

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: F. Children's Services	Effective Date: <b>April 1, 2021</b>
Topic: 6. Purchase of Service Agreement	Replaces: January 1, 2010
Subject: 6.1. Establishing a Purchase of Service Agreement	
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## POLICY

A Purchase of Service Agreement is a written legal contract between the Manitoulin-Sudbury District Services Board and a Licensed Child Care Service Provider for the provision of care, for children from 0 to 12 years of age.

The Licensed Child Care Service Provider delivers licensed child care services within the bounds of the **current provincial legislation** and the Purchase of Service Agreement.

## PROCEDURE

To implement a new Purchase of Service Agreement, the Licensed Child Care Service Provider must make a request in writing to the Manitoulin-Sudbury District Services Board.

An application for licensing must be completed with the Ministry of Education (MEDU). If the centre meets the **provincial** requirements, a recommendation will be made to enter into a Purchase of Service Agreement. The signing of a Purchase of Service Agreement does not guarantee placement of children. The Manitoulin-Sudbury DSB is responsible for signing the Service Agreement on behalf of the Board within the parameters of the current service plan.

In addition to signing a Purchase of Service Agreement the following documentation must be provided from the Licensed Child Care Service Provider

- License Certificate from MEDU
- Certificate of Insurance (confirms a minimum \$2,000,000 liability insurance)
- Incorporation Documents (letters patent)
- List of current officers & directors
- Parent Handbook
- Administration Structure
- Organization By-laws
- Year end Audited Financial Statement/Auditors' Report to the members

**The Manitoulin-Sudbury DSB will maintain a current listing of child care providers with purchase of service contracts on our [website](#).**