



PROCEDURE:
DAYCARE SERVICES AT SCHOOL

REFERENCE:
CS-104 P.01

Origin: Complementary Services Department

Authority: Director of the Complementary Services Department

PURPOSE

The following Procedure shall be followed to ensure the application of the present Policy, always with an intent to provide quality services to preschool and elementary students enrolled in daycare services at school.

This Procedure provides key information pertaining to the roles and responsibilities of those individuals and bodies involved in daycare services at school, as well as guidelines related to the organization, delivery of services and financial management of daycare services at school.

RATIONALE

The school board encourages the maintenance of quality daycare services in its schools through its support. It recognizes that daycare services are more than just a place for supervision and that they must therefore offer students quality educational activities.

To offer a service that complements the school and thus ensures the continuity of its educational mission, the planning and implementation of daycare activities are an integral part of the school's educational project.

To the extent possible, depending on its financial means and available human resources, the daycare service must respond to requests for services expressed by parents by making maximum use of the school's service and classroom facilities and by adapting services to the needs of students with disabilities or difficulties.

The financial contribution of parents who use the services, as well as government allocations, must ensure that daycare services are self-financing.

The organization and activities of a daycare service must comply with the policies, procedures, and regulations of the school board, as well as with the Regulation respecting childcare services provided at school¹.

¹ <https://www.legisquebec.gouv.qc.ca/en/document/cr/l-13.3,%20r.%2011%20/>

Daycare services are offered to all students with special needs as possible at their school, subject to constraints related to the student themselves, the physical constraints of the environment, or the constraints of available human resources.

ROLES AND RESPONSIBILITIES

Several bodies, committees, departments and individuals are involved in the smooth running of school daycare services.

These groups all share the same primary concern: the safety, well-being, and development of students.

Educational Services Department

The Educational Services Department is responsible for managing daycare services for the school board. It oversees the organization and maintenance of school-based daycare services. It provides support to school principals regarding the quality and improvement of daycare services.

Material Resources Department

The Material Resources Department supports management in organizing services in suitable premises (Ed. Act, section 266).²

Human Resources Department Management

The Human Resources Department establishes rules and criteria for hiring staff, considering the required qualifications and collective agreements.

It applies human resources allocation criteria based on projected client numbers. It hires the necessary personnel.

Financial Resources Department

The Financial Services Department ensures the allocation of financial resources (Ed. Act, section 275)³, establishes common guidelines, and supports the School Principal in its budget monitoring.

² <https://www.legisquebec.gouv.qc.ca/en/document/cs/l-13.3>

³ <https://www.legisquebec.gouv.qc.ca/en/document/cs/l-13.3>

School Principal

The school administration is primarily responsible for the school's daycare services. It enforces the school board's daycare policy. It coordinates all human, material, and financial resources for daycare services.

It takes the necessary measures to ensure compliance with the regulations governing school daycare services.

Its duties include to:

- ensure the quality of services offered based on available resources;
- ensure that an activity program is established in line with the school's educational project and implemented in accordance with the regulations governing school daycare services, that it has been submitted in advance to the school board for review, that it is updated periodically, and that it is made available to parents and school staff;
- promote the integration of daycare services and their team into school life by defining, among other things, the conditions that facilitate communication with the daycare team, teaching staff, and parents;
- ensure that the rules governing the operation of the daycare service are up to date and enforced;
- ensure that support services are available for children with needs other than those of the regular clientele attending the daycare service;
- ensure that rules of conduct and safety are consistent with those of the school;
- ensure that a registration form is kept for each student attending the daycare service and that it is made available to staff members;
- ensure that staff members have a first aid kit that is kept out of reach of students;
- ensure that the premises, equipment, furniture, and play materials used are in good condition, safe, and suitable for the students' needs;
- provide a sufficient number of rooms for the purposes of the daycare service. To this end, shared premises may be used;
- ensure that a replacement is available when there is only one staff member present in a daycare service, in case the staff member must leave in an emergency;
- ensure that staff members have a document certifying that they have completed the first aid training required by the Regulation;⁴
- take special measures during outings outside the premises where the daycare service is located to ensure the safety of students, in accordance with the rules of conduct and safety measures approved by the school board, in accordance with section 76 of the Education Act (chapter I-13.3);
- ensure that school daycare services are consistent with the educational project;
- have the responsibility to refuse, suspend, or exclude a child;
- organize professional development activities;
- inform the school board of needs for goods and services;
- handle complaints;
- ensure that user information is updated in the computer system in use;

