



Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson

REGISTER OF POLICIES, PROCEDURES AND BY-LAWS

POLICY ON SCHOOL DAYCARE AND LUNCH PROGRAM SERVICES

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The school board recognizes its responsibility and role in organizing and managing quality school daycare and lunch program services in the elementary sector.

This policy outlines and defines the role of the school board as well as the roles of the various partners (Addendum C) involved in the organization of the school daycare and lunch program services. It takes into account sections 75, 76, 80, 96.20, 96.21, 96.24, 256, 258 and 292 of the Education Act (Addendum B), and the annual budgetary rules (Addendum D) of the Ministère de l'Éducation, du Loisir et du Sport (MELS).

This policy consists of two sections:

1. School Daycare Services
2. Lunch Program Services

1. School Daycare Services

1.1 Establishing a School Daycare Service⁽ⁱ⁾

Before requesting the establishment of a school daycare service, the school administration will:

- a) Determine, by means of a survey, the needs of the parents.
- b) Review the school facilities for daycare use.
- c) Become familiar with the administrative procedures and regulations.
- d) Propose to the Governing Board the establishment of a daycare service.
- e) Upon approval, the Governing Board will submit a request to the school board to establish a daycare service.

A minimum number of 15 students registered as regular users⁽ⁱⁱ⁾ is necessary for the establishment and maintenance of a school daycare service.

1.2 Basic Criteria

1.2.1 Pre-school and elementary school students may be eligible for school daycare services during the school year if they are registered with our school board and receive instructional services.

1.2.2 The school daycare service must be offered on school days. The service must offer a lunchtime period and an after-school period. A before-school period shall be offered when there is sufficient demand. School daycare services must be offered for a minimum of five hours a day and be available until 5:00 pm at the earliest.

In addition, depending on the needs of the school community and the availability of facilities and parental funding, a school daycare service may be available on professional days, during spring break and/or during the summer.

- 1.2.3 A daycare service must be self-financing. Therefore, the parents or guardians of children enrolled in the service must assume the costs that are not covered through the annual allocation from MELS.
- 1.2.4 The school must allocate adequate facilities for the school daycare service. The daycare service must also have access to other facilities in the school in order to carry out various activities e.g. art, physical activities, compulsory homework, etc.
- 1.2.5 If no space is available in a school for a daycare service, the school board must make facilities available in an alternate location.
- 1.2.6 When the number of children enrolled is not sufficient to establish a school daycare service, the governing boards of two separate schools may enter into an agreement to provide a joint daycare service.
- 1.2.7 According to the policy established by the School Tax Management Committee (STMC), school daycare services, in targeted inner city schools, must provide educational activities free of charge to 4-year olds who are registered in the pre-K program (Addendum D).

1.3 Parents' Financial Contribution

- 1.3.1 The parental contribution for regular users is determined annually by MELS (Addendum D). Students who are regular users are entitled to the following:
 - a) Up to five hours of daycare service during a regular school day.
 - b) Up to ten hours of daycare service on a professional day.
- 1.3.2 A school daycare may charge for services in excess of the regular hours, but they must be reasonable and based upon the actual costs incurred. A school daycare may also charge an additional amount for food and special activities such as field trips. A school daycare will not charge a registration fee.
- 1.3.3 For sporadic users ⁽ⁱⁱⁱ⁾ a school may charge a fee covering operating costs, as no grant is received from MELS. Grants are provided by MELS for sporadic users on professional days.

2. Lunch Program

- 2.1 All elementary schools must offer a self-financed lunch program that specifically meets the needs of the school population it serves.
- 2.2 The lunch program in elementary schools must be offered to all pre-school and elementary students who are registered in that school and not registered in the daycare program. This service is to be provided in a safe environment and be supervised by qualified staff.
- 2.3 Lunch program fees shall be reviewed and approved annually by the governing board.

3. Modification

None of the addendums are part of the present policy. The addenda of this policy may be modified without consultation.

