



- 3.3 Approved Operators shall enter into agreements with the Board for the use of space and the provision of programs relevant to the type of Child Care program offered, i.e. Early Years, Extended Day and/or Before and After School.
- 3.4 Both parties shall have the right to terminate an agreement(s) subject to established terms.
- 3.5 The Board shall oversee the pre-approval, selection and renewal processes of all Child Care Operators.
- 3.6 Operators of Child Care programs s

- serious occurrences of violence and critical injuries; Inclement Weather; School Closure; and,
- 3.13.2.3 Security Matters, including but not limited to, transition between Child Care Program and School Program; School Access; Safe Arrival & Departure; Visitors.
- 3.13.3 Communication
  - 3.13.3.1 Day-to-day operations of the Child Care Program;
  - 3.13.3.2 Annual Parent Satisfaction Survey;
  - 3.13.3.3 Parent participation in the Operator Renewal Process; and,
  - 3.13.3.4 Matters of concern and/or conflict.
- 3.14 Principals, School Staff, Child Care Operators/Supervisors and their Staff shall work as partners in the use of licensed shared space to provide seamless, high quality programs and environments for children throughout

- 4.3.2 To oversee the administration of operator agreements, leases and licences.
- 4.3.3 To support and act as a resource to the Manager of Child Care Services.

#### **4.4 Manager of Child Care Services**

- 4.4.1 To serve as the official representative of the Board on all child care matters.
- 4.4.2 To support Child Care Operators with the implementation of the Child Care: Early Years, Extended Day and Before School Programs policy.
- 4.4.3 To conduct site visits on a regular basis.
- 4.4.4 To assist, when required, with conflict resolution processes between stakeholders (i.e. parents, child care staff and/or Board staff) involving child care matters.
- 4.4.5 To ensure the establishment of a Child Care Operator Network and fulfill the role of Chair.
- 4.4.6 To support Child Care Operator Networks, Local Child Care Board of Directors and Child Care Parent Engagement Committees as required.
- 4.4.7 To Co-Chair the Parent Selection Committee along with the Principal as required.
- 4.4.8 To develop and implement, in partnership with approved Child Care Operators, operating procedures.
- 4.4.9 To ensure that operators administer a parent satisfaction survey on an annual basis.
- 4.4.10 To report to the Board, on an annual basis, a summary of each operator's parent satisfaction survey by location.

#### **4.5 Manager of Purchasing Services**

- 4.5.1 To assist and provide guidance in the issuance and award of the Request for Proposal (RFP) throughout the Operator selection process.

#### **4.6 Manager of Planning Services**

- 4.6.1 To oversee the execution of operator agreements, leases and licences as per Board policies and procedures on a cost-recovery basis.

#### **4.7 Senior Manager of Facilities and Maintenance Services**

- 4.7.1 To oversee that facilities are maintained in accordance with the agreement between the Board and Operator.
- 4.7.2 To oversee the issuance of permits, where applicable, and collect fees as per Board policies and procedures.

#### **4.8 Child Care Operators**

- 4.8.1 To abide by the contents of the Operator's Agreement and applicable licence or lease prepared by the Board.
- 4.8.2 To support the Manager of Child Care Services with the development of child care operating procedures.
- 4.8.3 To implement all operating procedures.
- 4.8.4 To offer quality Child Care programs in keeping with the expectations, policies and procedures of the York Catholic District School Board, the Ministry of Education and all relevant Provincial and Municipal legislation and regulations.
- 4.8.5 To make every reasonable effort to support and provide child care programs in an accessible environment that are inclusive, respectful and responsive to the needs of children with differing abilities, through ongoing communication with Parents/Guardians, school administration and school staff.
- 4.8.6 To establish a Child Care Parent Engagement Committee.

- 4.8.7 To administer a parent satisfaction survey on an annual basis and to keep parent survey responses for three (3) years from the date of its administration for the purpose(s) of audit by the Manager of Child Care Services.
- 4.8.8 To communicate the results of the parent satisfaction survey to the Manager of Child Care Services, the Board of Directors, the Child Care Parent Engagement Committee and the parents of children enrolled in the child care program.
- 4.8.9 To ensure that all communication to parents or the public referencing the York Catholic District School Board is approved by the Superintendent of Education overseeing Child Care Services.
- 4.8.10 To initiate and support opportunities where the School and Child Care programs may partner on activities that enhance learning.