⁴ <https://www.legisquebec.gouv.qc.ca/en/document/cr/l-13.3,%20r.%2011%20/>

- prepare the annual budget for daycare services and submit it to the school board for approval;
- ensure that daycare services are managed financially in accordance with the standards and requirements established by the school board and report on this to the school board;
- and ensure that accounts receivable are monitored.

Governing Board

The Governing Board has, in accordance with various sections of the Education Act,⁵ the following responsibilities:

- submits a request to the school board to provide daycare services for the school's students on the premises allocated to the school or, if the school does not have adequate premises, in other premises (Ed. Act, section 256);
- approves the use of the premises made available to the school for its daycare services, ensuring that there is sufficient space for the number of children enrolled (Ed. Act, section 93);
- approves the rules of conduct and safety measures proposed by the school administration (Ed. Act, section 76);
- approves the rules of operation of the daycare service;
- adopts the annual budget for school daycare services. This budget must include the planned contributions of parent users (Ed. Act, section 95);
- forms a parent user committee if parent users so request (Regulation respecting childcare services provided at school, Ed. Act, section 256);
- informs the community about the services offered and reports to it on the quality of these services (Ed. Act, section 83);
- advises the school board on any matter relating to the better organization of the services it provides (Ed. Act, section 78);
- provides support to the committee of parents who use the services, if applicable.

Daycare Services Parent Committee (if applicable)

The Daycare Services Parent Committee is composed of the School Principal or his or her representative, the Daycare Service Technician, and three to five parents elected by and from among the parents of students who attend this daycare service.

Formed annually by the school board when requested, it may make recommendations regarding the daycare service, particularly regarding the financial contributions required to provide for these services.

⁵ <https://www.legisquebec.gouv.qc.ca/en/document/cr/l-13.3,%20r.%2011%20/>

Daycare Services

Daycare Technician:

- Ensures the organization and maintenance of the daycare services;
- ensures the general well-being of students, while ensuring their health and safety through the application of regulations, among other things;
- ensures that all students leave in accordance with the procedures set out in the operating rules;
- stores medications, toxic products, and cleaning supplies securely, away from students and food;
- ensures compliance with school policies, regulations, rules of conduct, and safety measures;
- ensures that the telephone numbers required by the regulations are posted near the telephone:
 - Quebec Poison Control Center
 - Emergency services
 - *Info-Santé*
 - The nearest health and social services center or the one that serves your area
 - List of phone numbers for regular and substitute staff
 - List of names and phone numbers of parents and other people to contact in case of emergency for each student.
- ensures that games and toys used in daycare services are disinfected at least twice a year, during the holiday season and at the end of the school year;
- designs the daycare program of activities and supervises it to ensure that it supports the overall development of students within the framework of the school's educational project;
- informs parents who use the service of the established rules;
- coordinates the work carried out by daycare staff;
- prepares and leads service meetings;
- assists the School Principal with the financial management (planning and monitoring) of the daycare services;
- performs technical tasks related to the operation of daycare services, particularly with regard to the management of financial, human, and material resources;
- bills and collects the financial contribution required from parents;
- immediately issues a computerized receipt to the payer when collecting money;
- ensures the collection of accounts receivable;
- forwards any requests, complaints, or suggestions to the appropriate authority;
- admits and registers students and makes changes related to attendance;

- keeps and updates a daily attendance record for students, provides written or verbal communication of these records, or facilitates access to them for parents who request them (Regulation respecting school daycare services, section 15).⁶

This record must contain the following information:

1. The name of each student;
2. Their scheduled attendance periods per week;
3. Their dates and times of attendance.

Daycare Educator:

- Organizes, prepares, and leads a variety of activities that promote the overall development of preschool and elementary school students in their care, in line with the school's educational program, while ensuring their well-being and safety;
- ensures the supervision and safety of students and compliance with hygiene rules;
- ensures that all students leave in accordance with the procedures set out in the operating rules;
- ensures the well-being of the students in his or her care at all times;
- ensures that the day runs smoothly (welcoming students, helping them get dressed/undressed, taking attendance, activities, meals, etc.);
- notifies the Daycare Technician and parents when their child's behavior is irregular;
- communicates with parents;
- ensures order and oversees the maintenance and cleanliness of equipment and premises;
- participates in the planning and preparation of activities, projects, and educational and recreational outings;
- provides support for schoolwork;
- leads activities.

