

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 6. Purchase of Service Agreement	Replaces: November 2004
Subject: 6.1. Establishing a Purchase of Service Agreement	
Policy No. F.6.1.	Page 1 of 4

POLICY

Authority: Day Nurseries Act – R.R.O 1990, Reg. 262, 66.1. (2)

A Purchase of Service Agreement is a written legal contract between the Manitoulin-Sudbury District Services Board and a Licensed Child Care Service Provider for the provision of care, for children from 0 to 12 years of age, whose families are deemed in financial need as determined by the income test.

The Licensed Child Care Service Provider delivers licensed child care services within the bounds of the Ontario Day Nurseries Act and the Purchase of Service Agreement.

PROCEDURE

To implement a new Purchase of Service Agreement, the Licensed Child Care Service Provider must make a request in writing to the Manitoulin-Sudbury District Services Board.

An application for licensing must be completed with the Ministry of Education (MEDU). If the centre meets the requirements of the MCYS, a recommendation will be made to enter into a Purchase of Service Agreement. The signing of a Purchase of Service Agreement does not guarantee placement of children. The Manitoulin-Sudbury DSB is responsible for signing the Service Agreement on behalf of the Board within the parameters of the current service plan.

In addition to signing a Purchase of Service Agreement the following documentation must be provided from the Licensed Child Care Service Provider

- License Certificate from MEDU
- Certificate of Insurance (confirms a minimum \$2,000,000 liability insurance)
- Incorporation Documents (letters patent)
- List of current officers & directors
- Current fees and Rates
- Criminal Reference Check Policy
- Fire Evacuation Plan
- Parent Handbook
- Administration Structure
- Organization By-laws
- Anaphylactic Policy
- Year end Audited Financial Statement/Auditors' Report to the members

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CURRENT LISTING OF PURCHASE OF SERVICE CONTRACTS

The Manitoulin-Sudbury District Services Board maintains the following Purchase of Service Agreements for subsidized child care spaces.

LaCloche		
<p>Our Children, Our Future Sacred Heart School <i>English Programming</i> 273 Mead Boulevard, Espanola, Ontario Phone: (705) 869-3171 www.ourchildren-ourfuture.net</p>	<p>Le centre de la petite enfance d'Espanola All Star Children Services École St. Joseph <i>French Programming</i> 333 Mead Blvd, Espanola, Ontario Phone: (705) 869-4800</p>	<p>The One Tot Stop AB Ellis Public School <i>English Programming</i> 128 Park Street Espanola, Ontario Phone: (705) 869-3281 www.onetotstop.com</p>
<p>The One Tot Stop S. Geiger Public School <i>English Programming</i> 355 Government Rd Massey, Ontario Phone: (705) 865-3281 www.onetotstop.com</p>	<p>The One Tot Stop St. Mary School <i>English Programming</i> 290 Algoma Street Massey, Ontario Phone: (705) 865-3280 www.onetotstop.com</p>	<p>Manitoulin Family Resources Licensed Private Homes <i>Contact:</i> 27 Forest Street Mindemoya, Ontario Phone: (705) 377-5532 x227 www.mfresources.net</p>

Sudbury North	
<p>Chapleau Child Care Centre <i>English Programming</i> 28 Golf Course Rd Chapleau, Ontario Phone: (705) 864-1886</p>	<p>Chapleau Child Care Centre de garde d'enfants École Sacré Coeur <i>French Programming</i> 14, rue Strathcona Chapleau, Ontario Phone: (705) 864-1886</p>

Sudbury East	
<p>YMCA Markstay Public School <i>English Programming</i> 7 Pioneer Street Markstay, Ontario Phone: (705) 853-1486</p>	<p>West Nipissing Child Care Corporation Licensed Private Homes <i>Contact:</i> 131, rue Michaud Street Sturgeon Falls, Ontario Phone: (705) 753-4144 www.wnccc.ca</p>

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Manitoulin		
Gore Bay Child Care Centre CC McLean Public School English Programming 43 Hall Street Gore Bay, Ontario <i>Phone: (705) 282-8669</i>	Manitoulin Family Resources Magic Rainbow Early Learning Little Current Public School <i>English Programming</i> 18 Draper Street Little Current, Ontario <i>Phone: (705) 368-3400</i> www.mfresources.net	Manitoulin Family Resources Licensed Private Homes <i>Contact:</i> 27 Forest Street Mindemoya, Ontario <i>Phone: (705) 377-5532</i> x227 www.mfresources.net

Sudbury Based Providers		
All Nations Childrens Centre 885 Prete St Sudbury, Ontario <i>Phone: (705) 673-2064</i>	Carrousel Family Child Care 1400 Barrydowne Rd Sudbury, Ontario <i>Phone: (705) 566-8101</i>	Garderie Touche-A-Tout Laurentian University 937 Ramsay Lake Rd Sudbury, Ontario <i>Phone: (705) 675-1151x5030</i>
Junior Citizens Day Care 140 Durham Street Sudbury, Ontario <i>Phone: (705) 675-4455</i>	Larch Street Kids Child Care Centre 199 Larch Street, Suite 202 Sudbury, Ontario <i>Phone: (705) 688-8600</i>	Laurentian Child and Family Centre Laurentian University 937 Ramsey Lake Rd Sudbury, Ontario <i>Phone: (705) 675-1151x1077</i>
Le Carrefour Francophone 435 avenue Notre Dame Sudbury, Ontario <i>Phone: (705) 675-6493</i>	Maple Tree Preschool 158 John St Sudbury, Ontario <i>Phone: (705) 669-1886</i>	Smiles and Freckles 63 Ridgemount Avenue Sudbury, Ontario <i>Phone: (705) 566-5185</i>
Teddy Bear Day Care 2603 Falconbridge Hwy Sudbury, Ontario <i>Phone: (705) 693-5282</i>	Walden Day Care 500 Niemi Road Sudbury, Ontario <i>Phone: (705) 692-9719</i>	

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PROCEDURE

Information to Be Included in Proposal:

- Program: *Name, Postal Code, Telephone/fax Number, Address*
- Contact Person: *Name, Address, Postal Code, and Telephone Number*
- Supervisor: *Name, Address, Postal Code, and Telephone Number*
- Program Type:
- Copy of Day Nursery License or Intent to License
- Operating Capacity or Anticipated Operating Capacity
- Licensed Capacity or Anticipated Licensed Capacity
- Viability Plan (for new or newly approved centres)

Information can be forwarded directly to:

Manitoulin-Sudbury DSB
210 Mead Boulevard,
Espanola, Ontario
P5E1R9