#### **4.9 Principal**

- 4.9.1 To support the implementation of the Child Care: Early Years, Extended Day and Before and After School Programs policy.
- 4.9.2 To provide guidance and leadership to Operators relative to the policies and procedures of the School and Board.
- 4.9.3 To maintain communication and facilitate collaboration between the School and the Child Care Operator/Staff.
- 4.9.4 To ensure Operators have access to their space as per the Board lease and/or licence agreement or Community Use of Schools permit as it relates to provision of Child Care services/programs outside of the terms in the lease or licence agreement.
- 4.9.5 To implement the community survey process and Co-Chair the Parent Selection Committee along with the Manager of Child Care Services as required.

#### **4.10 Child Care Operator Network**

- 4.10.1 To serve as a forum for professional development, resource sharing and networking.
- 4.10.2 To address issues and concerns related to, or emerging from the Child Care programs or Schools/Board in accordance with the centre's or program's operating procedures.

#### **4.11 Child Care Parent Engagement Committee**

- 4.11.1 To provide feedback and suggestions to Operators related to program delivery.

#### **4.12 Parent Selection Committee**

- 4.12.1 To receive, evaluate and select an Operator for the provision of Child Care services at a specif

policy matters pertaining to the Operator and all Programs operated by it in the School(s). The Operator's Agreement must be fully executed by both the Board and Operator prior to occupation of the Premises.

### **5.1.2 Lease Agreement**

### **5.3.3 Before and After School Program or School Aged Program**

A Child Care program operating before and after the instructional school day that serves the needs of children from

<b>Approval by Board</b>	<b>October 1, 2019</b> <i>Date</i>
<b>Effective Date</b>	<b>October 2, 2019</b> <i>Date</i>
<b>Revision Date(s)</b>	<b>October 1, 2019</b> <i>Date</i>
<b>Review Date</b>	<b>March 2021</b> <i>Date</i>





out in the RFP. The successful Operator will sign the applicable Operator and Lease and/or Licence Agreements.

### **1.3 Operator Renewal Process (Appendix C)**

To ensure stability and continuation of child care services for the school communities, the Operator Renewal process commences one and one-half years before the expiry of the existing lease/licence agreement in accordance with the implementation steps outlined below:

1.3.1 **February** of the year prior to the lease/licence expiry year:

- i) The Board communicates to the existing operator its pricing for the next term and the agreed hours of operation.

1.3.2 **April** of the year prior to the lease/licence expiry year:

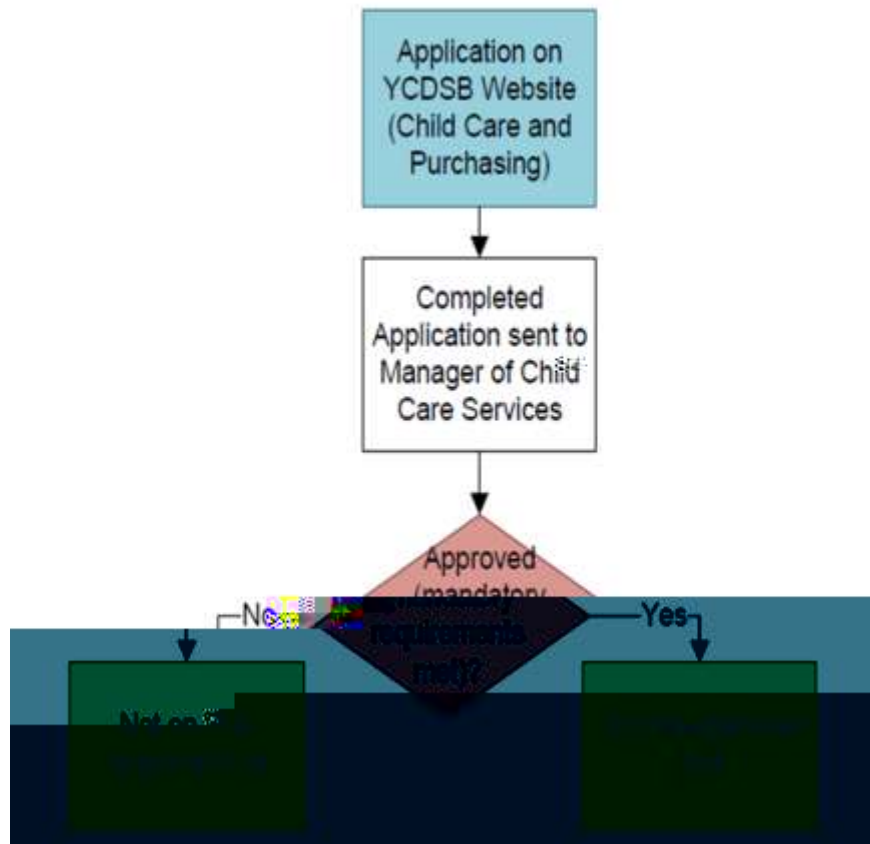
- i) The current operator is to submit its proposal of fees for the next term and its hours of operation to the Board for approval.
- ii) If the proposal is rejected by the Board, an operator Request for Proposal (RFP) selection process will be initiated.

