

January 28, 2026

Child Care Partners of SD8
Via email

Re: Opportunity to lease space at Winlaw Elementary to operate a licensed child care centre, effective September 1, 2026

To Whom It May Concern,

School District No. 8 (Kootenay Lake) is writing to inform child care operators/organizations within our communities of an upcoming change and a potential opportunity.

School District 8 has been operating a Ministry of Education and Child Care Seamless Day Project at Winlaw Elementary School since January 2022. The Ministry of Education and Child Care funding for this project ends effective June 30, 2026, creating an opportunity for child care operators in SD8 communities.

SD8 recognizes the importance of accessible child care for families in the Winlaw community and is committed to exploring partnerships that support continuity of service for students and families. Therefore, SD8 is seeking expressions of interest from child care operators who may wish to lease space on school grounds to operate a licensed child care program.

Operators/Organizations with interest in leasing this space would be responsible for:

- Holding and maintaining appropriate child care licensing with the Interior Health Authority;
- Meeting the requirements for leasing space on school grounds for the purpose of operating a child care centre according to the [BC School Act \(Sections 85.1, 85.3, 85.4\)](#) and SD8's [Policy 660 \(Provision of Child Care\)](#) and [Administrative Procedure 3406 \(Provision of Child Care\)](#).
- Meeting regulatory, staffing, and operational requirements to operate a licensed child care centre on school grounds; and
- Entering into a lease agreement with School District 8, subject to District terms and approvals.

At this stage, SD8 is seeking **expressions of interest** from licensed child care operators/organizations to run a licensed child care centre at Winlaw Elementary School, starting September 1, 2026.

If you are interested in this opportunity, please review the attached *Expression of Interest Parameters - Winlaw Elementary School child care space* and submit an expression of interest by email or mail **by February 28, 2026** to:

Cathy MacArthur
Secretary Treasurer
811 Stanley Street
Nelson, BC
V1L 1N6
Cathy.macarthur@sd8.bc.ca

Questions regarding this opportunity may also be directed to:

Deanna Holitzki
Assistant Superintendent
Deanna.holitzki@sd8.bc.ca
Or by phone at: 250-505-7012

We appreciate the important role child care operators play in supporting families and communities in School District 8 (Kootenay Lake). We thank you in advance for your interest.

Sincerely,



Cathy MacArthur
Secretary Treasurer
School District No. 8 (Kootenay Lake)

Enclosure:

- Expression of Interest Parameters
- Evaluation Criteria
- Policy Alignment

PART A - Expression of Interest Parameters - Winlaw Elementary School child care space

January 2026

Introduction

School District No. 8 (Kootenay Lake) is seeking Expressions of Interest (EOIs) from qualified private or not-for-profit child care operators interested in leasing space on school grounds to operate a licensed before- and after-school child care program.

This EOI process is intended to:

- identify qualified operators;
- assess alignment with District policies and community needs; and
- inform next steps, which may include a formal lease agreement under SD8 Administrative Procedure 3406.

School Site and Program Overview

- School Location: Winlaw Elementary School, 5604 Winlaw Bridge Rd, Winlaw, BC
- Program Type: Operator discretion based on licensing
- Licensed Capacity: Based on licensing
- Licensing Authority: Interior Health Authority
- Operating Context: Child care program located on school grounds

Eligibility

EOIs will be accepted from:

- Not-for-profit societies, or
- Private licensed child care operators

All proposals must demonstrate capacity to:

- obtain and maintain a valid child care license;
- comply with the Child Care Licensing Regulation; and
- enter into a lease agreement with SD8 in accordance with AP 3406.

Submission Details

- Submission format: Written document
- Submission deadline: February 28, 2026
- Submission email: cathy.macarthur@sd8.bc.ca

Or by mail to: 811 Stanley St, Nelson, BC, V1L 1N8

Next Steps

Short-listed operators may be invited to:

- provide additional documentation;
- participate in follow-up discussions; and/or
- enter into lease negotiations pursuant to SD8 AP 3406.

NOTE: The submission of an EOI does not constitute a commitment by the District to enter into a lease with the operator/organization.

Required EOI Submission Information

Parties are asked to submit a concise EOI that addresses the following sections.

Operator/Organization Information

- Legal name of operator/organization
- Non-profit or private status
- Years of experience operating licensed child care
- Current communities or programs served (if applicable)

Proposed Program Description

- Type of program proposed
- Age range to be served
- Intended days and hours of operation
- Confirmation of alignment with Interior Health Authority licensing

Licensing and Regulatory Compliance

- Current licensing status (if licensed elsewhere)
- Experience working with Interior Health Authority
- Confirmation of ability to license the Winlaw Elementary space
- Understanding of and compliance with Child Care Licensing Regulation requirements

Staffing and Program Quality

- Staffing model and qualifications of staff
- First Aid / CPR certification
- Experience supporting children with diverse needs, including medication administration where required
- Experience with and evidence of collaboration with Indigenous communities

Experience in School-Based or Community-Based Child Care

- Experience operating on school grounds (if applicable)
- Approach to collaboration with school administrators, staff, and families
- Understanding of shared-space environments

Alignment with SD8 Values and Community Needs

- Commitment to accessible, inclusive, and high-quality child care
- Approach to supporting continuity for families
- Responsiveness to local community context

Organizational and Financial Capacity

- Confirmation of organizational stability
- Ability to enter into a lease under SD8 terms
- Confirmation of ability to obtain required insurance coverage

Contact Information

- Primary contact name and title
- Email address
- Phone number

PART B – EVALUATION CRITERIA (SD8 INTERNAL USE)

EOIs will be reviewed using the following criteria. This rubric supports transparency and consistency and aligns with Policy 660 and AP 3406.

Evaluation Area	Criteria	Weight
Licensing & Compliance	Demonstrated understanding of licensing requirements; ability to license and operate the program	25%
Program Quality & Staffing	Qualified staff, program approach, ability to support diverse needs	20%
Experience & Capacity	Relevant experience in child care and/or school-based settings; organizational capacity	20%
Alignment with SD8 Values	Commitment to inclusion, community responsiveness, and family support	15%
Operational & Financial Readiness	Ability to lease space, carry insurance, and operate sustainably	10%
Collaboration & School Integration	Understanding of shared-use environments and partnership with schools	10%
Total		100%

PART C – POLICY ALIGNMENT

Alignment with SD8 Policy 660 - Child Care

This EOI framework aligns with Policy 660 by:

- Supporting community-based child care services on school grounds;
- Encouraging partnerships that enhance access for families;
- Prioritizing licensed, high-quality, inclusive child care; and
- Clarifying that SD8's role is as facility owner/landlord, not operator.

Alignment with SD8 Administrative Procedure 3406 - Use of District Facilities

This EOI framework aligns with AP 3406 by:

- Treating child care space as a leased district facility;
- Ensuring fair and transparent access to potential lessees;
- Confirming that use of space is subject to District approval, insurance, and lease terms; and
- Maintaining Board authority.