ORGANIZATION OF DAYCARE SERVICES

The school board intends to comply with section 256 of the Education Act regarding the organization of its daycare services. Compliance with this organizational rule could result in the dual use of certain premises where daycare services are provided. It is up to each school board to approve the use of its premises (Ed. Act, section 93).

- At the request of a school board, the school board must, in accordance with the organizational arrangements agreed upon with the school board, provide daycare services for preschool and elementary school students in the premises allocated to the school or, if the school does not have adequate premises, in other premises. (Ed. Act, section 256).

⁶ <https://www.legisquebec.gouv.qc.ca/en/document/cr/l-13.3,%20r.%2011%20/>

Clientele

Daycare services welcome two types of clientele: regular and sporadic. **Both types of clientele must have a weekly attendance contract.**

In preschool and elementary school, regular clientele is defined in the daycare section of the school board's budget rules that apply for the current year. **Regular status** applies to children who attend daycare and meet the following conditions:

***Use of a minimum of two periods per day** (the periods considered for funding purposes are those before school, at lunchtime, and after school).*

AND

Attendance of 3 to 5 days per week

In addition, **sporadic users** are students who attend daycare for one period per day during the usual periods.

Daycare generally accepts students who attend educational services at the same school. It may also accept students from other schools.

Daycare Schedule

The daycare schedule should, as far as possible, fully meet the needs of parents so that they do not have to resort to additional daycare services.

In general, school daycare services are open from 7:30 a.m. to 5:00 p.m. Flexibility in opening and closing times is desirable to accommodate special needs. Within this range, the daycare schedule is determined annually by the school board.

Students who use the daycare service are entitled to five hours per day on school days and ten hours per day on pedagogical days.

School-based daycare services may also be open all day, particularly on pedagogical days, during spring break, and in the event of a storm when classes are suspended.

Operating Rules

In accordance with the Regulation respecting childcare services provided at school⁷, a document clearly setting out the rules governing the operation of the daycare service must be sent to the parents of students enrolled in the service. This document is sent at the time of enrollment and whenever changes are made to it.

This document must cover the following topics:

- the procedures for receiving and dismissing students;
- the days and hours of operation of the daycare service;

⁷ <https://www.legisquebec.gouv.qc.ca/en/document/cr/l-13.3,%20r.%2011%20/>

- the dates of pedagogical days and days outside the school calendar when daycare services are provided, as well as the procedures for informing parents about the addition of such days;
- the various options for attending the daycare service and for changing the established attendance schedule;
- the financial contributions required and the terms of payment;
- cases and procedures for suspending or expelling students;
- procedures for closing daycare services in the event of inclement weather or “Act of God” events;
- guidelines and core values;
- meal and snack times;
- health and safety measures;
- homework periods.

Registration

Registration for daycare services takes place during the same period as for preschool, and elementary education.

Calendar

Daycare services are available from the first day of school until the last day of school on the school calendar.

Registration Form (APPENDIX A)

The School Principal ensures that a registration form is kept for each student attending the daycare service and that it is available to daycare staff at all times (Regulation respecting childcare services provided at school, section 15).

The registration form must contain the following information (Regulation respecting childcare services provided at school, section 16):

- the student's name, address, and telephone number;
- the names, addresses, and telephone numbers of the parent, a person authorized to pick up the student, and a person to contact in case of emergency;
- the name of the student's teacher and grade level;
- the student's grade level for the school year in question;
- the date the student was admitted to the daycare service and the planned attendance periods per week;
- data on the student's health and nutrition that may require special attention and, where applicable, the names, addresses, and telephone numbers of the doctor and facility where the student usually receives care.