Addendum A

Definitions

- (i) **School Daycare Service:** The school daycare service is a program for pre-school and elementary school children that take place outside class hours. It is an integral part of the services provided by the school and must be self-financed. School daycare services complement the educational services provided by the school. In order to provide a complementary service at the school and ensure continuity in its educational mission, planning for school daycare services must be integrated with the school's Educational Project and School Success Plan. This service is to be provided in a safe environment and must be supervised by qualified staff.
- (ii) **Regular user:** A regular user is a student attending a daycare service for the lunchtime period and either a before-class period, an after-class period, or both at least three days per week.
- (iii) **Sporadic user:** A student attending the daycare services less than a regular user, but on a regular schedule, for example, one or two days a week.

Addendum B

Sections from the Education Act

School Success Plan.

75. The governing board is responsible for approving the school's success plan, and any updated version of the plan, proposed by the principal.

1988, c. 84, s. 75; 1997, c. 96, s. 13; 2002, c. 63, s. 7.

Rules of conduct.

76. The governing board is responsible for approving the rules of conduct and the safety measures proposed by the principal.

Sanctions.

The rules and measures may include disciplinary sanctions other than expulsion from school or corporal punishment; the rules and measures shall be transmitted to all students at the school and their parents.

1988, c. 84, s. 76; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

Proposals.

80. The governing board may, within the scope of its powers, enter into an agreement with another educational institution of the school board concerning the pooling of goods and services or the holding of joint activities.

1988, c. 84, s. 80; 1990, c. 78, s. 34, s. 54; 1997, c. 58, s. 47; 1997, c. 96, s. 13.

Staffing needs.

96.20. After consulting with the school staff, the principal shall inform the school board, on the date and in the form determined by the school board, of the needs of the school in respect of each staff category and of the professional development needs of the staff.

1997, c. 96, s. 13.

Staff management.

96.21. The principal is responsible for the management of the staff of the school and shall determine the duties and responsibilities of each staff member in accordance with the provisions of the applicable collective agreements or regulations of the Minister and, where applicable, with the agreements between the school board and university-level institutions concerning the training of future teachers or the mentoring of newly qualified teachers.

Professional development.

The principal shall see to the organization of such professional development activities for the school staff as agreed with the staff, in accordance with the provisions of the applicable collective agreements.

1997, c. 96, s. 13; 2000, c. 24, s. 24.

Annual budget.

96.24. The principal shall prepare the annual budget of the school, submit it to the governing board for adoption, administer the budget and render an account thereof to the governing board.

Balance.

The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the school by the school board and the school's own revenues, on the other.

Separate accounting.

The approved school budget shall constitute separate appropriations within the school board's budget, and the expenditures for that school shall be charged to those appropriations.

School closing.

If a school closes, the school's surpluses and funds shall be transferred to the school board.

1997, c. 96, s. 13.

Childcare.

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.

1988, c. 84, s. 256; 1989, c. 59, s. 28; 1996, c. 16, s. 66; 1997, c. 58, s. 49; 1997, c. 96, s. 91.

User contribution.

258. The school board may hire staff and enter into agreements for the purposes of sections 255 to 257. In addition, it may require a financial contribution from users of the services it provides.

1988, c. 84, s. 258; 1992, c. 23, s. 3; 1995, c. 43, s. 46; 1997, c. 58, s. 50; 1997, c. 96, s. 93.

Cost of transportation.

292. Student transportation provided by a school board before the beginning of classes and after the end of classes each day is free of charge. Where the transportation is provided under a contract with a public transit authority or with the holder of a bus transport permit, within the meaning of government regulation, the school board may claim from a student that portion of the cost of the transportation pass which corresponds to service in addition to service before the beginning of classes and after the end of classes each day.

Lunchtime service.

A school board that provides student transportation at noon to allow students to have their meal at home may claim the cost thereof from the students who elect to use that service.

Supervision.

Whether or not a school board provides transportation at noon to allow students to have their meal at home, it is required to ensure, in the manner agreed upon with the governing boards and on such financial conditions as it may determine, supervision of the students who stay at school.

1988, c. 84, s. 292; 1990, c. 78, s. 9, s. 54; 1997, c. 96, s. 108.

