

School, Community, and Home Relations 11510 Preschool and Child Care Use of School Facilities	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	The Child Care Regulations, 2015 Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) supports the establishment of community-based Preschool and Child Care Programs in schools.

Application

The establishment of community-based Preschool and Child Care Programs in schools is subject to School Superintendent approval and to the following terms:

1. Programs sponsored by school-based parent groups and organizations affiliated with the Catholic Church shall receive priority consideration subject to availability of space and resources.
2. Programs sponsored by other community organizations, ethnic groups, controlled membership groups, or sole proprietors shall receive consideration subject to availability of space and resources.
3. School Administration shall follow the process outlined in *Appendix A – Process to Establish, Renew, Change or Terminate a Preschool or Child Care Program*. This process will provide guidance in soliciting and reviewing applications these programs.
4. The sponsoring organization is selected, approved and contracted by the school division.
5. The sponsoring organization or individual shall be responsible for all costs related to renovations or remodelling required for accommodating the program. All renovations or remodelling must be approved by the Director or designate and must conform to all local codes and regulations.
6. The sponsoring organization shall carry liability insurance of a type and amount satisfactory to the RCSD.
7. The sponsoring organization shall be responsible for any municipal tax levied against the school division because of the program.
8. The operation of the Preschool or Child Care Program or activity, while self-sufficient, must conform to the rules and regulations established for the school by the school-based administrator (SBA) and all municipal and provincial regulatory bodies.

9. A rental fee may be charged to cover the cost of rental of space, heat, power, water and maintenance.
10. The school division shall not provide furniture, equipment, or supplies unless specified in the written and signed agreement.
11. Preschool and Child Care Program personnel of third-party service providers shall be required to:
 - a. provide a current police criminal record check vulnerable sector (CRC-VS);
 - b. ensure the integrity and security of RCSD facilities and equipment;
 - c. adhere to the security provisions as directed by school administration;
 - d. access only those areas as determined by school administration;
 - e. meet with the school administration annually to review the program where;
 - i. the service provider will highlight what activities are working and how program improvements can be made in the future.

Appendix A

Process to Establish, Renew, Change or Terminate a Preschool or Child Care Program

1. Establishing a Preschool or Child Care Program

- a. The SBA will discuss the possibility of having a Preschool or Child Care program with their staff, identifying benefits as well as potential disruptions to the school. This discussion should occur in February, in advance of launching either program in the next school year.
- b. If decision is to proceed with providing a Preschool or Child Care Program, approval is required by the School Superintendent and reviewed by the Manager of Facilities.
- c. Once approved, the SBA will survey/gather feedback from the school community as a whole and make a decision whether to move forward or not.
- d. If a decision has been made to move forward with obtaining a third-party service provider, it is important to make sure that the competition process is fair and equitable, using the parameters below:
 - i. If possible, obtain at least three (3) submissions, these can be obtained through:
 - Advertising on the school website and/or contacting service providers directly that may already be serving the school division in this capacity.
 - Each application shall contain documentation of general parent support and a written program proposal outlining the type of program and program implementation details, including a proposed fee schedule, number of students required to run the program.
 - ii. The SBA will evaluate the submissions in a fair and impartial manner and select the successful proponent.
 - iii. The SBA will send a letter of endorsement to the CFO and School Superintendent.
 - iv. The CFO will send an agreement to the service provider, and upon signing and securing of certificate of insurance, an executed copy of the agreement will be provided to the school-based administrator.
 - v. The school and service provider are then able to advertise the program.

2. Renewal of an Established Preschool or Child Care Program

- a. Preschool Programs that are established within a school are subject to a yearly review and contract renewal by the school division. Upon yearly review, the SBA will submit a letter of endorsement to the CFO and School Superintendent that the

Appendix A

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program can continue as it meets the needs of the school community and space is available for the program.

- b. Child Care Programs that are established in the school are subject to review by the school division upon the terms of the agreement with the school division which could be annually or longer depending on the terms of the agreement.
 - i. The CFO will notify the School Superintendent and SBA prior to the contract expiration so that there is time to review the current program and determine if the program is still meeting the needs of the school community and space is available for the program.
 - ii. An agreement will be written by the CFO subject to the terms and prior to the end of the existing contract.

3. Change of Service Provider

There may be situations where the service provider is not meeting the needs of the school community. It is up to the school-based administrator to engage parent feedback of the issues brought forward.

If it is determined that the service provider is no longer meeting the needs of the school, SBA will inform the CFO and School Superintendent, and a letter will be sent out by the CFO advising the provider that the contract will not be renewed.

The SBA will follow the process above in obtaining a new provider. Activities required to change the service provider should commence in February in advance of the new service provider offering the program in the following September.

4. Termination of Program

There may be situations where the Preschool or Child Care Program is no longer viable or is not supported by the school community.

Terms of agreements are such that renewals are administered yearly unless otherwise stated in their agreement. If the contract is not to be renewed, the SBA will notify the CFO and School Superintendent, and a letter will be sent to the service provided by the CFO indicating the agreement will not be renewed.