

**ADMIN PROCEDURES MANUAL**  
**Administrative Procedure 225**

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**CHILD CARE SERVICES IN DISTRICT FACILITIES**

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**BACKGROUND**

Quality accessible and affordable child care provides significant social and economic benefit for the community. Research shows that quality child care has a direct relationship to school readiness, literacy development, poverty reduction, and community engagement.

While the funding and regulation of licensed child care is primarily a provincial government responsibility, the District along with the community stakeholders can play an important role in planning, developing, and coordinating childcare for children in New Westminster.

Although the Board of Education is providing child care programs on board property, as a Licensee, it actively supports non-profit societies and/or associations to deliver quality, accessible and affordable child care within District facilities and grounds in keeping with Policy the Board of Education reviews, on an on-going basis, community need for child care programs and whether those programs are best provided by licensees other than the Board, the Board, or a combination of both.

The District is supportive of non-profit Child Care Services in District schools and Neighbourhood Learning Centres. Therefore, schools shall release and/or share available space for that purpose, and where possible Neighbourhood Learning Centres will incorporate designated and/or shared space for Child Care Services.

**PROCEDURES**

1. The District will provide space for non-profit child care services for an agreed upon fee based on the fee schedule outlined in Administrative Procedure 550 – Access to and Use of District Buildings and Facilities and with the understanding that any extra costs must be borne by the Child Care Service Provider.
2. Community needs for child care programs will be reviewed annually, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives Indigenous rightsholders, Indigenous service providers, and existing child care operators. All waitlists for child care will be updated and reviewed as part of this process.
3. When space for Child Care Services is available in a District facility, a Request for Proposal (RFP) will be released. The RFP will include a preference for an operator who will deliver a program consistent with the requirements outlined in Board of Education Policy 24.
4. Responses to the RFP must be submitted to the Secretary Treasurer and will be reviewed by a panel comprised of the Secretary Treasurer or designate and other District staff as appropriate as per Administrative Procedure 515 – Purchasing and Tendering. Child Care

Providers will be interviewed to determine suitability. Successful proponent(s) will then be presented to the Board for approval.

5. Child Care providers must meet Ministry of Health standards and licensing guidelines before final approval is granted and a District License Agreement must be signed.
6. The School Principal and school staff must be consulted as to how the child care service provider operates in shared school space, or in a Neighbourhood Learning Centre attached to the school.
7. The following Communication Protocol shall be adhered to:
  - 7.1 Throughout the year, District representatives will meet with representatives from the Child Care Services and the Principal to share information and address any concerns related to school-based child care services.
  - 7.2 Child Care Service providers will ensure that Child Care Licenses are posted in a visible location at each school site and that the District Office has a copy. The specific locations and number of children that meet the licensing agreement will also be posted with the license.
  - 7.3 To provide families requiring child care with access to information, the District will post on the District website links to:
    - The Child Care Referral and Resource (CCRR) website.
    - Fraser Health website.
    - New Westminster Child Care Needs Assessment.
    - New Westminster Child Care Strategy.
    - Results of community engagement regarding child care needs in the community
  - 7.4 As soon as it is known, Child Care Service Providers will advise the Director of Facilities and Operations and the Principal in writing when the service will be off-site during the summer months to allow for summer maintenance.
8. The following Child Care Services in District Facilities procedures will be reviewed with principals annually:
  - 8.1 Protocol with respect to the Relocation of a Child Care Service in Schools: In the event that a child care service needs to be relocated as a result of educational needs, the Principal will contact the Superintendent and advise of this need. The Superintendent will notify the Board prior to a decision being made.
  - 8.2 Protocol with respect to Maintenance Issues that affect Licensing Regulations: In the event that maintenance issues arise that will affect the Child Care Service Provider's license, work orders are to be submitted by the Principal indicating that this work is required for licensing purposes so it may be expedited by the Maintenance Department. In the event that there is a delay, the Principal and/or Child Care Service Provider may contact the Associate Superintendent, who may follow up on the work order to ensure that the work is done in a timely manner.
  - 8.3 Protocol with respect to Resolving Concerns that Arise: In the event that issues arise that cannot be resolved by the Child Care Service Provider and the Principal, the Associate Superintendent will meet with the Child Care Service Provider and the Principal to resolve

the issue. In the event that individual parent(s) have concerns regarding waitlists, they will be referred to the Director of the Child Care Service Provider.

8.3.1 A meeting to explore possible solutions with respect to licensing and space requirements may be convened by the Director of Facilities and Operations with the Child Care Service Director, Principal and Associate Superintendent. The Board shall be notified prior to a final decision by the Superintendent.

8.4 Protocol with respect to Earthquake, Fire, Inclement Weather and Lockdown Procedures: Each fall, Principals or Vice-Principals will meet with Child Care Service Providers at their sites to review earthquake, fire, inclement weather, and lockdown procedures.

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**References:** Sections 20, 22, 23, 65, 85 School Act  
Bill 8 Education Statutes Amendment Act – Sections 85.1, 85.2,  
85.3, 85.4; Order M326 – Child Care Order Board of Education  
Policy 24

**Adopted: May 30, 2017**  
**Revised: February 23, 2021**  
**May 19, 2023**