

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>CHILD CARE Financial</p>
<p>SERVICE CONTRACTS</p>	<p>Policy Number</p> <p>CC-1.0</p>

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) negotiates a *Service Contract*, when a Child Care Program in the District:

- a) intends to provide subsidized Child Care for families in financial or social need within a licensed Child Care facility;
- b) is eligible to receive wage subsidy;
- c) provides Special Needs Resourcing to children enrolled in a licensed Child Care facility; and/or
- d) operates a Hub, previously referred to as a Resource Centre.

Procedure

1. A Child Care Program requesting a *Service Contract* with the RRDSSAB must meet the following criteria:
 - a) maintain an unconditional license, if appropriate, issued by the respective Provincial Ministry;
 - b) maintain a minimum of \$1,000,000 (one million dollars) per occurrence liability insurance and name the RRDSSAB as an additional insured; and
 - c) agree to adhere to RRDSSAB policies on *Service Contracts*.
2. The RRDSSAB supports compliance with the annual license review conducted by the respective Provincial Ministry for those Programs requiring a license to operate.

3. The RRDSSAB must be satisfied that the Child Care Program employs qualified personnel consistent with the *Day Nurseries Act*, and maintains a Program which is safe, and complies with all relevant legislation and policies.
4. The Children's Services Manager receives a copy of the annual license issued by the Provincial Ministry and maintains it in the respective Child Care Program file for all licensed Programs.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001

Reviewed/Revised by Administrative Approval: 08 April, 2004

Administrative Approval: 30 Dec, 2010 Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February, 2015

REFERENCES: POLICY AREA POLICY NAME AND NUMBER