

TITLE: ONE TIME HEALTH AND SAFETY REQUESTS	SECTION: CHILD CARE SERVICES
DATE: October 13, 2000	POLICY NO.:KDSB-CCS-III-01
APPROVED BY: Resolution No. 2000-74	AMENDED BY: Resolution No. 2009-37

PURPOSE

To support service providers in meeting Health and Safety needs to ensure they comply with the legislation and/or expectations of the Ministry and the Board.

BACKGROUND

Service Providers delivering services managed by the Board are responsible for ensuring that the services are provided in ways that promote the health, safety and welfare of the clients.

When health and safety issues are identified by the Service Provider, the Ministry or Board staff, Service Providers are required to submit a written plan to the Board that addresses the issue and which demonstrates that the delivery of services is consistent with the relevant legislation and expectations by the Board and Ministry of Community and Social Services.

If the Service Provider decides that funding is required to meet the relevant legislation concerning the health and safety of the children, a review of the request will be undertaken with a view to supporting the Service Provider in meeting the legislation and/or established expectations.

COMPLIANCE

It is expected that all Service Providers delivering services to children under the Day Nurseries Act will follow this policy and procedure for requesting one time funding to address health and safety issues. This policy and procedure will be reviewed regularly by the Board.

POLICY

One time health and safety funds may be provided to existing child care programs funded by the Board to relocate and/or renovate existing facilities that are considered health and safety issues in order to continue to provide services that meet the requirements of the Day Nurseries Act.

The availability of one time health and safety funds depends on the approval of the Ministry of Community and Social Services to allow the Board to keep the unspent fee subsidies on an annual basis.

Priority funding will be given to the Centre with issues that have the greatest risk of jeopardizing the health, safety, and welfare of a child and if not addressed, the delivery of services would not be consistent with the relevant legislation and expectations of the Board and Ministry of Community and Social Services

Should the funds that are provided to the Service Provider to address their health and safety issues not be spent for the approved reason or if funds received were in excess of their required needs, the amount shall be reimbursed to the Kenora District Services Board within a specific time period as outlined in the legal agreement.

Regular meetings of the Board's Child Care Committee will take place in order to review the needs and concerns regarding health and safety issues of the service providers with the District.

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PROCEDURES

1. Centres will submit a completed One Time Health and Safety Request Form (see attached), with the third quarter report , supporting letters (i.e. Recommendations from the Ministry of Community and Social Services' Licensing personnel, a copy of the report from the Health or Fire Inspector, etc.) and the minimum number of quotes as follows to the Manager of Children's Programs in order to be considered for one time funding:
 - i) on purchases up to \$1,000, as deemed most economical, practical and competitive;
 - ii) on purchases between \$1,000 and \$5,000, two written quotations;
 - iii) on purchases between \$5,000 and \$10,000, three written quotations
2. On purchases in excess of \$10,000, sealed tenders shall be obtained by the Service Provider and if the lowest tender is not being accepted, an explanation must be provided.
3. The Child Care Committee will review the request and will determine the allocation of funds. Members of the Committee are:

CAO
Director of Child Care
Director of Finance
Board Members (3)
4. Upon approval of the Committee, the Service Provider will be notified in writing and their service contract amended to include the one time funding.

Kenora District Services Board

ONE TIME HEALTH AND SAFETY REQUEST FORM

Date of Request: _____

Name of Centre: _____

	Item Requiring One Time funding	Cost of Request	Licensing Priority
Priority # 1			
Priority # 2			
Priority # 3			
Priority # 4			

Signature

Title

The following information is to be attached:

- Time line and plan for utilization of allocated funds
- Letters of support
- Centres requesting one time funding are required to provide a minimum number of quotes as per Board policy. If the lowest bid is not being accepted, an explanation must be provided.

NOTE: FOR ACCOUNTABILITY PURPOSES PAID INVOICES MUST BE SUBMITTED TO THE KDSB DIRECTOR OF FINANCE UPON COMPLETION OF THE WORK. AS WELL ANY UNSPENT FUNDS WILL BE RETURNED AT THIS TIME.

Please fax to (807) 223-8385