



University of Toronto

Vice-Provost, Students

TO: University Affairs Board

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DATE: May 16, 2003 for June 3, 2003

AGENDA ITEM: #7

ITEM IDENTIFICATION:

Revised University of Toronto Child Care Policy

JURISDICTIONAL INFORMATION:

The Board is responsible for consideration of policy of a non-academic nature and matters that directly affect the quality of student and campus life.

PREVIOUS ACTION TAKEN:

The *Policy on Day Care* was last revised by Committee on Campus and Community Affairs on May 1, 1987.

HIGHLIGHTS:

The membership of the University has changed dramatically in the last two decades, and a new strategy is required to meet the University commitments to excellence and accommodation of diversity in its child care programs. The revised policy creates a frame work which will enable the University to ensure that child care programs, including those offered by independently incorporated, not-for-profit third party centres, offer a range of high quality, safe, reliable, accessible and affordable child care options on campus.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

There are no significant financial implications.

RECOMMENDATION:

It is recommended that the University Affairs Board approve:

THAT the *University of Toronto Policy on Child Care Programs* be approved to replace the *Policy on Day Care*.



University of Toronto Policy on Child Care Programs

(The University's *Policy on Day Care* was last revised on May 1, 1987)

Preamble

The University of Toronto is committed to the provision of child care programs and services on its campuses that further the University's academic mission. Maintaining the excellence of the University's academic programs and the diversity of the University's population requires recruitment of the best faculty, students and staff. The provision of excellent child care programs on the University's campuses will create work, study, teaching and research environments in which all University members can fulfill their potential.

The University will support child care options for University families that are high quality, flexible, affordable and that are integrated with the cycle of University programs for study, teaching and research. Whether the child care program is offered by the University as license holder or by a third party operating within the context of an occupancy agreement, child care centres will provide full-time and part-time options, will give absolute priority to University families, and will actively support the University's teaching and research functions.

Implementation

The University Child Care Advisory Committee shall have the primary responsibility for implementation of this policy. The Committee will report jointly to the Vice-President and Provost, and to the Vice-President, Human Resources. The Committee shall meet at least three times a year and shall consult other stakeholders on issues, as appropriate. It will review the policies and operations of all child care programs at the University. In addition, the Committee will review best practices regarding child care service, and set the general requirements for child care programs that operate as part of the University's network of child care services. These requirements will include (but are not limited to): the condition of absolute priority for University families; the establishment of a campus-wide waiting list; setting of targets for University enrolment for each program; setting of targets for part-time spaces offered; maintenance of effective University representation on boards or advisory committees; compliance with all applicable laws and regulations covering the operations of child care programs in Ontario; and compliance with all relevant University policies. The Committee will also oversee the development of occupancy agreements for each third-party program, and will review all applications for teaching and research initiatives in the centres.

University Child Care Advisory Committee

Terms of Reference

1. To serve as a forum for the discussion of child care issues and the provision of child care service at the University.
2. To ensure that information regarding all legislation and regulations relating to the provision of child care service is disseminated as appropriate to the license-holders of child care services, and to make efforts to ensure that legislation and regulations are followed consistently throughout the University.
3. To make recommendations for each child care program on features such as percentage of University families enrolled, services to families with children who have special needs, and the number of spaces offered for part-time care.
4. To oversee the development of and compliance with individual occupancy agreements for those programs that are offered by third parties, which will require the child care program:
 - to establish a method for absorbing the occupancy costs, which may be linked to the percentage of University families enrolled in the centre in each year;
 - to accept the appointment by the President of at least one University member to the Board or other policy-making body;
 - to provide annual audited financial statements to the University at the end of the fiscal year;
 - to operate the child care centre according to sound financial management principles;
 - to comply with all applicable laws and regulations concerning the operation of day care centres;
 - to operate as a non-profit incorporated organization licensed under the relevant provincial legislation;
 - to meet the University's expectations in terms of enrolment of University families, services to children with special needs, provision of part-time care, and inclusion of teaching and research opportunities in the child care's operations;
 - to operate a program consistent with the principles of the University's Policy on Child Care Programs.
5. To develop consistent guidelines on issues such as "grandparenting" places for children whose parents graduate or leave the University, including guidelines for differential fee structures.
6. To make recommendations regarding University families not eligible for subsidy for their child care costs.
7. To review periodically the University's Child Care Policy, and activities and programs that operate under that policy, including teaching and research, and to make recommendations to relevant University officers and bodies

