

## McTimoney, David (ASD-W)

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**From:** Sullivan, Gerald (ASD-W)  
**Sent:** Sunday, March 01, 2015 9:41 AM  
**To:** Tracey, Shawn (ASD-W); Cliff, Philip (ASD-W)  
**Cc:** McTimoney, David (ASD-W); McBrine, Lisa (ASD-W); Colpitts, Jay (ASD-W); Currie, Dwight (ASD-W)  
**Attachments:** Step Ahead Relocation.pdf

This is follow-up to our meeting on Friday, Feb. 27<sup>th</sup>. It was presented at our combined PSSC meeting on Tuesday Feb. 24<sup>th</sup> and mentioned in our meeting. Shawn requested a copy. This memo is the requirements for Step Ahead should relocation happen or any change to their space. Based on our discussions Step Ahead should be able to schedule pre-school, after schoolers and periodic parent workshops in the same (after schoolers room). Should they require an additional classroom for pre-school it would have to be on the main floor with the primary students. This would require us to move the computer lab. The only spot would be on the bottom floor reconfiguring the Technology/Woodworking room. Also I believe the main staff room should be where Family and Early Childhood is situated (apt. #1) and the guidance and R & M offices could go to the custodial office and Science area across from the Technology/Woodworking room.

I'm just reminding everyone with these changes we would be running anywhere from 80 to 100 percent capacity. Also consideration needs to be given to the playground and safety concerns of our parents and given by Mrs. McBrine; parking, washrooms and the future plans requested by our parents and given to the people in attendance on behalf of the Office of the Superintendent.

**Gerald Sullivan**

**Principal**

**Bath Middle School (278-6000)**

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# Step Ahead-Relocation

**Hours** 6:30am-6pm Monday-Friday  
Open year round  
Ages 2 years to 12 years

**Step Ahead-BFLC at BMS:** 2 bathrooms  
2-5 classroom (full sized classroom)  
Cubbie area (storage space for children's personal items)  
Nap room  
Afterschool classroom (full sized classroom)  
Office  
Kitchen/Staff room  
Cafeteria-shared space, licensed for before and afterschool use  
3 storage closets

**Step Ahead-Preschool at BES:** 1 classroom

## **Suggestions/Requirements from Daycare Co-ordinator (person who inspects and licenses facilities)**

"Section 3.5 – subsection 2.5.1 applies to relocation of facilities

Rebecca would be submitting written notice and presenting to me the changes that would be taking place. She would need to include dimensioned floor plan of all levels of the building, complete daycare plan reviews for Ph and Fire along with municipal zoning approval. Inspections from all collateral authorities and approval to use spaces would be required prior to occupying the new spaces."

- playground must be adjacent to the building, fenced and have 2 gates.
- cubbies must be next to washroom
- washrooms can be shared with school population but must be located near the centre, consider there will also be potties and potty training materials in washrooms.
- washroom must have a changing table and shelving for storage of cleaning supplies, diapers, wipes, etc.
- stairs must be appropriate sized and banisters available.
- afterschool and childcare must be located on the same floor to maintain a single license.
- must submit a relocation application. The new space would need to be completed 1 month prior to move to be able to fulfill the 3 inspections necessary for licensing.
- storage space

## **Suggestions/Requirements of Public Health and Fire inspectors**

- space must have fridge, cannot be in program room
- cleaning: must have access to three sink cleaning system (currently use cafeteria kitchen)
- cubbies/child personal storage must be separate from program room, located close to washrooms
- playground must have 2 exits
- appropriate storage space to keep blankets, mats, cots, pillows separate and not touching.
- if bathrooms are not available inside the centre's space a child sized sink would be necessary.
- 2 emergency exits

## **Items to note:**

-district installed door monitoring systems, Step Ahead would need to have another system installed or the current system relocated to the new door our families would be using. We currently monitor our own door.

