

**TOWN OF MINTO****DATE:** May 17th, 2018**REPORT TO:** Mayor and Council**FROM:** Matthew Lubbers, Recreation Services Manager**SUBJECT:** After School Program Agreement

STRATEGIC PLAN:

9.4 Provide strong community development policies and practices that support a family friendly environment, attract family oriented businesses, and enhance Minto as a welcoming, attractive, and safe location.

BACKGROUND:

On April 24th, 2018 Council received report from the Recreation Services Manager entitled After School Program Update. As directed by Council, Town staff has started the planning required to move forward with a phased in approach beginning with Palmerston Public School for the 2018-19 school year.

Town staff have been in contact with County of Wellington staff regarding a purchase agreement for fee subsidy and are also working on becoming High Five registered organization with Parks and Recreation Ontario.

The next step required in this process is to enter into an agreement with the board.

COMMENTS:

Upper Grand District School Board staff have sent an agreement for Council's consideration. This agreement pertains to Palmerston Public School only. A separate RFP will need to be submitted in early 2019 should Council decide to offer the program at Minto-Clifford Public School for the 2019-20 school year.

The agreement for Palmerston mirrors the sample agreement that was included in the RFP application documents reviewed by staff in early 2018. The term is 3 years with both the Town and Board being able to opt out at the end of any school year, so long as 90 days' notice is given to the other party. The hourly room rental rate of \$6 is non-negotiable.

The original budget estimates accounted for one staff person accommodating up to 15 children in the after school program. As the program provider, the Town will be responsible for ensuring at least two adults are on the premises at all times while the program is running. Town staff plan to meet with Palmerston Public School staff to determine if there may be instances between the end of school bell and 6:00pm when the Town's after school program staff and participants are the only occupants of the premises.

If a gap is identified, Town staff will need to explore options. This may include a current full time staff spending the end of their work day at the school. Ideally, a second program staff person would only be required in the event registration exceeds 15 children per day.

FINANCIAL CONSIDERATIONS

Based on the budget estimates and the pricing strategies of after school programs in neighbouring communities, the following rate structure for parents and guardians is recommended by staff:

- \$10/day per child
- \$9/day for a second child
- \$8/day for a third child
- \$40/week per child (\$32/week per child for 4-day school weeks)

Under this structure, a family with two children would be \$19/day or \$80/week while a family with three children in the program would pay \$27/day or \$120/week.

RECOMMENDATION:

That Council receives the May 17th, 2018 report from the Recreation Services Manager entitled After School Program Agreement, and authorizes the Mayor and Deputy CAO to sign the said agreement.

Matthew Lubbers
Recreation Services Manager