

MEMORANDUM

5850-4 (MFRC)

25 Jun 10

MOOSE JAW MFRC CHILDREN AND YOUTH PROGRAM POLICY CHANGES

REF: POLICY CHANGES AS UNANOMOUSLY APPROVED BY THE BOARD OF DIRECTORS AT THE 23 JUN 10 BOARD OF DIRECTORS MEETING

1. WEBSITE/FACEBOOK:

The stand up and launch of the national website and forums at www.familyforce.ca will necessitate the stand down of the local sites. To this end all MFRC Facebook and other social networking sites will be stood down by EOB 31 Aug 10. All users will be directed to the national website as above or the local website at www.moosejawmfr.ca. The local site will stay in effect until domain licensing has expired and/or the Board determines its stand down.

Action: Children and Youth Coord/Youth Worker – All social networking sites to be stood down by EOB 31 Aug 10 as per national directives. Notice should be posted one month prior to stand down re-directing individuals to the local and/or national website.

2. PRESCHOOL:

Preschool will remain at status quo. The class will remain a mixed 3 and 4 year old class provided the minimum enrolment numbers are met. Class will operate MWF mornings in the current classroom. The number of teachers will be dependant upon enrolment.

In the case of higher enrolment numbers, the class may be split into a separate 3 yr old and separate 4 yr old class. The 3 yr old class would run MW mornings in the current classroom. The 4 yr old class would run M/W afternoons and Fri mornings in the current classroom.

New registrations/students will be accepted into the program up to and including the month of Sept and the month of Jan only. No registrations will be accepted outside this timeframe.

Effective 01 Sep 10: Fees have increased to \$75.00 month.

Action: Children and Youth Worker/Preschool Teacher(s) – Communicate registration policy and fee increase as reqd.

3. PARENTS AND TOTS:

As per Treasury Act guidelines, internal and external audit recommendations, Parameters for Practice, risk management/safety protocols and program evaluations, the use of the parents and tots program is limited to CF and 15 Wing affiliate families only. This includes families of CF and NFTC members, MFRC, PSP, DND and Bombardier and its contractors.

Effective 01 Sept 10: Civilian use of the parents and tots program will cease entirely.

Action: Children and Youth Coord - New policy will require widest distribution via email dist list, website, posters and at playgroup in month of Sept.

4. EARLY LEARNING CENTRE (ELC):
Due to financial/administrative considerations and SK Labor law policy regarding minimum staff callout of three hours, as well as child to staff ratios, the ELC will be implementing a change to how rates are applied. Changes are highlighted. Please note that there is no systemic fee increases, with the exception of the infant category, which is the result of the higher points allocated to an infant which results in higher staffing levels. The change is a move from an hourly fee schedule to half and full day rates on MWF. The lunch program rates are not included in any fee structures below. The lunch program remains at status quo regarding operation/MWF and fees.

Effective 01 Sep 10: Current rates for Tuesday and Thursdays are:

- a. Military and Associated Members (as prescribed in the Program Planning Policies para 5):
 - Infants ages 0-18 months \$5.00/hour.
 - Children ages 19 months and over \$4.00/hour.
 - \$2.00/hour/additional child in the same family, regardless of age.
 - The regular rate will be applied to the youngest child, if more than one child is registered.
- b. Civilian Members:
 - Infants ages 0-18 months \$5.50/hour.
 - Children ages 19 months and over \$4.50/hour.
 - \$2.00/hour/additional child in the same family, regardless of age.
 - The regular rate will be applied to the youngest child, if more than one child is registered.
- c. There will be a \$2.00 administration fee per child payable at the time of registration or when forms require updating. This fee is non-refundable.

Effective 01 Sep 10: Current rates for Monday, Wednesday and Fridays are:

- d. Military and Associated Members (as prescribed in the Program Planning Policies para 5):
 - Infants ages 0-18 months \$15.00/half-day defined as either 9-12 or 1-4 pm and \$30.00/full day, defined as 9-12 and 1-4 pm.
 - Children ages 19 months and over \$12.00/half-day defined as either 9-12 or 1-4 pm and \$24.00/full day, defined as 9-12 and 1-4.
 - \$6.00/half-day/additional child and \$12.00/full-day/additional child in the same family, regardless of age.
 - The regular rate will be applied to the youngest child, if more than one child is registered.

e. Civilian Members:

- Infants ages 0-18 months \$16.50/half-day defined as either 9-12 or 1-4 pm and \$33.00/full day, defined as 9-12 and 1-4 pm.
- Children ages 19 months and over \$13.50/half-day defined as either 9-12 or 1-4 pm and \$27.00/full day, defined as 9-12 and 1-4.
- \$6.00/half-day/additional child and \$12.00/full-day/additional child in the same family, regardless of age.
- The regular rate will be applied to the youngest child, if more than one child is registered.

f. There will be a \$2.00 administration fee per child payable at the time of registration or when forms require updating. This fee is non-refundable.

Action: Children and Youth Coord - New policy regarding fee structure will require widest distribution via email dist list, website, and posters and at ELC.

5. The Board spent much time and energy ensuring the organization is in compliance with Treasury Act guidelines, Parameters for Practice directives, audit recommendations and CF evaluations of the services, while maintaining the flexibility of the programs in meeting the needs of the CF and 15 Wing community. In several cases, the long term sustainability of the programs was a key factor in the decision arrived at regarding the policy changes. Your understanding and cooperation is appreciated as we implement the policy changes to ensure the highest quality of services is available to the 15 Wing community.
6. Any questions on the above policy changes can be directed to the undersigned.

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