



Expression of Interest – Operation of a Licensed Childcare Facility or Facilities

April 16, 2024

SD70 Pacific Rim Board of Education acknowledges that childcare programs are critical to support families. The Board recognizes that it makes sense for children to attend programs in their home school that facilitate children's movement from childcare to school programs. The Board also believes that childcare programs must adhere to the Early Learning Framework Principles and The First People's Principles of Learning. (School District Pacific Rim Childcare Policy).

Description of Opportunity:

School District 70 Pacific Rim is seeking expressions of interest from organizations who may be interested in operating licensed childcare programs at one, two or all three of the proposed school sites:

- School Age Care on School Grounds at Howitt Elementary, Port Alberni- 24 spaces
- School Age Care on School Grounds at The Children's Grove, Ucluelet- 24 spaces
- Group Childcare- under 3 years old, 2.5 years old to school age, and school age care on school grounds- Wickaninnish Community School, Tofino- 72 spaces.

SD70 Pacific Rim is looking to partner with a non-profit organization.

Should an operator be selected to run childcare at one or more of the identified sites, a license agreement would be entered into with associated license fees. The childcare sites may be used only to operate childcare services. SD70 Pacific Rim is seeking information from interested organizations with the skills, experience and resources to operate child care services at one or all three childcare sites.

Overview of Potential Licensed Childcare Programs:

Howitt Elementary and The Children's Grove School Age Care sites are fully functioning sites that are ready to be licensed by the prospective childcare operator with a start date of September 2024. The Wickaninnish Community School site is projected to be completed in July 2024, with a goal of the operator starting care in September 2024. All three sites are created using the Ministry of Education and Childcare ChildCareBC New Space Funds.

SD70 Pacific Rim's goal is to provide innovative quality childcare on school grounds. The Operator will employ staff with qualifications in accordance with BC Child Care Regulations (See Part 3, "Manager and Employee Requirements, Division 2, "Employee Requirements and Schedule E of the BC Child Care Regulations). The Operator will ensure that all applicable provincial and federal criminal record check requirements are met for individuals engaged by the Operator. It is essential that the proprietor understands current theory and practice in ECCE and aligns their programs with the ECCE Pedagogy and Practice and The Early Learning Framework.

The operator will be expected to run school age care programming between the hours of 6:30 am-8:20 am and 2:20 pm - 6:00 pm depending on the needs of the community and school bell schedules. At the Group

childcare birth to school age care site, the operator will be expected to offer care from 6:00 am to 6:30 pm. If the need is demonstrated, offering care before 6 am and after 6 pm may be expected as well.

The operator will be expected to offer programming on Professional Development and School Not in Session days including during spring, winter, and summer breaks.

Operational Requirement:

There will be available parking for staff and for drop off and pick up of children in the childcare programs.

Part and/or full-time childcare services may be required at each site.

Eventual operators will be responsible for their own marketing and registration and while the school can assist in sharing information with their community, it will be the responsibility of the operator to ensure the program is fully enrolled.

Furniture, appliances, and basic equipment will be provided through the ChildCareBC New Space Fund.

Supplies, toys, materials to operate childcare will be the responsibility of the operator to provide.

It will be the responsibility of the eventual operator to obtain any approval, permit or license pursuant to any federal, provincial, regional, or municipal statute, regulation or bylaw, prior to commencement of the Services including an Island Health childcare operating license.

There will be a License Agreement, which will be signed by SD70 Pacific Rim and the eventual operator for each space outlining monthly license fees to be set according to typical SD70 Pacific Rim license rates.

SD70 Pacific Rim will provide custodial services, grass cutting, general maintenance of the school and school grounds and snow and ice removal.

The Operator will, at its own cost and expense, keep and maintain in full force and effect during the Term, the following insurance policies: commercial general liability insurance, in a combined single limit amount of not less than two million dollars (\$2,000,000.00), commercial property insurance, abuse and molestation coverage in a combined single limit amount of no less than \$2,000,000.00, per occurrence.

The eventual operator will run programming and interact with families in ways consistent with the BC Early Learning Framework and People's First Principals of Learning.