Addendum C

Roles and Responsibilities

1. School Daycare Services

1.1 Ministère de l'Éducation, du Loisir et du Sport (MELS)

- a) Analyzes proposals from school boards for the establishment or renewal of daycare services.
- b) Determines which grants the daycare services are entitled to.
- c) Ensures that school boards have the information they need to organize daycare services.
- d) Ensures that daycare services are made available in compliance with the Education Act and the Regulation Respecting Childcare Services Provided at School.¹
- e) Ensures that school boards conform to the budgetary rules in force.
- f) May establish a monitoring/auditing system, using a sampling approach or monitoring all daycare services in its territory.

1.2 School Board

- a) Ensures communication with MELS.
- b) Considers a school's request for the establishment of a daycare service.
- c) Hires a resource person to assist schools in the establishment and maintenance of their daycares.
- d) Monitors/audits the organization and maintenance of a daycare service.
- e) Determines a fee based on a percentage of actual daycare and lunchtime salaries. This fee is used to cover payroll and banking costs and forms a pool for daycares to draw on to cover the full salary of employees who fall onto short and long term disability, Commission de la santé et de la sécurité du travail (CSST) and maternity leaves.
- f) Periodically studies the fees charged to parents for daycare services at each school.

¹ Regulation Respecting Childcare Services Provided at School (O.C. 1316-98)

- g) Supports the principal with respect to the quality and enhancement of the daycare service.
- h) Establishes rules and criteria for hiring daycare personnel, taking into account the qualifications required, the stipulations of the recall list and the collective agreement.
- i) Recruits and hires staff in consultation with the principal and in accordance with its rules and criteria and the provisions of the collective agreement.
- j) Ensures that there is at least one childcare staff member per twenty children at a school daycare service.

1.3 Governing Board

- a) Submits a request to the school board for the initial establishment of a daycare service on school premises as per Section 256 of the Education Act.
- b) Approves the daycare service facilities, ensuring that there is sufficient space for the children in the selected location.
- c) Approves field trips organized by the daycare.
- d) Adopts the daycare service annual budget, which includes the financial contribution required from the parent users. The daycare service annual budget is part of the school's budget.
- e) May establish a daycare parent user committee (if requested by at least three parents who use the daycare service).
- f) Informs the school board of the closure of the daycare service.
- g) May enter into an agreement with another school's governing board to provide a joint daycare service if required.
- h) Advises the school board of any matter likely to improve the organization of the daycare service.
- i) Informs the community of the daycare services provided by the school.
- j) Approves the rules of conduct and safety measures proposed by the principal.

1.4 Principal

- a) Organizes and maintains the daycare service.
- b) Ensures the quality of the services provided.
- c) Ensures the sound management of the human, financial and material resources.

Human Resources:

1. Screens and selects staff in accordance with the school board's rules and criteria and the provisions of the collective agreement.
2. Ensures that there is at least one childcare staff member per twenty children at a school daycare service.

Financial & Material Resources:

1. Determines the fees charged to parents for daycare services on an annual basis. Ensures that all fees are established at the minimum level necessary to recover the annual costs.
2. Prepares the annual budget for the daycare service and submits it to the governing board for adoption.
3. Administers the budget of the daycare service and provides accounting records to the governing board.
4. Seeks approval from the governing board of daycare service field trips.
5. Completes the application for MELS funding and forwards it to the school board in September of each year.
6. Notifies the school board of any changes to user fees.
7. Informs the school board, after consulting the governing board, of the daycare service needs regarding goods, services and facilities.
8. Ensures that parents are informed that, at the request of at least three parents, a parent user committee may be established.

1.5 Daycare Technician

- a) Is responsible for overseeing the day to day operations of the daycare and lunch program services and ensures a safe and secure environment for students inside and outside the school environment.
- b) Ensures compliance with the school board's policies and regulations.
- c) Co-ordinates the work of the daycare/lunch staff.
- d) Provides parent users with the rules and regulations of the daycare and lunch program services, as well as the fee structure for each program, upon registration. Also provides information regarding the formation of a daycare parent user committee.
- e) Registers students and collects the daycare/lunch fees.
- f) Maintains attendance sheets, updates them daily and makes them available to the parent upon request.

