

School, Community, and Home Relations 11260 Before and After School Programs	Administrative Application	
	Last Reviewed / Approved on:	August 29, 2023
	References:	Policy 12 – Role of the Director Policy 17 – Catholic School Community Councils
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) views *Before and After School* programs as a viable way to assist parents in supporting a safe and supervised place for children to participate in constructive activities and form positive relationships with peers and adults. Such programs are intended to supplement what children learn during the regular school day by offering students additional opportunities that promote spiritual, academic, emotional, physical, social and moral growth development.

RCSD believes in facilitating support to Catholic School Community Councils (CSCC) in providing children with such opportunities. *Before and After School* programs shall be subject to Executive Council approval and under the general supervision of the principal. Permission to operate the *Before and After School* programs shall be granted only to the school's CSCC.

Application

1. *Before and After School* programs shall require support and approval of school administration, the CSCC executive and the school Superintendent. The Chief Financial Officer (CFO) will be responsible for contract administration for *Before and After School* programs.
2. School Administration and the CSCC shall follow the process outlined in Appendix A – *Process to Establish, Renew, Change or Terminate a Before and After School Program*. This process will provide guidance in soliciting and reviewing applications for a *Before and After School* Program.
3. 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.
4. Each successful application shall develop policies and operational procedures that are in alignment with procedures to assure student safety, disclosure of information, adhering to reporting child abuse protocols, accidents, sick children, emergency contacts and emergency plans.
5. *Before and After School* programs will be limited to students attending the school.
6. *Before and After School* programs will only operate on days that the school is open for students unless otherwise granted by consultation with school administration and Executive Council.

7. *Before and After School* programs may be charged a rental fee to cover the cost of rental of space, heat, power, water and maintenance.
8. The CSCC executive shall provide general supervision of the *Before and After School* program personnel under the direction of the school principal or designate and annually canvass the CSCC and parents on their satisfaction with the *Before and After School* program.
9. A CSCC may solicit the services of a third-party service provider to operate their *Before and After School* program. When a CSCC hires a third-party service provider, the third-party service provider shall be required to sign an operating agreement providing proof of insurance at amounts prescribed by the school division, for use of RCSD facilities.
10. *Before and After School* program personnel and third-party service providers shall be required to:
 - a. provide a current police criminal record check;
 - 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. annually meet with school administration and a CSCC representative 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,
11. *Before and After School* programs shall require Executive Council approval on a yearly basis.
12. *Before and After School* program approval is subject to the following conditions:
 - a. availability of space
 - b. workload and impact on custodial services; and
 - c. no additional costs related to equipment or facilities improvements shall be required and the CSCC executive and/or the service provider shall be responsible for costs of additional custodial services and/or the replacement of damaged equipment.
13. Regular CSCC activities are indemnified under the general liability insurance policy that the RCSD has through the Saskatchewan School Board Association. CSCCs that wish to operate their own *Before and After School* programs will be required to provide proof of insurance, at the amounts prescribed by the school division, for the use of RCSD facilities.
14. Kindergarten children shall be eligible to participate in this program in accordance with provincial legislation and regulations.

Appendix A

Process to Establish, Renew, Change or Terminate a Before and After School Program

1. Establishing a Before and After School Program

- a. The SBA will discuss the possibility of having a *Before and After School Program* with their staff, identifying benefits as well as potential disruptions to the school. This discussion should occur in February, in advance of launching a *Before and After School Program* in the next school year.
- b. If supported by the staff, the SBA will initiate discussions with the school's CSCC and if the program is supported or not a decision will be motioned at the meeting.
- c. If decision is to proceed to establish a *Before and After School Program*, approval is required by the School Superintendent and reviewed by the Controller of Plant and Accommodation Services.
- d. Once approved, the SBA and CSCC will survey/gather feedback from the school community as a whole and discuss feedback at a CSCC meeting and decide whether to move forward or not.
- e. 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 and CSCC will review applications at a CSCC meeting and make a motioned decision.
 - iii. The SBA and CSCC 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 SBA and CSCC Chair.
 - v. The school, CSCC and service provider are then able to advertise the program.

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2. Renewal of an Established Before and After School Program

- a. An established Before and After School Program at a school is subject to a yearly review and contract renewal by the school division. To continue the established program, the SBA and the CSCC Chair will submit a letter of endorsement of the established program by May 1st each year to the CFO and school superintendent endorsing that the established program:
 - i. Meets the needs of the school community and space is available for the program
 - ii. Provides working parents within the school community a safe and affordable childcare option for their children.

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 SBA and CSCC 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, the SBA and CSCC 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 and CSCC 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 *Before and After School Program* is no longer viable or is not supported by the school community.

Terms of agreements are such that renewals are administered yearly. If the contract is not to be renewed, the SBA and CSCC 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.