The eventual operator will:

- Treat children, families, staff and their community with dignity and respect.
- Refrain from engaging in, or encouraging, acts of violence of any form.
- Show care and regard for the property of others.
- Take appropriate measures to help those in need;
- The operator must ensure the childcare centre is open, accessible and welcome to all families and children.
- The operator will celebrate and uphold the diversity of our community as one of their core operational mandates and will include programming that celebrates diversity and welcome all people. In particular, operators will include materials and resources that reflect local Indigenous culture.

Program Components:

Operators will design their own childcare program, daily schedule, program components and activities adhering to the principles and tenants outlined above.

The eventual operator will run their program independently from the school, however, the two will interact regularly, engage in co-events where applicable, discuss emergency plans on site and overall service to families in the community.

Requests for Expressions of Interest:

SD70 Pacific Rim is interested in identifying qualified non-profit childcare operators or operators willing to become non-profit that have current licensed childcare programs and that have the required skills, experience and resources to operate childcare programs (as outlined and above and to be further specified by SD70 Pacific Rim in the final License Agreement).

Interested organizations are asked to complete and submit the Request for Expressions of Interest form on pages **4 and 5** of this document plus the Required Information detailed in **Required Information** section.

SD70 Pacific Rim will contact all respondents to discuss their qualifications as potential service providers.

Responses should be emailed to Katherin Charbonneau, Director of Early Learning and Childcare at kcharbonneau@sd70.bc.ca no later than 4:00 pm Pacific Time on Friday, May 17, 2024.

Questions regarding this process should be forwarded via email to kcharbonneau@sd70.bc.ca Phone calls, meeting requests or unsolicited information will not be accepted.

Required Information:

Include the below information with the Expressions of Interest Response Form as a separate attachment.

1. Organization profile: Provide an overview of your organization (if applicable) and your experience in the childcare sector.
2. Describe how your program will incorporate the tenants of the Early Childhood Framework and People's First Principals of Learning.
3. Outline how your program will welcome and be accessible to families who may be low income, refugees, or immigrants, Indigenous, young or single parent.
4. Your recruitment and retention plan for staffing in the sector.
5. Provide an outline of each childcare program you will operate including daily schedule, childcare approaches and philosophies and rates. A parent handbook should be included.

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)
CHILDCARE OPERATORS FOR ONE OR MORE LOCATIONS**

EXPRESSIONS OF INTEREST RESPONSE FORM

1. RESPONDENT INFORMATION

Please fill out the following form, naming one person to be the respondent's contact for the EOI process and any communication that might be necessary.

Full Legal Name of Respondent: _____

Other Relevant Business Name: _____

Street Address: _____

City, Province: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

Company Website (if applicable): _____

Respondent Contact Name and Title: _____

Respondent Contact Phone: _____

Respondent Contact Fax: _____

Respondent Contact Email: _____

2. EXPRESSION OF INTEREST

The respondent is interested in potentially providing Childcare Services to one, two or three locations detailed in the EOI. Please circle which centres you are expressing your interest for.

1. School Age Care on School Grounds at Howitt Elementary, Port Alberni- 24 spaces
2. School Age Care on School Grounds at The Children’s Grove, Ucluelet- 24 spaces
3. Group Childcare- under 3 years old, 2.5 years old to school age, and school age care on school grounds- Wickaninnish Community School, Tofino- 72 spaces.

3. TERMS OF REFERENCE

In responding to this EOI, the respondent accepts and acknowledges that this EOI is issued for information-gathering purposes and is not a legally binding bidding process. This EOI will not necessarily result in any contract award and will not limit any of SD70 Pacific Rim’s pre-existing rights. Without limiting the foregoing, the respondent acknowledges that of SD70 Pacific Rim may choose to:

- a. Initiate direct negotiations with any potential supplier, including potential suppliers that did not respond to this EOI; or
- b. Elect not to conduct any procurement process in connection with this EOI.

4. DISCLOSURE OF INFORMATION

Respondents should not include any information in their response that is proprietary or confidential. The respondent acknowledges that the name(s) of any and all respondents may be made public.

Signature of Respondent Representative

Name and Title of Respondent Representative

Date