- g) Assists the principal with the financial and material resources management.
- h) Helps the principal assess human resource needs.
- i) Makes suggestions and recommendations regarding the rules of operation and informs the parent users of these rules.
- j) Ensures communication between parent users and school administration, and between the daycare and lunch program services and the various other internal services and external bodies.
- k) Submits any requests, complaints or suggestions he/she has received to the appropriate authorities.
- l) Prepares and conducts daycare and lunch program services staff meetings.
- m) Prepares and conducts information evenings for parents and/or the meetings of the daycare parent user committee (where applicable).
- n) Assists in the physical and material organization of the daycare and lunch program services.
- o) Purchases materials and equipment according to established procedures.
- p) Plans, develops and evaluates the daycare and lunch program services activities.
- q) Ensures that a member of the school daycare staff, elected by his/her peers, sits on the governing board.
- r) May be asked to take part in the planning of Individual Education Plans (IEP) for students with special needs.
- s) Chairs the Daycare User Committee (if applicable)

1.6 Daycare Educator

- a) Ensures the well-being and safety of the children in the daycare and lunch program services.
- b) Plans, conducts and participates in the planning and preparation of educational and recreational activities, projects and outings.
- c) Ensures that the materials and facilities are clean and well maintained.
- d) Ensures that the daycare and lunch program services run smoothly and efficiently in accordance with the policies and procedures of the school board and daycare service.
- e) Takes part in daycare service meetings.

- f) May be asked to take part in the planning of Individual Education Plans (IEP) for students with special needs.

1.7 Daycare Parent User Committee

- a) Is formed by the governing board upon the request of at least three parents who use the service.
- b) Is chaired by the Daycare Technician.
- c) Is an advisory body.
- d) Provides a forum for consultation and feedback.
- e) Transmits suggestions and recommendations to the principal or the governing board.
- f) Is a liaison for all parents who use the daycare service.
- g) Focuses on the quality of daycare services and may make recommendations in respect to the rules of operation, special projects, needed changes or any other aspect of the daycare.
- h) May contribute to the development of innovative projects.
- i) Will write a year-end report, and after being reviewed by the principal and the Governing Board, the report will be sent to all parent users.

1.8 Parents

- a) Are encouraged to work with the staff of the daycare and lunch program services as part of a team in order to provide the best service to the child (children).
- b) Register their child (children) on an annual basis.
- c) Pay the daycare service/lunch program fees.
- d) Ensure that all necessary pertinent information is provided.
- e) Reinforce the school's code of conduct with their child (children).

1.9 Students

- a) Co-operate with staff and other students.
- b) Participate in the program with a positive attitude.
- c) Adhere to the school's code of conduct.

2.0 Lunch Program

2.1 School Board

- a) Hires a resource person to assist schools in the establishment and maintenance of their lunch program.
- b) Monitors/audits the organization and maintenance of a lunch program service.
- c) Determines a fee based on a percentage of actual daycare and lunchtime salaries. This fee is used to cover payroll and banking costs and forms a pool for daycares to draw on to cover the full salary of employees who fall onto short and long term disability, CSST and maternity leaves.
- d) Periodically studies the fees charged to parents for lunch program services at each school.
- e) Supports the principal with respect to the quality and enhancement of the lunch program service.

2.2 Governing Board

- a) After studying the budget as proposed by the principal, approves the financial contribution required from the parents.
- b) Approves the lunch program's facilities, ensuring that there is sufficient space for the children in the selected location.
- c) Adopts the lunch program's annual budget, which includes the financial contribution required from the parent users. The lunch program's annual budget is part of the school's budget.

2.3 School Principal

- a) Determines the lunch period schedule as well as the organization of activities.
- b) Establishes a supervisor/student ratio in accordance with the regulations and collective agreements in force while taking into account safety and self-financing criteria.
- c) Sets up a system for monitoring lunch attendance.
- d) Selects the lunch hour staff in accordance with the hiring policy of the school board and the provisions of the collective agreement.
- e) Sets the level of the financial contribution required from the parents and submits it to the governing board for approval.
- f) Administers the budget of the lunch program.
- g) Manages the human and financial resources.

2.4 Daycare Technician

- a) Is responsible for overseeing the day to day operations of the daycare and lunch program services and ensures a safe and secure environment for students inside and outside the school environment.

