



APPLICATION – Before and After School Care/Preschool

HOW TO BOOK: If you are looking to run a before and after school care and/or preschool in the Surrey School District, complete this application in full and return to the Facility Rentals Dept. All approved users will be placed into a matching process to allocate surplus space as outlined below.

Facility Rentals Department: 14033 92 Ave, Surrey BC V3V 0B7
P: 604.595.6084 **F:** 604.595.6083 **E:** rentals@surreyschools.ca

DEADLINES:

Applications are accepted on an on-going basis and placed on the wait list for allocation of surplus space.

ALLOCATION OF SURPLUS SPACE

Surplus space is defined as any space not being used for district purposes. Historical users, those external groups that had access to the same space and time in the previous year, will receive first priority to re-book their same space and time. A list of new available before and after school care and/or preschool space is compiled each May/June (if there is available space). The Facility Rentals Department then reviews and considers all applications received and on the wait list. During that review, Facility Rentals will determine which applicants meet or exceed the operational criteria set out for school hour users and the specific needs of the host site (type of program, hours of operations, languages spoken, educational approach, etc). Where the capacity, program, and structure of more than one approved before and after school care and/or preschool operator match with the criteria for use of an available space, the following steps will be taken:

- (a) All applicable applicants that meet the criteria requirements of the school and District will be placed into a pool to be drawn from.
- (b) Three operators will be drawn for interviews. Each applicant will complete an interview with the school principal, and any other applicable district representative. Upon completion of the interviews, the most suitable candidate will be identified (Only candidates selected for an interview will be contacted).
- (c) The successful applicant will be notified of them being awarded the space. This person will then be required to obtain and complete in full, the Child Care Licensing Application and obtain a Childcare License through Fraser Health.

SECTION A: If you had space in the Surrey School District for a childcare program during the current school year, please renew your application for space directly through our online booking system.

SECTION B: If you are interested in requesting access to space you have not previously rented, please complete this section. (Due to limited space, specific schools may not be available)

Please indicate, the area in the District where you would like to book school hour space. If you simply need a space somewhere in the District, check "any school."

South North East West Any School in the Surrey School District

If there are specific schools where you would like to rent should space become available, please indicate your top three choices below. (Due to limited space, specific schools may not be available)

School Choice #1: _____ Choice #2: _____ Choice #3: _____

SECTION C: BEFORE AND AFTER SCHOOL CARE/PRESCHOOL INFORMATION

BUSINESS NAME: _____

Name of Official in Charge: _____ <small>(Name of Official in Charge should be the signatory on license)</small>	Email Address: _____ <small>(email address is mandatory)</small>
Position with Group: _____	

(Official in Charge must be 19 years of age or older)

Address: _____	City: _____	Province: _____	Postal Code: _____
Home Telephone: _____	Cellular Telephone: _____	Work Telephone: _____	
Are you a registered non-profit or an incorporated society? (if yes, include your corresponding number)			
What type of program are you interested in running?			
Please check one: Preschool only: _____ Before & After school care only: _____ Both: _____			

EMERGENCY CONTACT:

Contact Name: _____	Cellular Telephone: _____	Alternate Number: _____
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Please answer the following questions:

1) Would you operate in an inner-city school?

2) Do you offer Montessori programming?

3) What languages can be offered fluently by the staff in your programs?

4) Do you currently operate a preschool or before/after school care and if so, which type and where? _____

5) What training does your staff have and how many staff members do you have?

6) Can you provide a copy of your operation's business plan? (if yes, please attach a copy to your application) _____

Please provide any additional information below:

Please make a copy of this completed form for your records. The Facility Rentals Department will contact you should you be selected for an interview for available space. Only applicants who have been selected for an interview will be contacted. All other candidates will remain on the wait-list.

If you are selected for an interview, it is suggested that you bring the following items to your interview:

- A copy of your application form
- A copy of your business plan
- Copies of any and all relevant certifications
- Information regarding any relevant experience you have related to working with children
- 3 references (must not be family or friends).
 - o The successful applicant will be required to provide 3 references for verification purposes.

Thank you,

The Facility Rentals Team



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