

SCHOOL OPERATIONS AND EQUITABLE EDUCATION

Child Care Operator Application/Pre-Qualification Process

Adopted under - Child Care and Early Years Act (2014), Reg 221/11, 137/15 and 138/15

1.0 Objective

- 1.1 The Durham District School Board (DDSB) supports working in partnership with the DDSB Early Years Consortium in providing quality Child Care and Early Years services to meet the needs of the community within Durham schools.
- 1.2 An annual analysis and review of community needs in consultation with the Region of Durham Consolidated Municipal Service Manager (CMSM) will be conducted to support the viable expansion of Child Care services within Durham schools.
- 1.3 This procedure is to be interpreted and applied in accordance with the District's commitment to promoting and upholding Indigenous rights and human rights in all its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment consistent with the DDSB's Indigenous Education Policy, the Human Rights, Anti-Discrimination and Anti-Racism Policy (the "Human Rights Policy"), the Safe and Respectful Workplace and Harassment Prevention Policy and related procedures.

2.0 Definitions

In this procedure,

- 2.1 Child Care refers to licensed early learning and care programs for children from birth to 3.8 years of age. In accordance with the Child Care and Early Years Act (2014), child care means the provision of temporary care for or supervision of children in any circumstance other than in exempt circumstances.
- 2.2 Early Years refers to programs and services specifically designed for children birth to six years of age. These programs involve or relate to the learning, development, health and well-being of children and families.
- 2.3 Before- and- After School Programs refers to programs in schools serving children 3.8 to 12 years of age before the school day begins, and after it ends, as defined in the *Child Care and Early Years Act* (2014).
- 2.4 Child Care Supervisor refers to the Registered Early Childhood Educator who manages the daily operations of the program/centre.

- 2.5 Child Care Operator/Partner refers to the designated Administrator with decision-making authority who oversees operations for all the programs/centres and participates in the DDSB Early Years Consortium.
- 2.6 Early Years Consortium refers to the collection of DDSB Child Care, Early Years, After-School Recreation partners, and school administrators committed to working collaboratively in a mutually beneficial, on-going and supportive relationship that benefits children, families, staff, and communities as transitions occur from an early learning program to school and from school to an early learning program.
- 2.7 Exclusive Space refers to a dedicated Child Care, Early Years, and After-School Recreation space within the school.
- 2.8 Shared Space refers to space used jointly by the Child Care, Early Years, and After-School Recreation program and the school. This space is determined in consultation with the Principal and approved by the Early Years Manager. These spaces are used before and after regular school hours, on non-instructional days, and/or on other days when instruction is not available, cancelled or interrupted.
- 2.9 Alternative Space refers to back-up space accessed by Child Care Partners, as required for licensing. These spaces are included as an alternate licensed space and are accessed when a primary space is unavailable.
- 2.10 Designated Space refers to space designated by the Board to be used for a Child Care/Early Years program.

3.0 Procedure

3.1 Child Care Operator Program Application

The operator will provide the following documents/details for review:

- a) History and mandate of organization (i.e. non-profit/charitable/incorporation papers – minimum 2 years in operation).
- b) Statement of philosophy and goals.
- c) Overview of program and curriculum framework.
- d) Current program locations - including addresses and phone numbers.
- e) List of current Board of Directors, contact information and governance structure.
- f) Examples of community partnerships.
- g) Two letters of reference from community partners that demonstrate collaboration.
- h) A plan, with examples, of how the Child Care program will develop collaboration and partnerships with the school program and the other early learning programs within the community.
- i) A description of tools the agency uses to ensure quality assurance and provision of a recent sample of results.
- j) A description of the Child Care policy on Parent Involvement (i.e., Parent Advisory Committee).
- k) A copy of the Child Care Parent Manual.
- l) A copy of the Child Care program statement.

