

## Administrative Procedure 546

---

### BEFORE AND AFTER SCHOOL PROGRAMS

#### Background

Our schools, which operate in partnership with families and Church, become a natural setting for childcare before and after school. For parents who work outside the home, quality childcare before and after school can sometimes be cost prohibitive. Childcare programs operating in the school outside the hours of instruction of a school day have been initiated by Schools as a way to offer reasonably priced, quality child care before and after school.

The Division supports the offering of Before and After School Programs in elementary schools as a way to assist families and to benefit our students.

#### Procedures

1. The Principal shall direct the Before and After School Program in the school without financial assistance from the Division. Fees charged for programs shall be the responsibility of the School and any earned revenue from the program shall belong to the School through the School Generated Fund. These programs must be self-sustaining or plan to achieve self-sufficiency.
2. Any Before and After School Program shall have an operating license granted by the Province under the Day Care licensing regulations. A copy of the Service Plan of the program, and the operating license shall be forwarded to the Secretary-Treasurer.
3. The employee(s) hired by the School to supervise students shall be considered an employee of the Division through the School. These employees, as caretakers of children are encouraged to:
  - 3.1 Hold a valid first aid certificate
  - 3.2 Hold a valid CPR certificate
  - 3.3 Be at least 18 years of age
4. The principal shall designate areas of the school for use by the program participants.
5. Proper student registration and release forms must be completed and kept up to date.
6. The School shall have procedures in place for emergencies involving injury of students and emergency site evacuation.



7. The School shall have procedures in place for the accounting of each student participating in the program and the release of students to parents or guardians authorized to pick up students.
8. The Division will offer assistance to Schools in the following ways:
  - 8.1 The use of school facilities;
  - 8.2 Provide liability insurance for the School employee and student participants in the program under the Division's blanket liability insurance;
  - 8.3 Assistance with staff selection and recruitment, reference checks, etc.

Reference: Section 20, 22, 60, 61, 113, 116, School Act  
Child Care Regulation

