



19112 2nd Concession Road
East Gwillimbury, ON L9N 0H2
905-895-0303 (T) 905-895-0304 (F)

September 25, 2020

Dear Parents:

RE: Good Shepherd – Child Care Centre Operator Parent Selection Committee

After many years of service, the Board of Directors of Good Shepherd Child Care Centre has informed York Catholic District School Board that they wish to terminate their Child Care and Before & After school program. The Board of Directors has agreed to work with families and the school board to ensure a smooth transition to the new Child Care operator.

As such, York Catholic District School Board is beginning the process of selecting a new operator in accordance with the Board Policy 604 (Child Care: Early Years, Extended Day, Before and After School Programs).

The Policy requires that a Parent Selection Committee, comprised of parents from the local school community, be established to review the proposal which will include pricing for a 5-year term. The opening date of the Child Care Centre, with the new Operator in place, is expected January 2021.

If you wish to become a member of the Parent Selection Committee, please submit the attached Questionnaire to me, along with signed copies of the attached Confidentiality and Conflict of Interest Agreement, by **October 9, 2020** via email richard.amos@ycdsb.ca so that we can begin the process of selecting the Child Care Provider. As indicated on the Questionnaire, we ask that parents offering to join the Parent Selection Committee commit to attend all virtual meetings via Google Meet, including the first meeting on the date noted, **October 19, 2020 at 6:00 pm**.

Names will be forwarded to the Manager of Child Care Services who will be facilitating the selection process.

We thank the Board of Directors for their 25 years of dedication and service to our community.

Yours in Catholic Education,

Richard Amos, Principal
Good Shepherd Catholic Elementary School



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Good Shepherd Child Care Centre and Before & After School Program Questionnaire

Family Name: _____ Daytime phone number _____

Email address: _____ Evening phone number _____

1. Do you presently have a child in a full day child care setting? Yes No

If yes, please provide:

Name: _____

Address: _____

2. Would you be interested in using the Child Care Centre at Good Shepherd? Yes No

3. Do you have other children currently registered for the Before and After School program at Good Shepherd? Yes No

If yes, please indicate by number: JK____ SK____ 6 to 12 years of age____

4. When do you normally use Before and After Care programs?

Morning Afternoon Both morning and afternoon

I would like to be part of the Parent Selection Committee and commit to joining the virtual meetings via Google Meet for Good Shepherd. The first meeting will take place on **October 19, 2020 at 6:00 p.m.**

Yes No

The YCDSB staff will then facilitate the assessment by the Parent Selection Committee of the provider proposal which will conclude in a decision to accept or deny.

NOTE: Only Parents in attendance at all Committee meetings will be eligible to vote. Only one representative per family may participate in the vote for Child Care Provider.

Parent Name: _____

Signature: _____

Date: _____

Please contact me by: phone email



Confidentiality Agreement (A) and Conflict of Interest Agreement (B)

BETWEEN

York Catholic District School Board

A board of education incorporated under the laws of the Province of Ontario
(hereinafter referred to as the “Board”)

-and-

NAME:

(hereinafter referred to as the “Participant”)

DESCRIPTION OF SUBJECT MATTER:

All Bids and Bid Information

PURPOSE OF DISCLOSURE: To allow the Participant to participate on an evaluation team related to the competitive procurement noted above, in accordance with the Board’s Procurement Policies and Procedures.

A. CONFIDENTIALITY AGREEMENT

A.1. In this Agreement, unless the context requires otherwise, the term CONFIDENTIAL INFORMATION shall mean any information disclosed by or on behalf of the Board to the Participant at any time before or after the execution of this Agreement, relating to or based upon the above SUBJECT MATTER, and shall include any information, documents or other materials, oral or written (including, without limiting the generality of the foregoing, any related data, reports, pricing evaluations, and costing methods) containing, relating to or based upon any of the above SUBJECT MATTER provided to the Participant by or on behalf of the Board or otherwise obtained by the Participant after disclosure or any such information by or on behalf of the Board to the Participant.

A. 2. The Participant shall:

- a) retain in confidence all CONFIDENTIAL INFORMATION;
- b) keep all procurement documents and written information relating to the Subject Matter in a secure place;
- c) refrain from disclosing to any person, except as authorized by the Board, any such CONFIDENTIAL INFORMATION; and
- d) refrain from using or attempting to use such CONFIDENTIAL INFORMATION in any way, except for the PURPOSE stated above.

A. 3. After the Participant has completed use of the CONFIDENTIAL INFORMATION for the above PURPOSE, or upon demand by the Board, the Participant shall deliver to the Board all documents and other materials (including, without limiting the generality of the foregoing, any related data, reports, pricing evaluations and costing methods), which may be in the possession of or under the control of the Participant, containing, relating to or based upon any CONFIDENTIAL INFORMATION. Thereafter, the Participant will not retain any such documents or materials in the possession of or under his/her control. The Participant acknowledges that the Board is or shall be the owner of any and all such documents and materials.

A. 4. The Participant's obligations under this Agreement shall continue both before and after he/she has used the CONFIDENTIAL INFORMATION for the above PURPOSE.

A. 5. The Participant acknowledges that any breach by it of this Agreement may cause irreparable damage to the Board and that any such breach shall entitle the Board to immediate injunctive relief from a court of competent jurisdiction.

This Agreement:

- a) shall be governed by the laws of the Province of Ontario;
- b) is the entire agreement between the parties respecting the confidentiality of information; and
- c) may only be amended by an instrument in writing executed by both parties.

B. CONFLICT OF INTEREST AGREEMENT

Consistent with the Supply Chain Code of Ethics in the Board's Policy #802: Purchase, Lease, and Rental of Products and Services, the Participant acknowledges the expectations for ethical conduct and is capable of identifying a situation that constitutes a Conflict of Interest, such as but not limited to:

- a) engaging in outside employment;
- b) not disclosing an existing relationship that may be perceived as being a real or apparent influence on my objectivity in carrying out an official role;
- c) providing assistance or advice to a particular vendor participating in a competitive bid;
- d) having an ownership, investment interest, or compensation arrangement with any entity participating in the bid process with the organization.
- e) having access to confidential information related to the procurement initiative; and
- f) accepting favours or gratuities from those doing business with the organization.

I agree to abide by the Supply Chain Code of Ethics in the Board's Policy #802: Purchase, Lease, and Rental of Products and Services, in all of my procurement activities, and declare that there are no actual or potential conflicts of interest arising out of my participating in procurement activities, except for the following:

York Catholic District School Board

Per:

Signature of Board Rep: _____

Name: _____

Title: Manager of Purchasing Services

Date: _____

Signature of Participant: _____

Name: _____

Date: _____