



SCHOOL DISTRICT NO. 50 –HAIDA GWAI
2013/14 STRONGSTART FACILITATOR GUIDELINES AN PROCEDURES

Hours of Operation

StrongStart Centres operate for three (3) hours per day. The Facilitator is paid for four (4) hours per day in accordance with Article 15.09 Four Hour Minimum. The additional paid hour is for daily duties conducted at the StrongStart Centre including program prep, administration, cleaning*, disinfecting, etc.

TAH and ALM Centres are open five (5) days per week.
Port and SNES (QC) Centres are open two (2) days per week.

*Parents should be encouraged to help with cleaning tasks.

StrongStart Centres operate according to the school calendar and are open to families on their regular days of operation on an ongoing basis throughout the school year.

Budget

The StrongStart budget is established annually and administered through the school.

Supervision

StrongStart Facilitators (SSF) are supervised by their school Principal. All leave requests, time sheets, overtime, etc. are approved by the Principal.

Additional Time

Additional time beyond regular appointed hours is to be pre-approved by the principal. StrongStart Facilitators who work additional hours, over the regularly scheduled hours, shall be paid for such hours at the appropriate rate, or may bank such additional hours to be taken off at a time mutually agreeable to the SSF and the Principal. All hours worked are to be recorded on the timesheet.

On occasion, when a StrongStart Facilitator is required to work late to support a parent, the principal must be informed immediately of the circumstances and additional time.

Children in the Workplace

The Board of Education recognizes that, on occasion, employees are not able to find childcare during hours of work. The Board is agreeable to StrongStart staff bringing their children to work for exceptional circumstances; however, pre-approval from the Principal is required.

Facilitator Absences

StrongStart Facilitators are generally not replaced if sick or away on short notice. If the SSF at Tahayghen or ALM is absent for more than two (2) days, on the third day a qualified ECE licensed substitute will be called in. If the SSF at Port Clements or SNES (QC) is absent for more than one day, on the second day a qualified ECE licensed substitute will be called in. If there are no licensed ECE substitutes available, then the StrongStart Centre will remain closed until the Facilitator's return.

Leave Approval

Leave approval, and any associated expenses, must be obtained by the Principal in advance.

"Closed to Family" Days/Professional Development

The Haida Gwaii School District encourages SS Facilitators to participate in relevant professional development. Early childhood education ProD is preferred. StrongStart Facilitators may apply for up to two days per month to participate in Professional Development opportunities, up to a maximum of ten days per school year.

Included in "Closed to Family" Days are six annual mandatory Professional Development days, including the Early Learning Forum and five District-wide ProD Days.

Other "Closed to Family" days are to be arranged, in advance, with the School Principal.

Elective Professional Development absences will be compensated for the regular four hours only. However, mandatory Professional Development exceeding the regular four hours will be paid, or this additional time can be converted to equivalent time off without loss of pay, known as banked time. Banked time must be recorded on timesheets to be utilized in the future. Banked time is to be used alongside regular school breaks to minimize disruption at the centre. For example, eight (8) hours of banked time can be used on the two days prior to the regularly scheduled closure of the centre prior to the winter break.

In addition to the above-mentioned closure arrangements, each StrongStart Centre may be closed for the first two regularly scheduled days for set up and one week before the last day of school for clean up and administration.

Community Outreach

The Haida Gwaii Board of Education recognizes the benefit to establish productive relationships with community service providers, i.e., public health nurse. An Early Learning Coordinator will endeavor to replace the StrongStart Facilitator for one fall and one spring community outreach meeting per year