



Policy on Daycare Services

1. Preamble

In accordance with article 256 of the Education Act, Riverside School Board recognizes its responsibility and role in organizing school daycare services. It is committed to the setting up and management of quality school daycare services.

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 and regulations of the ~~Ministry of Education, Leisure and Sport (MELS)~~ **Ministère de l'Éducation et de l'Enseignement supérieur (MEES)**, the general policies of the Board as well as other related policies and by-laws.

2. Objectives

The objectives of this policy are:

- to ensure quality school daycare services;
- to ensure the appropriate management of school daycare services in compliance with the policies of the School Board, the Education Act and the budgetary rules of the ~~MELS~~ **MEES**.

3. Definition

School daycare service is a day-supervision service organized for preschool (kindergarten) and elementary school children enrolled in the school board. This service is provided outside class hours on regular and pedagogical days. ~~beginning with the first day of class and ending with the last day of class.~~ Daycare is an integral part of the services provided by the school and must be self-financing. The school daycare service provides a program of activities in a safe and healthy environment supervised **and run** by qualified staff.



4. Orientation

School daycare services:

- complement the educational services provided by the school in continuity with its ~~educational~~ mission and its ~~success plan~~ ~~educational project~~;
- ~~are an integral part of the school's educational project,~~ ~~focus on~~ the global development of children through activities taking into account their interests and needs;
- encourage the development of social skills ~~such as respect, cooperation and openness to others~~;
- ~~offer homework supervision after school by providing students with an appropriate place and time in which to work,~~ ~~provide students with a supervised homework period~~;
- are in keeping with board policies and the rules of conduct and safety measures approved by the governing board;
- must be self-financing through parental financial contribution and ~~MELS~~ ~~MEES~~ allocations.

5. Responsibilities

5.1 The School Board:

- ensures, at the request of the governing board, that daycare services are offered to children at ~~the~~ preschool (~~4 and 5 year-old~~ kindergarten) and elementary levels;
- determines the roles and responsibilities of school board daycare personnel;
- determines the daycare's financial contribution to school board services ~~and~~;
- ensures the application of this policy.

5.2 The Principal:

- assists the governing board in its role and responsibilities regarding the daycare services;
- coordinates the human, material and financial resources of the daycare service and sees to the integration of the daycare into school life;
- ensures the quality of daycare services;
- may refuse services to a child who does not respect the daycare rules and regulations ~~or for unpaid daycare fees~~;
- ~~reserves the right to accept, after consulting with the daycare technician, any regular users without a fixed schedule.~~

5.3 The Governing Board:

- organizes daycare services such as : ~~number of~~ hours of operation, meals and snacks ~~services~~, fees, and ~~building capacity~~ ~~use of facilities~~ ~~including classrooms~~.



- Approves additional fees charged on pedagogical days when applicable.
- 5.4 The Daycare Technician:
- assists the principal in coordinating human, financial and material organization of the daycare;
 - coordinates the planning and the preparation of activities, projects, educational and recreational outings.
 - carries out tasks determined by the school principal.
- 5.5 The Daycare Educator:
- ensures, at all times, the well-being and safety of the children in her/his care;
 - carries out tasks determined by the school principal in coordination with the daycare technician.
- 5.6 The Parents:
- ~~must~~ Should register before September 30th ~~and ensure that their child is present during the week of September 30th in order to qualify for the MELS grant;~~
 - ~~who register after September 30th do not qualify for the MELS grant and therefore must pay an established fee based on the services requested;~~
 - respect and follow the daycare guidelines, rules and regulations;
 - sign the attendance form on a daily basis and indicate the time of pick up.

6. The Clientele

Daycare services have two types of clientele:

- **regular;** made up of children who are registered and attending the in school daycare for two of the three periods per school day for at least three days a week; and
- **sporadic;** made up of children who do not fall into the category of the regular clientele.

This distinction is necessary because of operating allowances and administrative requirements.

7. Rules of Operation

- 7.1 Basic daycare services are normally offered on regular school calendar days. ~~From time to time, a survey may be conducted to determine the periods of operation on pedagogical days and general hours of operation.~~
- 7.2 Special activities, organized by the daycare, may require additional fees to be paid by parents. Any additional fee required must reflect the actual cost of the activity.
- 7.3 School daycares will be charged an administrative fee to cover board expenses related to their operation. This service charge relates to building maintenance costs, human and financial resources and technology services.

ANNEX 1

All legal references below are excerpts from the Education Act as it stood on August 19, 2019. For an up-to-date version of this document, please refer to the following website: <http://legisquebec.gouv.qc.ca>.

Education act: section 74

The governing board shall analyze the situation prevailing at the school, principally the needs of the students, the challenges tied to student success and the characteristics and expectations of the community served by the school. Based on the analysis ~~and the strategic plan to the school board, the governing board shall adopt, oversee the implementation of and periodically evaluate the school's educational project.~~ and taking into account the commitment-to-success plan of the school board, the governing board shall adopt the school's educational project, oversee the project's implementation and evaluate the project at the intervals specified in it.

Each of these stages shall be carried out through concerted action between the various participants having an interest in the school and in student success. To that end, the governing board shall encourage the collaboration of students, parents, teachers, other school staff members, and community and school board representatives.

~~*In exercising such functions, the governing board shall seek the collaboration of persons having an interest in the school.*~~

~~*To that end, the governing board shall encourage the communication of information, dialogue and concerted action between students, parents, the principal, teachers and other school staff members and community representatives and their collaboration in helping students to achieve success.*~~



Education act: section 75-76

The governing board is responsible for approving the rules of conduct and the safety measures proposed by the principal.

In addition to the elements the Minister may prescribe by regulation, the rules of conduct must specify:

(1) the attitudes and conduct that are required of students at all times;

(2) the behaviours and verbal or other exchanges that are prohibited at all times, including during school transportation, regardless of the means used, including social media; and

(3) the applicable disciplinary sanctions, according to the severity or repetitive nature of the prohibited act.

The rules of conduct and the safety measures must be presented to the students during a civics session held each year by the principal in collaboration with the school staff, and must be sent to the parents at the beginning of each school year.

~~*The rules and measures may include disciplinary sanctions other than expulsion from school or corporal punishment; the rules and measures shall be transmitted to all students at the school and their parents.*~~

Education act: section 256

At the request of the governing board of a school, a school board must provide childcare for preschool and elementary school students, in the manner agreed with the governing board, on the school premises or, if the school does not have suitable premises, on other premises.