

Administrative Procedure		Nicola Similkameen School District
Section:	District Administration	
Title:	Annual Procedure of Identifying Available Space in Elementary Schools for Child Care	

Purpose:

This administrative procedure outlines the process for identifying and allocating available space within elementary schools for licensed child care programs that are either Board-operated or third party run. Primary consideration will be given to educational programming and operational requirements of the school district.

1. Planning Team

- The Operations Manager will take the lead in gathering necessary information to produce an inventory of classroom space that has the potential to be used for child care programs.
- They will liaise with the following team members to bring about the work:
 - Superintendent/Assistant Superintendent
 - School principals
 - Early learning/child care program staff
 - Secretary Treasurer

2. Collect Enrollment and Program Data

- Gather **current enrollment, projected enrollment, and capacity data** for each elementary school.
- Review **catchment changes**, housing developments, and demographic trends that may affect future space availability.

3. Conduct School-by-School Space Audits

- Perform annual **on-site walkthroughs** with principals.
- Document:
 - Number of classrooms in use
 - Specialized spaces (e.g. welcome rooms, resource rooms)
 - Underutilized classrooms
 - Multi-purpose rooms that could be repurposed
 - Storage areas or offices that could be consolidated
 - Spaces suitable for licensing under child care regulations (e.g., access to washrooms, outdoor play space)
- Assess building condition, safety, and accessibility.

4. Evaluate Suitability for Child Care Use

For each potentially available space, evaluate:

- **Licensing feasibility** (square footage, exits, washroom access, natural light, outdoor play space proximity)
- **Operational feasibility** (hours of access, security, custodial needs, shared-use conflicts)
- **Cost considerations** (renovations, furnishing, compliance upgrades)
- **Impact on school operations** (future enrollment growth, program displacement)

Rate each space using a standardized rubric (e.g., “High Potential,” “Moderate Potential,” “Not Suitable”).

5. Identify Priority Schools for Child Care Expansion

- Compare space availability with:
 - Community child care demand
 - Waitlist data
 - Equity considerations (e.g., underserved neighborhoods)
- Create a **school by school based map** of potential child care expansion opportunities.
- Prioritize schools where:
 - Space is available for at least 3–5 years
 - Renovation needs are minimal
 - Community demand is high

6. Develop Recommendations and Cost Estimates

For each viable site, prepare:

- Proposed child care model (before/after school, preschool, full-day)
- Required renovations and estimated costs
- Timeline for implementation
- Potential partners (non-profits, Indigenous organizations, municipal partners)
- Funding sources (grants, capital budgets, partnerships)

7. Present Annual Space Availability Report

- Submit a formal **Annual Child Care Space Availability Report** to:
 - Superintendent
 - Board of Education
 - Municipal partners (if applicable)
- Include:
 - Summary of available spaces
 - Recommended sites for new/expanded child care
 - Cost and timeline projections
 - Risks and constraints

Date of Original Superintendent Approval: June 10, 2026