

## Policy 17. Facility and Property

### 17.1. Daycare Facility

- SCD will maintain and operate 116 Ohlen street
- Before-and-after school programming will be provided by SCD in partnership with Macdonald School (see 18. Partnerships); Macdonald school will house this program
- In the event that facility is sold due to expansion of SCD, revenue will be put toward new SCD facility; if facility is sold due to termination of SCD, revenue to be used to pay existing SCD debt and any additional revenue to be donated to Macdonald School Community Council

#### 17.1.1. Access to Facility

- A Master Key will be provided to:
  - o Director
  - o Kitchen Coordinator
  - o Lead educators responsible for first arrivals and closing
- In special cases, a Master Key may be provided to others by board motion (e.g., contractors, maintenance, etc.)
- Families will access building via electronic key fob

#### 17.1.2. Access to Outdoor Play Area

- Outdoor play area will be locked after hours and on weekends
- Outdoor storage area will be locked; Director shall have key and share per his/her discretion

### 17.2. Property

- SCD owns all equipment, material, consumables, and other property within facility and outdoor play area
- In the event that property is sold, revenue will be used at discretion of Director per Policy 7.
- In the event that property is recalled for safety concerns, it will be immediately removed from daycare usage and returned or destroyed per manufacturer recommendations. It will not be re-sold.
- Items will be purchased per Policy 7. Finances
  - o Donated items will be accepted; duplicate or unusable items may be sold with profit going toward daycare

#### 17.2.1. Exceptions

- Families are expected to supply items listed in Policy 13. Expectations of Families
- Crafts and other items created by children at daycare become property of the child and may be taken home
- Staff may bring in appropriate items to personalize their space and will retain ownership of these items; if employment ceases for any reason, staff must remove all personal items on their last day of employment.
  - o Any items remaining at daycare after last day of employment become property of SCD.
  - o To avoid discrepancy regarding ownership, staff are encouraged to keep a list of valuable items that are personally owned but housed at the daycare and review list with Director from time to time. List may be shared with board email for transparency.

### **17.3. Preventative Maintenance**

- Director will regularly inspect building envelope, interior, and outdoor play area for preventive maintenance opportunities and bring identified projects to the board's attention for completion in a timely manner
  - o Professional inspections will be conducted regularly as needed
- Director is responsible for minor PMR projects; Board is responsible for major PMR projects

### **17.4. Utilities**

- SCD has an account with the following companies; these accounts are maintained by the Director and paid in full monthly
  - o SaskEnergy
  - o SaskPower
  - o SaskTel
  - o Village of Stockholm

### **17.5. Rentals**

- Facility may be rented in special circumstances at discretion of the board and/or director

### **17.6. Surveillance**

- SCD board may maintain video and/or photo surveillance of any daycare space
- Video will be released to proper authorities if requested or deemed necessary by Board motion