

## **Purpose/Background**

Before and after school programs are available to parents and their children in select schools across Rocky View Schools (RVS) and are operated by independent contractors/service providers/license holders. The purpose of this administrative procedure is to provide guidance in the process of establishing a Before and After School Program (BASP), how to expand the BASP, operating guidelines for BASPs and how to end a BASP.

## **Definitions:**

**Before and After School Program (BASP):** is provided by an independent contractor to whom parents pay a fee to have care provided for their child in the time immediately before and immediately following school hours. These independent contractors must be licensed and guided by Alberta's *Early Learning and Child Care Act*.

**Instructional Days:** Days on which schools provide instruction to students.

**License Holder:** Term for the independent contractor providing the Before and After School Program in Alberta's *Early Learning and Child Care Act* and associated regulations.

**Non-Instructional Days:** Days on which schools do not provide instruction to students.

**Out-of-school Care:** Term for Before and After School Programs in Alberta's *Early Learning and Child Care Act* and associated regulations.

**Service Provider:** Common RVS term for the independent contractor providing the Before and After School Program.

## **Procedures**

### 1. To establish a Before and After School Program:

- 1.1. The need for a before and after school program is identified by parents, school administration or school council.
- 1.2. The principal discusses potential program with their Area Director. If they feel it is a viable option for the school for at least three years, given the school population and space available, the principal conducts an informal survey among parents to determine if there is support and need in the community.
- 1.3. School council must be in support of the establishment of a BASP.
- 1.4. School administration engages the Associate Superintendent of Learning to inform that they are considering a BASP and indicate that:
  - 1.4.1. The principal is in support of the opportunity to host a BASP.
  - 1.4.2. The principal has discussed the opportunity with the Area Director who also agrees that the space is available for at least three years.
  - 1.4.3. The principal has surveyed parents who indicate need and interest.
  - 1.4.4. The principal has the support of the school council to continue the process.

- 1.5. The Associate Superintendent of Learning decides if the program will proceed or not.
  - 1.6. The principal determines the best location for the BASP, considering factors including student entry, washrooms, entrance buzzer (or other building access strategy for parent drop off and pick up early morning and after school hours). Square footage is determined to be adequate to host the program based on the requirements for out of school care in the *Early Learning and Child Care Act* and associated regulations. The principal contacts Supply Management to arrange the Request for Proposals (RFP) for public communication and to be published on Alberta's purchasing website.
  - 1.7. Supply Management will facilitate the RFP process and the selection of Service Provider based on the articulated criteria. The successful applicant is notified and will become the Service Provider assuming they can get the necessary license from the Alberta government.
  - 1.8. The Service Provider works with the principal and head building operator to schedule required licensing inspections and permits.
  - 1.9. The Service Provider will agree to RVS' terms and conditions as facilitated by the Business and Operations department. They will provide proof of Criminal Record Checks of all intended employees, proof of insurance, intended program cost to parents to ensure that costs to parents are appropriate and equal to other programs within RVS schools. They must follow all requirements as outlined in the *Early Learning and Child Care Act* and associated regulations. The agreement will outline the designated area for the BASP to occupy and an alternate if the regular designated area is unavailable for any reason. Storage spaces and bathrooms used are also designated in the agreement.
  - 1.10. The Service Provider will prepare a communication for the school/community/parents to convey how to enroll in the BASP. Enrolment in the BASP does not happen through the school office, it happens directly through the Service Provider.
2. General operations parameters:
- 2.1. The Service provider must follow all requirements as outlined in the *Early Learning and Child Care Act* and associated regulations.
  - 2.2. Programs operated inside of a school will ONLY operate on instructional days.
  - 2.3. The Program will utilize only the spaces (regular and alternate) as described in the signed agreement between RVS and the Service Provider.
  - 2.4. The Service Provider will create with RVS' accounting department the arrangements for automated monthly payment to RVS for space usage as agreed.
  - 2.5. RVS will provide school keys, 3 door access fobs to the Service Provider to allow early entry and secure late closure.
  - 2.6. RVS' Maintenance team will ensure the Service Provider is contacted if any facility issues arise with the school (i.e. water shutdown, electrical issues).
  - 2.7. RVS will designate parking for Service Provider staff within the general staff parking area of the school.
  - 2.8. Instruction to parents for drop-off and pick-ups communicated by the Service Provider to parents directly. The Service Provider and school administration are expected to communicate

- directly about any special events or other reasons why changes to drop-off and pick-ups may need to be adjusted temporarily.
- 2.9. If the designated space for the BASP at the school has community use scheduled for after school times, this needs to be included in terms.
  - 2.10. The principal will communicate with the Service Provider, at least one week notice where possible, when the regular designated space will be unavailable and the Service Provider will need to use the pre-determined and licensed alternate space.
  - 2.11. The principal will provide a designated space on school walls for Service Provider to post updates/special circumstances to the families.
  - 2.12. Space for storage of equipment/supplies for the Service Provider fits within the designated space articulated in the agreement. The storage space should be lockable, and a key provided to the Service Provider.
  - 2.13. RVS will update its website with new program information and correct channel of contact for parents.
  - 2.14. The Service provider will clean areas where students are eating/drinking as per the agreement. Returning the area to the condition it was in prior to the use of the Service Provider is the responsibility of the Service Provider and must not impede any community use. Standard cleaning of the designated area is completed by RVS.
3. To expand a Before and After School Program:
- 3.1. If the Service Provider feels they have enough interest and would like to offer more spaces to the parents, they must first contact the principal to inquire about using additional space.
  - 3.2. The principal talks to the Area Director about the possibility of expanding the current program space. If they agree that this is possible and available for at least three years, then the principal contacts the Associate Superintendent of Learning for approval to revise the contract.
  - 3.3. If the Associate Superintendent of Learning approves the expansion, then the Service Provider acquires all the necessary licensing changes to reflect the expansion of the program. The Service Provider provides the licensing documentation to the Associate Superintendent of Business and Operations who oversee amendments to the agreement.
  - 3.4. A revised agreement is signed by all parties detailing the changes to the designated area(s)/alternate area(s), fees and other factors given the expanded program.
4. To end a Before and After School Program:
- 4.1. If the Service Provider wishes to end their program at the designated school(s) or reduce the amount of space or hours they operate, the Service Provider informs the principal and then contacts the Associate Superintendent of Business and Operations as per the timelines and terms of the agreement. The Service Provider is responsible for letting parents know in a timely manner (no less than 60 days' notice).
  - 4.2. If the School is no longer able to host the program due to space constraints or shifting of school needs, the principal shall discuss the potential ending of the program with the Area Director. If they agree that it is in the best interest of the school programming needs to end

the program, then the principal discusses the matter with the Associate Superintendent of Learning who will make the decision. If approved, the principal contacts the Associate Superintendent of Business and Operations to provide reason and rationale.

- 4.3. The Associate Superintendent of Business and Operations will advise the Service Provider that the agreement will be ending as per requirements in the agreement (no less than 120 days' notice). The Service Provider is responsible for advising parents of the ending of the program and the effective date.
- 4.4. Within 7 days of the end of the BASP, the Service Provider will remove all materials, return all keys and clean the space as per the requirements of the agreement.

*Reference:*

Early Learning and Child Care Act 2021