

# **Child Care Hub Policy on Dealing with requests to join**

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## **Background:**

The Board has approved recognition of Britannia as a resource to child care programs which provide services to people who live and work in Grandview-Woodland and Strathcona. Part of this involves entering into partnerships with other Centres. These partnerships are typically initiated by the other Centre (often at the suggestions of the City) and consist of a written management agreement which defines the relationship. Britannia is normally asked to provide administrative and management support and, in assuming these responsibilities, plays a key role in the operation of that centre.

## **Process:**

When a partnerships request is received the following steps are normally followed:

- senior Britannia staff meet with staff and Board for the other Centre to gather basic information on their expectations, the state of their centre and its programs and the extent to which their programs serve our community.
- staff then report to the Child Care Committee/Board.
- representatives of the centre are invited to meet with the Child Care Committee/Board to make a presentation on their request and to answer questions.
- the Child Care Committee/Board considers the application and, if it meets the general criteria, will direct staff to proceed with a more comprehensive investigation with the other Centre.
- staff proceed with this and report back to the Child Care Committee/Board with recommendations and a draft management agreement.
- the Board makes a final determination on whether or not to proceed with the partnerships.
- if the other Centre is dissatisfied with the outcome it may submit its concerns in writing and appear at a Board meeting to speak to them.
- after that, the Britannia Board's decision is final.

## **Criteria:**

The following criteria shall be used in assessing an application for partnership. The "Community Considerations" are wider issues and will ultimately determine the viability or otherwise of the request. The "Practical Issues" are not pass/fail issues; rather they help to determine the nature and extent of support needed if a partnership is to proceed.

## **Community Considerations:**

1. Benefit to the community of the child care program.
2. Demonstration of mutual benefit to Britannia and the Child Care Centre.
3. How the Centre is connected to Grandview-Woodland and Strathcona.
4. The nature of the partnership being requested.
5. How compatible are their programs with ours.

**Practical Issues:**

1. Level of need/or stability of their program.
2. Assessment of their financial viability.
3. Level of support required.
4. Status of accounting system.
5. Ownership/lease arrangement of their building.
6. Condition/maintenance requirements of their building.
7. Any staffing or union issues.
8. Stability of their Board.
9. Status of their Society (is registration current, are they charitable, etc.)
10. Any outstanding legal/liability claims or issues.
11. Are they properly insured.
12. Our capacity to provide the support needed.
13. What kind of program(s) do they run/are they fully licensed.

This policy is currently under review by the Children's and Child Care Committee - 2011