

COMMUNITY RELATIONS

Policy 804.1-G (previously Policy 1004.1-G)

Community Use of District Facilities

Application and Reservations

The District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Priority will be given to long term reservations wherever possible.

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs. However, every effort will be made to accommodate groups during this period.

Supervision

A District employee shall be on duty at all times whilst the community is using the school. The Board does not accept liability or responsibility for the supervision of community activities. The District's employee who is on duty during the event will provide direction as to the appropriate use of the District's facility. The community is required to ensure that there is appropriate supervision of their activities.

Reports

Reports of injury, damage, littering, or misconduct resulting from organized community use of District facilities shall be submitted by the principal or site manager to the offices of the Secretary-Treasurer and the Executive Director, Facilities Services. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer's office immediately.

Major Community Events Exempt from Cancellation

To assist the community in organizing major events where there is a need to guarantee the use of a school, the school district will accept reservations for space at a specific school and guarantee the reservation if all of the following conditions have been met:

1. The organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. The organizers have put their request in writing to the Facility Rentals office six (6) months prior to the event and have provided the following information:
 - i. the date(s) of the event
 - ii. the nature of the event
 - iii. a copy of the letter from the school principal or site manager (1. above)
 - iv. the number of participants expected at the event (exclusive of spectators)
 - v. the facilities required in the school/District facility, and
 - vi. any other information that pertains to the use of the school during the event;
3. The event has 100 or more participants, exclusive of spectators;

4. Pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated charges to be paid six (6) months in advance of the event, and the balance to be paid two (2) weeks in advance of the event.

Childcares

1. Consultation

The District will establish a Childcare Early Learning Advisory (hereafter referred to as the Advisory):

- a) The Advisory will act in a consultation and advisory capacity for childcare located in and on District facilities and grounds.
- b) The Advisory will meet annually.
- c) The Advisory may be comprised of representatives from the District, both education and facilities staff, and representatives from the City of Richmond, Vancouver Coastal Health, Indigenous community members, Inclusion BC, and Ministry of Children and Family Development.

2. New Licensed Childcare Applications

- a) The Facility Rentals office shall receive written applications by individuals and groups interested in operating a licensed childcare program within an operating District facility, or on a school site. The applications must contain the specific site(s) desired, type of childcare operation (out-of-school care, preschool, 3-5 year old care, etc.) and whether the applicant is a non-profit or commercial operation.
- b) Facilities Planning will conduct a preliminary review to:
 - assess the need for a childcare program in the neighbourhood, through consultation with District early learning staff and the City of Richmond;
 - confirm if the application is consistent with the District Long Range Facilities Plan and educational programming for the specific location;
 - determine the feasibility of accommodating the specific request for childcare space, either through conversion of an existing space within a school, placement of a portable/modular building at the school site, or through an addition to the school;
 - if any government grants or incentive programs may apply for capital improvements to accommodate the application.
- c) If the preliminary review determines that the request may be accommodated, then the applicant will be advised to prepare and submit a formal proposal to the Facility Rentals office. The proposal must contain, but not be limited to, the following:
 - detailed information on the applicant (base of operations, owners/directors, non-profit/for-profit, etc.);
 - confirmation of type of childcare operation (out-of-school care, preschool, 3-5 year old care, etc.) proposed;
 - proposed days/hours/months of operation;
 - whether the request for use of existing space within the school, use of a District classroom portable, or use of school grounds for the placement of "privately owned" portable/modular building;
 - how the applicant intends to pay for capital improvements not covered by government grants or initiatives to meet licensing requirements;
 - how the applicant plans to support the Board's mission, vision and values; and
 - how the applicant plans to support the shared principles of early learning, student success, Indigenous reconciliation and inclusivity in the proposed childcare operation.

- d) Upon review of the proposal by the Facilities Services Branch and if supported, the District Facilities & Building Committee will be advised and asked for feedback prior to a final decision by the branch. The successful applicant will be advised of the District's decision.
- e) If the proposal is approved, the licensed childcare provider must execute a District License to Occupy and meet all of its conditions. Rental rates are as set in in Administrative Guideline 804.4-G – Schedule of Charges for Use of District Facilities.
- f) Unless otherwise negotiated and agreed, the Board will provide custodial cleaning services to the space occupied by the childcare operator. The childcare operator will be responsible for procuring and paying for telephone services.
- g) Facility Rentals will maintain on-going engagement with the childcare operator during the term of the license.

3. Renewal of Childcare Licenses to Occupy

- a) The term of licenses to occupy for spaces within a school or a District-provided portable/modular classroom shall be maximum one-year, with licenses to be reviewed by the District annually.
- b) Before any Childcare License to Occupy is renewed by the Board, the following needs to be considered:
 - i. if the Board should provide a childcare program directly;
 - ii. is it appropriate for the Board to become a licensee; and
 - iii. does the Board have space and staffing capacity to offer childcare.

If the Board does not wish to operate the childcare and it is determined that the existing space that was occupied for childcare is still available and the current childcare operator has complied with the terms and conditions set out in the expiring license, the Board may offer the childcare operator a license renewal.

- c) Should the space be required exclusively for the use by school operations (i.e. a classroom currently used for child care is required to accommodate an enrolling division), necessitating a relocation or termination of the Childcare License to Occupy, the operator shall receive at least six (6) months prior notification.
- d) The term of licenses to occupy for portable/modular facilities provided by the childcare operator and located on school grounds shall be for five (5) years unless otherwise negotiated and approved by the Secretary-Treasurer. The license will be reviewed six (6) months prior to the end of the term by Facility Rentals.
- e) In selecting licensees other than the Board to operate a childcare program, the Board will give special consideration to the candidates' proposals to: (a) practice the guiding principles of early learning (b) provide inclusive childcare; and (c) foster Indigenous reconciliation with childcare.

4. Board Operated Childcare Programs

- a) If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:
 - i. Practices the guiding principles of the provincial Early Learning Framework;
 - ii. Fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*: "(i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in

- the area of education”; and “(ii) Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education”; and
- iii. Is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*.

5. Changes to Licensed Childcare Locations

Should a relocation or termination of an existing childcare operation be necessitated, the Board must, without delay, provide the Minister of Education with written notification of the decision in a form and with the information specified by the Ministry.