

Occasional Childcare Interim Guidelines

Definitions

Occasional child care

Occasional child care is a service provided by TDSB schools to facilitate parent engagement and attendance at meetings. It is an informal, unlicensed arrangement for the care and supervision, on a non-recurring basis of children whose parents/guardians or families are receiving and/or participating in TDSB school activities. **Care must be provided on the same site (school)** and children who receive care are usually different every time care is offered.

Occasional child care requires parents/guardians to be in the building within a reasonable distance of the program.

Childcare Attendants

- Childcare Attendants are Casual-School Support staff who offer occasional child care services **on school sites** while parents/guardians and families are attending school related events and activities (e.g. parent-teacher interviews).

Guideline

Interim school guidelines for the delivery of occasional child care are as follows:

Hiring of Childcare Attendants

- Schools may hire Childcare Attendants for school/school council events and activities across K-12.
- Schools wishing to hire new qualified persons for a Childcare Attendant position must submit a Recommendation to Hire form together with the individual's resume after approving the person's suitability based on the stated qualifications outlined in the Child Care Attendant Assignment Duties.
- The principal will sign the Recommend to Hire form and send it, together with the applicant's resume to Employee Services, Unit C – Schools, 4th floor, 5050 Yonge St., to the attention of Staffing Administrator.
- Employee Services will contact the applicant to arrange for documentation in the case of new employees. Upon successful completion of documentation and Police Reference Check (PRC), Employee Services will provide the applicant with a Childcare Attendant position in SAP.
- New Board employees (18 years of age and up) must be advised by the principal that a PRC is required, at the applicant's expense (\$50.00). This check can take up to 2 months to process by Police Services. In the event the need is urgent, the new employee may apply for a CPIC at an additional cost of up to approximately \$50.00. Depending on where they live, a CPIC can take up to 12 days for results to be provided by Police Services.

Students

- Students across Grades 7-12 may serve as volunteers within an occasional childcare setting.
- Students within a volunteer capacity must be supervised by a staff/Childcare Attendant and cannot be deemed as staff or counted as part of ratios. However, they are eligible to use the hours towards their Community Hours.
- Students 17 years of age and younger cannot be employed as a Childcare Attendant. Students under 18 are not required to provide a PRC.

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Budget

- The salary rate for Childcare Attendants is \$14.00 per hour plus the 7.4% in-lieu of vacation and statutory holiday pay. These costs are borne by the school out of the school's discretionary budget (GL 13800) or the school council's budget (GL 41500). Usage of school council funds must be approved by the school council.
- The payment procedure will follow the normal process for casual or temporary employees. The school office administrator enters and releases the employee's time card information for authorization by the principal is SFE.

Orientation for Childcare Attendants

The school must provide Childcare Attendants with an orientation session that addresses the following: Duty to Report; Emergency Procedures; supervision guidelines/standards, School Code of Conduct, Confidentiality and any other Board policy/procedure applicable to the role.

Roster of Childcare Attendants

- The Board does not maintain a roster for Childcare Attendants at this time. Schools may access a Childcare Attendant by contacting their Staffing Administrator.

Supervision-Staff to Child Ratios and Group Size for occasional childcare

- Child-minding services should be made available for pre-school to school age children only to avoid programming and care challenges.

Ratios must be as follows:

Group	Age of Children in Group	Ratio of Employees to Children	Maximum Number of Children in Group
Preschool	2 years	1:8	15
JK	3 years(8 mos.) up to and including 5 years	1:10	20 (with Director approval)
SK	Over 5 years and less than 6 years	1:12	24
School age	5 years up to and including 12 years	1:15	30
NOTE: Ratios vary when working with Special Needs Children			

(Taken from Child Care and Early Years Act)

Central Access to Occasional Childcare Attendants

- The PCEO assists central staff in securing childcare attendants for system-wide parent engagement events/activities.
- Departments requiring child-minding services should contact the PCEO at 416-397-3529.
- PCEO will process payment following the normal process for casual or temporary employees and departments will journal entry costs back to PCEO.

For further information, contact the PCEO at 416-397-3529.