

### Terms of Reference

#### Purposes of Committee:

- to monitor the child care programs administered by Britannia.
- to inform, advise and make recommendations to the Board on child care programs issues and development.
- to work with the Board, committees, programs and the community to ensure the integration of services.

#### Role of Committee:

- to receive reports from the Child Care Manager on the operation of the centres administered by Britannia.
- to discuss budgets, financial statements, fees and the financial well-being of programs.
- to discuss building and maintenance needs.
- to review and discuss the development of child care policies.
- to be aware of licensing requirements and ensure compliance.
- to support the Britannia Board in the hiring of the Child Care Manager.
- to participate, as required, in the hiring of Senior Supervisors.
- to assist with fundraising initiatives.
- to advocate for child care.
- to make recommendations to the Board on the use of funds provided by the Board for child care.

#### Membership:

The Child Care Committee will be a main Britannia Committee reporting directly to the Board.

Members include:

- two Britannia Board members.
- one representative from each of the centres with one program (selected by that Centre's Board/parents)
- two representatives from each of the centres with two or more programs (selected by that Centre's Board or parents)
- two parent representatives from the Britannia Child Care programs.

#### Staff:

The Child Care Manager is the Secretary to the Committee, and advises and supports the Committee. The Community Educator Co-ordinator and the Children's Recreation Programmer are invited to attend meetings to participate in a non-voting capacity to support integration of services.

#### Meetings:

A quorum shall be a representation from three out of the five child care centres and one Britannia Board member. The Chair of the Committee shall be the Britannia Board member. In his/her absence the meeting shall select a chair for that meeting. All members shall be given advance notice of all meetings. The agenda shall be prepared by the Child Care Manager in consultation with the Chair. Any member may request inclusion of an item on the agenda. Minutes shall be kept of all meeting and these shall be forwarded to the Britannia Board. The Committee shall meet at least quarterly.