

CHILDCARE OPERATIONAL BOARD

Purpose/Mandate:

The Board shall direct the operations of the Early Childhood Development Centre based on the annual budget and policies established by the Town of Drayton Valley.

Specifically, the Board is delegated responsibility for and shall provide support and direction to the Early Childhood Development Centre Program Manager.

Goals/Objectives:

In accordance with the policies set by Town Council the Board shall:

- Formulate the plans, priorities and procedures regarding Childcare Services with a view to the establishment of a comprehensive program;
- Formulate the Centre's programs to achieve the desired vision and goals of the Centre;
- Make recommendations to Council for the development and approval of the annual operating budget;
- Direct and support the coordination and administration of Childcare Services within approved budgets and policies;
- Provide direction on and recommends to Council the policies and procedures that guide the operation of the Centre;
- Consult with professional groups, social agencies (public or private) or other groups as it may determine advisable;
- Cooperate, for joint planning, with related community groups and agencies;
- Make recommendations to Council on policy governing grants and implementation of Town Council policy for grants and specific grant applications for the Centre and its operations;
- Make recommendations to Council for the level of staffing, and approval of the staff level recruitments within the approved budget;
- Oversee implementation of Centre procedures including registration, assessments, collaborative programs, and marketing.

Committee Membership/Composition and Term:

The Childcare Operational Board shall consist of the following membership:

3 - Community Members at Large

Administrative Team:

Annette Driessen, Director of Community Services

Bernice Taylor, Early Childhood Development Centre Program Manager

The Mayor of the Town of Drayton Valley sits as a ex-officio member of the Committee.

All Board appointments are to be made by Town Council and may be terminated by Town Council.

Operation:

The Committee shall normally meet every second month during the term of the Committee. Additional meetings will be schedule as necessary.