
- iv. Work with board and community to establish operational guidelines for child cares and supplementary services offered in Best Start Hubs, through manuals and other resource tools.

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- v. Communicate / plan with board facilities dept. to ensure they have the resources required to maintain buildings with child care programs.
- vi. Initiate, and maintain as needed, the ongoing relationship between the Boards staff and child care operators through communication with administration, school and child care staff

4.0 Implementation:

CLASS will provide appropriate training to the Supervisor – Child Care Services or representatives of CLASS with respect to the requirements of this Policy.