1.3.3 **May** of the year prior to the lease/licence expiry year; if approved by the Board

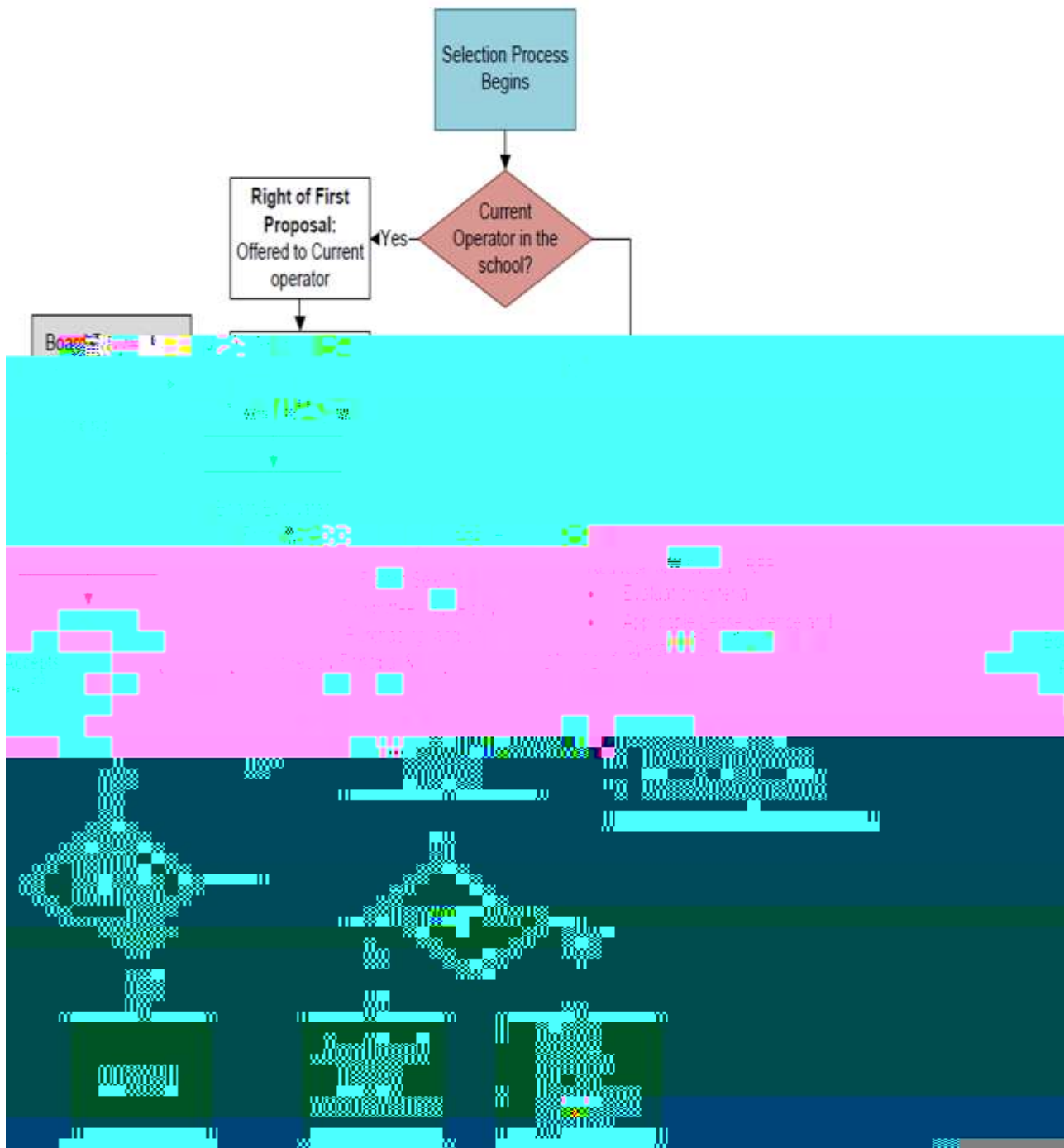
- i) If approved by the Board, as determined by the criteria outlined in the proposal application, the current operator communicates the proposal to



OPERATOR PRE-APPROVAL PROCESS



OPERATOR SELECTION PROCESS





## APPENDIX C