- m) A description of the Child Care human rights, anti-discrimination, or equity and inclusion (or similar or related) policy(ies).
- n) A description of how the Child Care will include/support children with special needs and partner with Resources for Exceptional Children.
- o) Proof of possession of a Purchase of Service Agreement and submission of a copy of the regional Compliance Certificate.
- p) Proof of compliance with the Child Care and Early Years Act (CCEYA) (Clear License for each current site).
- q) A copy of the food menu to ensure compliance with Healthy Living/Canada's Food Guide, and that the child care operator can accommodate a variety of medical, religious, and other dietary restrictions and requirements to meet the needs of Durham's diverse communities.
- r) The qualifications of a child care provider are deemed to include provision that all staff are members of the Ontario College of Early Childhood Educators.
- s) Proof of Criminal Reference Checks for all staff, volunteers, and students at licenced child care centres and agencies as follows:
 - I. Criminal Reference Checks must be submitted to the DDSB with a letter of indemnification.
 - II. Vulnerable Sector Screenings must be updated every five (5) years.
 - III. Offence declarations must be provided every year that Vulnerable Sector Checks are NOT required.
- t) A description of the agency's Professional Development Policy and the agency's staff training and development commitment.
- u) The Agency's system of on-call staff support to maintain consistent staff/children ratios.
- v) A copy of the Fee Policy (including daily fee, full-time, part-time, before only, after only, registration fee).
- w) A copy of the annualized operating budget for all Durham Child Care programs.
- x) A copy of the audited financial statements and the Auditor's Reports for the past two years.
- y) A description of the organization's capacity to commit the necessary financial funds associated with expansion and start-up in a new school.
- z) Three letters of reference (i.e. parents/financial institutions/regulatory bodies/funders).
- aa) Proof that all child care supervisors and employees have valid standard first aid certification including infant and child cardiopulmonary resuscitation (CPR).

3.2 Child Care Operator Program Application/Pre-Qualification Process Steps:

- a) All applications will be submitted to the Manager of Early Years.
- b) The submission will be reviewed by Business/Finance, Facilities Services, Early Years Manager, and the CMSM.
- c) The Manager of Early Years will notify the Child Care Operator of the decision.
- d) All submitted information is subject to review and verification by the Durham District School Board.
- e) At any time during the Application/Pre-qualification Process an applicant's submission may be denied if it does not meet the outlined requirements.

- f) Once approved, the Child Care Operator will sign an agreement with the DDSB that requires participation on the Durham District School Board Early Years Consortium. Membership in the Early Years Consortium must be maintained by the individual who has authority to make decisions on behalf of the organization. In the case of non-profit organizations who are run by a volunteer board of directors, it is expected that a senior manager sits on the committee. As a member of the Consortium, the Child Care operator will participate in regular meetings and abide by section 1.3 and other policies and procedures of the Durham District School Board.

4.0 Reference Documents

4.1 Policies

Indigenous Education Policy
Human Rights, Anti-Discrimination and Anti-Racism Policy
Safe and Respectful Workplace and Harassment Prevention Policy

4.2 Procedures

Human Rights, Anti-Discrimination and Anti-Racism Procedure
Human Rights Inclusive Design and Accommodation Procedure
Human Rights Roles, Responsibilities and Accountability Framework

4.3 Other Documents

Ontario Human Rights Code
Occupational Health and Safety Act
Education Act
How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)
Ontario Early Years Child & Family Centres Guidelines (2015)
The Renewed Ontario Early Years Policy Framework (2017)
Before and After School Programs- Kindergarten- Grade 6: Policies and Guidelines for School Boards (2017)
Policy/Program Memoranda: B6 and B9 Child Care Capitol Policies (2016-2017)
Child Care and Schools- Working Together in a Shared Space (2017-2018)
Childcare Modernization Act, 2014
Child Care and Early Years ACT, 2014

Appendix:

None

Effective Date

2011-01-10

Amended

2017-01-20

2024-04-15