



Preparing Today's Learner for Tomorrow

## Administrative Procedure 2020

### ***Before and After School/Daycare Programs***

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**Board Governance Policy Cross Reference:** [1, 7, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Community Use of Schools](#)

**Form Cross Reference:**

[Application for Before and After School / Daycare Programs](#)

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**Legal/Regulatory Reference:**

[The Community Child Care Standards Act](#)

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The Interlake School Division believes that the use of public school and community facilities needs to be maximized to support the educational, recreational, social and cultural programming that can be offered during school hours as well as outside the regular instructional day. Consequently, the Division values partnerships between municipalities, recreation commissions and community organizations to promote wide and optimal use of facilities.

Before and After School Programs as well as Daycare Programs seeking to secure space in any Interlake School Division school or facility need to submit a formal application using the form [Application for Before and After School / Daycare Programs](#). If approved, the form needs to be submitted on an annual basis by May 30 for the following school year.

The program being considered must be in compliance with all Manitoba regulations. All licensed child care facilities in Manitoba are guided by [The Community Child Care Standards Act](#) and its regulations. The Act and regulations define the types of child care that need licensing and set minimum standards facilities must meet in areas such as: supervision, staff qualifications, space, equipment, health and safety, nutrition, programming and behaviour management.

Any organization applying for space will be responsible for adequate adult supervision and the security of school property and will abide by all rules, regulations and emergency procedures as established by the school and/or Division. Emergency response and building security training will be provided.

Organizations are also responsible for any damages incurred to property and/or equipment and to pay rental fees as outlined below. The permit holder (user group) will protect, indemnify and hold harmless the Interlake School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by permit holder.

Liability insurance is the responsibility of the permit holder. User groups and their organizers are not covered users by the School Board's liability insurance and must therefore obtain liability insurance for their activities. Liability insurance in the amount of \$2,000,000 is the responsibility of the applicant and the division is to be listed as an additional insured with respect to the use of facilities.

**Fees**

\$100.00 per month for before and after school use and \$50.00 per week when the facility is utilized for full days