GOVERNING BOARD GUIDE TO SCHOOL DAYCARE & LUNCH PROGRAM SERVICES BUDGETS
Governing Board Responsibility

- Advise the principal on the needs of the daycare.
- Article 95 of the Education Act – The governing board is responsible for adopting the school’s annual budget including the School Daycare & Lunch Program proposed by the principal, and shall submit the budget to the school board for approval.
- Be consulted throughout the budget process regarding objectives, principles and criteria or distribution of financial resources as per Article 275 of the Education Act.

Daycare/Lunch Surpluses and Deficits

- Daycares/Lunch Programs are not permitted to run deficits. Any deficit must be reimbursed the following year.

Revenues received by Daycare/Lunch Program (Page 1 of Budget Template)

- MEES Allocation for Daycare – The MEES provides partial funding for daycare educator and the daycare technician salaries, materials, capital, handicap assistance, for daycare users attending on a pedagogical day and for snacks in some schools.
- Parent Fees – Includes the $8.20 (as of January 1st, 2018) a day payment from daycare users and the daily fee paid by lunchtime users.

Expenses paid by Daycare/Lunch Program

- Salaries for daycare technicians, daycare educators, attendants for handicapped students and student supervisors (lunchtime).
- Materials for use by daycare users such as crafts, balls, games etc.
- Snacks when paid for through MEES allocations.
- Fieldtrip & activity expenses for entrance fees and transportation.
- Capital includes purchases such as tables, chairs and other local initiatives.
- Administration includes daycare educator first aid courses (CPR) telephone lines, first aid kit, travel and meeting expenses.
- Administrative Fee charged by the school for expenses such as photocopy charges, printing, paper costs, telephone and fax machine, use and replacement of furniture and equipment and computers.
- Other is for expenses not identified elsewhere.
- Contingency – An amount set aside to deal with potential shortfalls due to reduced enrollment etc.
- Net result – Is the actual or budgeted surplus or deficit for the school year. May be an intentional budgeted deficit if the school is carrying forward a surplus. The school might also budget a surplus had they been carrying a deficit from the prior year.

Second page of Budget Template

- Accumulated surplus/deficit prior years – Amount a daycare has accumulated over many years.
- Net result current year – Is taken from the bottom of the first page of the document.
- Accumulated surplus/deficit – Surplus or deficit available for the subsequent year

The School Daycare & Lunch Program Services budget is a public document.