

AP 518 – Out-of-School Care (OSC)

Purpose

The Board of Nanaimo Ladysmith Public Schools is committed to the public use of school buildings and grounds for the purpose of providing out-of-school care for students of the district.

GUIDING PRINCIPALS

1. The purpose of the policy is to create a standard, transparent and fair process to address out-of- school care program needs for individual schools in the district.
2. Principals will ensure staff and parents are consulted regarding the need for Out-of-School Care at their sites.
3. Out-of-School care must be supervised and delivered by qualified Early Childhood Educators (EC Certificate). Appropriate licensing and accreditation procedures will be followed.
4. Out-of-School Care contracts will be reviewed by the Director of Facilities in consultation with the school principal, staff and parents on a yearly basis, unless circumstances warrant a more immediate review.

Out-of-School Care providers will be expected to conform to the Schools code of conduct and school rules that may pertain to the successful operation of OSC service in school district facilities.

Procedure

The Selection Committee will approve Out-of-School Care providers. The committee members will be:

- Director of Facilities
- Coordinator of Early Years Program
- Representative of Early Years Advisory Committee
- Representative of Early Years Steering Committee
- School Based Principal of the specific site requesting service.

New OSC Providers

1. The school principal, who will complete the OSC form, will initiate the process for new OSC services. (See application form A)
2. OSC service opportunities will be advertised to the public on an annual basis.
3. OSC providers must meet Nanaimo Ladysmith Public Schools selection criteria (See application form B)
4. The school district Selection Committee will review OSC applications.
5. Shortlisted candidates will be contacted by the chair of the Selection Committee and interviewed by the Selection Committee.
6. OSC providers must receive a license from the Child Care Licensing Branch
7. Rental contracts will be signed between the OSC provider and Nanaimo Ladysmith Public Schools.

All OSC Providers

1. Current OSC providers who apply for additional site(s) will meet all new OSC application criteria.
2. All OSC programs will be licensed by the Child Care Licensing Branch and will be supervised by them.
3. If for any reason the service provided to the school and community is deemed to be unsatisfactory to the school and/or community a report will be made by the school principal and/or parents to the manager of the program. If a solution is not found, the report will be sent to Child Care Licensing branch to determine a course of action.
4. Rental agreements will conform to Nanaimo Ladysmith Public Schools Facilities policy and procedures:
 - Rental fees will be regularly reviewed and may change depending on the decisions made by Nanaimo Ladysmith Public Schools.
5. Costs for any required upgrades to buildings or grounds must be borne by OSC providers with the approval of the Director of Facilities and Planning.

Adopted: November 25, 2009