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## **PREPARING OR UPDATING A CHILD CARE BOARD MANUAL**

A Board manual should:

- be concise and easy to read
- include a table of contents
- be organized into key sections (tabs and/or colour coded sections make it easier to find information)
- be kept up-to-date (it is suggested that one be available for each Board position)
- be passed on from year to year or when appropriate, or duplicated as needed

***Depending on the organizational structure, you may find it helpful to include the following information in a board manual.***

### **Organizational Information:**

- a brief history of the organization/licensee and its programs
- an up-to-date copy of the Society's Constitution and By-Laws including any resolutions
- a description of the composition of the Board (e.g. list of positions, committees and election process)
- a list of current board members and their contact information
- an overview of the key responsibilities of a Board member
- description of the specific responsibilities for each executive position
- minutes of recent board meetings and a place to add new minutes/reports from the current year
- a copy of the approved annual operating budget for the previous and current fiscal years
- a copy of the financial reports for the previous year and minutes from the Annual General Meeting
- a list of key funders and a brief summary of the types of funds and grants applied for and received over the past couple of years
- a copy of the organization's/licensee's policies e.g. organizational, personnel, financial, child care program
- a copy of contracts and legal agreements including the Collective Agreement (in a unionized workplace)

- ❑ an annual calendar and space to add key board dates and activities for the new year
- ❑ a copy of the Provincial Child Care Licensing Regulation
- ❑ a copy of the Family Handbook and Family/Centre Agreement
- ❑ an overview of the child care program philosophy and a brief outline of the child care daily program
- ❑ child care funding sources in B.C. (e.g. municipal, provincial)

**Personnel Information:**

- ❑ a copy of the Collective Agreement (in a unionized workplace) and/or Personnel Policies and Procedures
- ❑ a copy of job descriptions for each position
- ❑ a staff list including name, position title and program

**Facility Information:**

- ❑ facility operating agreements
- ❑ lease agreement

**Other Information:**

- ❑ list of local, regional, provincial contacts, resources, services (e.g. MCFD office in region, central MCFD office/Victoria, local Child Care Resource and Referral Program, Westcoast Child Care Resource Centre)
- ❑ list of weblinks for more information e.g. Society Act of BC, Corporate Registry, Volunteers and the Law

The following print resources from Westcoast Child Care Resource Centre are suggested:

- ❑ *Annual Planning Calendar*
- ❑ *INFORM Guide: An Administration Manual for Non-Profit Child Care in B.C. Chapter 2*

*This information is presented as a resource for licensed non-profit child care facilities. Westcoast Child Care Resource Centre does not assume responsibility for actions taken based on information provided.*

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