Attendance Contracts (APPENDIX B)

- The Daycare Technician must present the attendance contract to parents during the registration period and ensure that it is duly completed.
- They must also verify that the time slots identified by the parent correspond to actual use.
- The parent of a child attending daycare must sign and comply with the attendance contract.
- The School Principal countersigns the attendance contract.

Parents who request it have the right to access these files or receive the information they contain in writing or verbally.

The school board and the school may also agree to offer services beyond the school calendar days devoted to educational services, particularly during pedagogical days and spring break.

Daycare services are closed during school holidays. Daycare services are closed when schools are closed. Daycare services remain open when classes are suspended.

Meals and Snacks

The cost of meals and snacks is covered entirely by the parents of the child using the service.

Each daycare service provides students with equipment to facilitate the storage and preparation of meals (refrigerator, microwave oven).

Daycare Personnel

Human resources are allocated to daycare services based on criteria established each year after consultation with the Human Resources Department.

The number of students per daycare staff member in a school-based daycare service must not exceed 20 students present.

Only daycare staff members present with the students may be taken into account for the purposes of calculating the ratio.

Daycare service staff members must hold a document, dated no more than three years ago, certifying that they have successfully completed:

1. Either a general first-aid course lasting at least 8 hours;
2. Or a refresher course lasting at least 6 hours aimed at updating the knowledge acquired in the course mentioned in paragraph 1, including training on the management of severe allergic reactions.

This provision applies to holders of a valid certificate only after they have obtained a new certificate in accordance with the time limit specified therein.

The School Principal authorizes the hiring of additional resources, ensuring that it remains within the daycare service budget.

FINANCIAL MANAGEMENT (APPENDIX C)

Funding

The daycare service offered at the school is not mandatory. It must therefore be self-financing. In addition to government allocations defined by the MEQ's annual budget rules⁸, parents who use the service contribute to its self-financing through financial contributions, the maximum amount of which is set by government regulation.

It is agreed that there must be six (6) students enrolled on a regular basis five (5) days a week in order to open or maintain a daycare service, which must be self-financing; otherwise, it may be closed.

Pricing and Billing (APPENDIX D)

Prices are set annually by the school board in accordance with the Regulation respecting childcare services provided at school⁹. Pricing is intended to be self-financing and is subject to annual indexation by the MEQ.

Although the intention is to offer activities or outings at no additional cost, parents may be asked to make an additional financial contribution. This contribution may not exceed the actual cost.

Parents are billed weekly, based on their children's actual attendance.

The number of reservation periods in a day determines the child's attendance (regular or sporadic) for that day as well as the applicable rate.

Establishment of a Daycare Service

The school board authorizes the opening of a daycare service when there are at least six (6) regular students attending five (5) days a week who are enrolled.

Closure of a Daycare Service

When daycare services are suspended, the assets remain available to the school where the services are located, and any accumulated surplus remains allocated to the school's budget.

When a service is permanently closed after one year of suspension of activities, the assets and accumulated surplus are distributed among the other daycare services of the school board, considering the needs and attendance levels of these services.

⁸ <https://cdn-contenu.quebec.ca/cdn-contenu/education/services-garde-milieu-scolaire/Service-garde-milieu-scolaire-surveillance-midi-balises-tarification.pdf> (in French only)

⁹ <https://www.legisquebec.gouv.qc.ca/en/document/cr/l-13.3,%20r.%2011%20/>

When the minimum number of six (6) “regular” users attending five (5) days is not reached, the daycare service is suspended. Before suspending the daycare service, the Financial Resources Department will conduct a financial analysis.

APPENDICES

The current Procedure refer to the following appendices:

- A. Registration Form
- B. Attendance Contracts
- C. Pricing and Billing
- D. MEQ budgetary funding parameters¹⁰

¹⁰ <https://cdn-contenu.quebec.ca/cdn-contenu/education/services-garde-milieu-scolaire/Service-garde-milieu-scolaire-surveillance-midi-balises-tarification.pdf> (in French only)

INSERT APPENDICES