Lunchtime Student Supervisor

- a) Ensures the well-being and safety of the children in the lunch program service.
- b) Ensures that the materials and facilities are clean and well maintained.
- c) Ensures that the lunch program service runs smoothly and efficiently in accordance with the policies and procedures of the school board.
- d) Informs the daycare technician of a student's inappropriate behaviour.
- e) Takes part in lunch time meetings, if necessary.

Addendum D

Budget Rules For the 2007-2008 school year

School Boards

Direction générale du financement
et de l'équipement

http://www.mels.gouv.qc.ca/dgfe/Regles/reg_cs/pdf/cs2007-2008-amendes2.pdf
Pgs 41-42

(translation)

ADDITIONAL ALLOCATIONS

The measures concerning additional allocations are described below. The information related to management procedures can be found in the document entitled *Recensement des demandes d'allocations au ministère de l'Éducation, du Loisir et du Sport pour l'année scolaire 2007-2008*.

DAYCARE SERVICES (Measure 30010)

Description

This measure is designed to ensure the organization, by the school board, of daycare services for preschool and elementary school age children, for a nominal fee paid by the parents with due respect to regulations governing in-school daycare services.

Allocation Criteria

To be eligible to an allocation, the Board must comply with the following:

- Daycare must be given by Board's employees;
- The service must be available in the morning, if need be, and during lunch time and after class, at least until 5:00 p.m.;
- Part of the time must be devoted to school work (homework);
- That the children answer to the definition of "regular", that means, they attend 2 periods a day (partial or complete), three days per week. For funding purposes, each day of service consists of three periods per day, before class, lunchtime and after school;
- Parents' financial contribution must not exceed \$7.00 a day, per regular child, for 5 hours of service, on schooldays including a homework period.

To be eligible to an allocation during pedagogical days, parents' financial contribution must not exceed \$7.00 a day for 10 hours of service.

To be eligible to an allocation during the winter break, parent's financial contribution must not exceed \$14.00 a day for 10 hours of service. This cost is eligible for deductible tax credits when both parents work or go to school.

On the Island of Montreal, free educational activities for duration of 11 hours and 45 minutes per week will be offered to four year olds in order to complete the half-day of schooling in inner-city area elementary schools² that offers a recognized 4 year old kindergarten in 2006-2007 and that will continue offering it in 2007-2008.

(translation)

² See list of buildings, Addendum L.

The amounts allocated under this measure must imperatively be remitted by the Board to the school daycares, taking into consideration each one's particular needs and the expenses incurred by the Board as a result of this service.

For school days operating allocation, all regular children registered and attending regularly on September 30th, 2007, will be considered; this allocation is determined in the following way:

- An annual allocation of **\$738**/per child for the first 45 registered attending on a regular basis. On the count of the 46th child, the allocation will be equal to **\$638**/per child registered attending on a regular basis;
- An additional allocation for snack fees of **\$91** per regular child registered in a school grouping 30% of the poorest students according to the economic index (low income) on the school population map;
- An additional allocation for each child recognized as handicapped in the school population declaration system (DCS), in the amount of **\$3806** for regular special needs students coded 14,23, 24, 36, 42, 44, 50, 53 and 99; the amount of **\$2051** for regular special needs students coded 33 & 34; and in the amount of **\$1,611** for sporadic special needs students with one of the above codes;
- An additional allocation of **\$1,291** per registered four year old falling within the basic allocation for 4 year old Kindergarten as special need or underprivileged area child.

For pedagogical days, the allocation is of **\$14.06** per day per registered child, according to attendance declared by the school board. For this daily basis allocation, the child does not have to be enrolled as regular or sporadic. The number of days must not exceed 20 days per child per school year.

For the winter break week, the allocation is of \$7.06 per day per child enrolled and in attendance, according to attendance declared by the school board. For this daily basis allocation, the child does not have to be enrolled as regular or sporadic. The number of day must not exceed 5 days per child.

According to financial resources available, school boards may get support to offer daycare during summer to children who have completed one year of schooling in 2007-2008, up till the end of their elementary schooling.