Membership

Vice-Provost, Students (co-chair)

Quality of Work/Life Advisor & Special Assistant, VP, Human Resources (co-chair)

Director, Early Learning Centre

Director, Office of Student Affairs

Director, Faculty Renewal

Co-ordinator, Family Care Office

Senior Employment Relations Legal Counsel

One representative of University of Toronto at Mississauga, appointed by the Vice-President and Principal

One representative of University of Toronto at Scarborough, appointed by the Vice-President and Principal

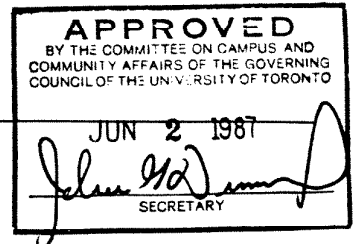
Chair, Centre for Early Childhood Development, George Brown College

One student member of Governing Council

Two faculty members with research interests in early childhood development or education, appointed by the Vice-President and Provost



University of Toronto TORONTO ONTARIO M5S 1A1



OFFICE OF THE VICE-PRESIDENT, BUSINESS AFFAIRS

POLICY ON DAY CARE

INTRODUCTION

The University of Toronto, in recognition of the importance of child care services to its faculty, staff and students, will assist in the provision of day care services for the University community. This Policy is designed to provide a consistent measure of financial support for current and future day care centres operating on University property, without unduly restricting the centres' independence and individual operating philosophies.

TERMS

This assistance will take the form of subsidies to day care centres which operate on University property under the terms of this Policy (hereafter referred to as "campus Day Care Centres"). These subsidies will cover:

- (i) the use of a building and grounds, to be selected by the University, for the purpose of operating a day care centre;
- (ii) the cost of property insurance; structural repairs to and general maintenance of the fabric of the building; and upkeep of the grounds including grass cutting, snow removal at entrances to the buildings, and garbage removal;
- (iii) the cost of work required to meet local building code and health and safety requirements in order to maintain a licence under the Day Nurseries Act of the Province of Ontario;
- (iv) the cost of heating, water and electricity; and
- (v) administrative, financial or other services which may be provided by the University by mutual agreement.

An occupancy agreement must exist between the University and each campus Day Care Centre. These agreements should be consistent with the principles expressed in this Policy, as well as the motions approved on the "Use of the University of Toronto Name" and the University's "Space Policy - Permanent Accommodation", and should require the campus Day Care Centres:

- o To operate as non-profit incorporated organizations licenced under the Day Nurseries Act of the Province of Ontario;
- o To fulfill all requirements for the placement of subsidized children;

- o To have at least one University appointee, to be named by the President, on their board or other policy-making body. Any person so named shall be mutually acceptable to both the President and the campus Day Care Centre;
- o To enrol as many children of University faculty, staff and students as possible, endeavoring to maintain a minimum of 75% of their total enrolment as averaged over the calendar year. Campus Day Care Centres must comply with this clause of the Policy within three years of the date of the Policy's approval or the date of the opening of a new campus Day Care Centre, whichever date is later. Should a campus Day Care Centre fail to achieve this figure or, having achieved it, fail to sustain it, a special review by the University and the campus Day Care Centre of services relative to needs must be undertaken to endeavor to redress the situation;
- o To observe sound financial management principles and provide copies of their audited financial statements to the University at the end of their fiscal year;
- o To recover all costs not offset by the subsidies provided by the University; and
- o To comply with all applicable laws and regulations concerning the operation of day care centres.

These agreements should contain provision for termination upon reasonable notice by either party.

The basic principles contained in this Policy apply to all three campuses of the University, subject to the assessed need for day care and the availability of facilities.

This Policy repeals and supersedes the motions on the subject of day care approved at the meeting of Governing Council on August 31, 1972.

May 1, 1987