



Riverside School Board

Resolution B743-20200218

Policy Name:	Policy on Daycare Services
Policy Number:	Resolution B743-20200218 Replacing Resolution Number B143-20061219
Date Submitted to Executive:	2019-12-03
Date Received at Council:	2019-12-18
Consultation Period:	2019-12-21 to 2020-02-04
Date Approved by Council:	2020-02-18

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 *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 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. 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 mission and its educational project;
- focus on the global development of children through activities taking into account their interests and needs;
- encourage the development of social skills;
- 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 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;
- 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.

5.3 The Governing Board:

- organizes daycare services such as hours of operation, meals and snack services, fees, and 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:
- Should register before September 30
 - 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 school daycare for two of the three periods per school day for at least three days a week;
- **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.
- 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 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.

Education act: section 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.

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.