



## EXPRESSION OF INTEREST

### THE BOARD OF EDUCATION FOR PACIFIC RIM SCHOOL DISTRICT

is accepting applications from qualified organizations interested in operating licensed childcare programs at one, two, or all three school-based sites:

- **Wood Elementary – Port Alberni**

*Group Child Care – Infant Toddler (Birth to 36 months), Group Child Care – 30 Months to School Age, and Group Child Care – School Age (on school grounds)*  
(up to 128 licensed spaces)

- **John Howitt Elementary – Port Alberni**

*Group Child Care – School Age (on school grounds)*  
(up to 24 licensed spaces)

- **Wickaninnish Community School – Tofino**

*uaa(t)uk ʔaʔuʔuk^ ʔaʔna – Taking Care of Children*

*Group Child Care – Infant Toddler (Birth to 36 months), Group Child Care – 30 Months to School Age, and Group Child Care – School Age (on school grounds)*  
(up to 76 licensed spaces)

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**EOI #: 2025-0001**

**Issue Date:** 05-26-2025

**Closing Date/Time:** 06-18-2025 at 4:00 PM (PST)

### LOCATION FOR PROPOSAL SUBMISSION

4690 Roger Street,

Port Alberni, BC V9Y 3Z4

Attention: Katherin Charbonneau, Director of Early Learning and Childcare

250-720-2763

[kcharbonneau@sd70.bc.ca](mailto:kcharbonneau@sd70.bc.ca)



## EXPRESSION OF INTEREST – CHILDCARE SERVICES

### PACIFIC RIM SCHOOL DISTRICT – EOI #2025-0001

This Expression of Interest (EOI) invites qualified organizations to submit proposals for the operation of **licensed childcare programs** at one, two, or all three of the following school-based sites:

- Wood Elementary – Port Alberni
- John Howitt Elementary – Port Alberni (School Age Care)
- Wickaninnish Community School – Tofino  
*uaa(t)uk ʔaʔuʔuk^ ʔaʔna – Taking Care of Children*

Issued by:

**Pacific Rim School District**

Katherin Charbonneau

Director of Early Learning and Child Care

Email: kcharbonneaut@sd70.bc.ca

Phone: 250-720-2763

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### EOI #: 2025-0001

Pacific Rim School District is seeking Expressions of Interest (EOI) from **qualified childcare organizations** to operate high-quality, licensed early years programs in alignment with the district's values and community needs. Details regarding expectations, submission instructions, and evaluation criteria are outlined in this document.

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## SECTION I

### INSTRUCTIONS TO RESPONDENT

Responses will be received by hand, courier, mail, or email until 4:00PM (PST) on June 18th, 2025.

Please submit **one (1) copy** of your response marked:

**“EOI #2025-0001 – CHILDCARE SERVICES”**

to the attention of:

**Katherin Charbonneau**

Director of Early Learning and Child Care

Pacific Rim School District Board Office

4690 Roger Street

Port Alberni, BC V9Y 3Z4

Tel: 250-720-2763

Email: kcharbonneaut@sd70.bc.ca

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#### Site Selection

The respondent is invited to express interest in providing licensed childcare services at **one, two, or all three locations** listed below. Please **circle or clearly indicate** which sites you are expressing interest in:

**1. Wood Elementary – Port Alberni**

*Group Child Care – Infant Toddler (Birth to 36 months), Group Child Care – 30 Months to School Age, and Group Child Care – School Age (on school grounds) (up to 128 licensed spaces)*

**2. John Howitt Elementary – Port Alberni**

*Group Child Care – School Age (on school grounds) (up to 24 licensed spaces)*

**3. Wickaninnish Community School – Tofino**

*uaa(t)uk ʔaʔuʔuk^ ʔaʔna – Taking Care of Children*

*Group Child Care – Infant Toddler (Birth to 36 months), Group Child Care – 30 Months to School Age, and Group Child Care – School Age (on school grounds) (up to 76 licensed spaces)*



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Pacific Rim School District will not be responsible for any response that does not indicate the EOI reference number or is delivered to any address other than that provided above. Responses submitted after closing time or without the required information will not be accepted.

Pacific Rim School District is not liable for any costs of response preparation or submission.

Inquiries concerning the EOI may be directed to the Director of Early Learning and Childcare, however verbal responses are not binding on either party. All communication including questions and clarifications may also be communicated to other potential Respondents.

Pacific Rim School District is not bound to accept any submitted response. If an agency agreement is entered into, it will be awarded to the Respondent(s) that provides the best overall value to the District, at the District's sole discretion.

Pacific Rim School District has the right to cancel this EOI at any time without incurring any liability or claim from any Respondent.

Any changes to the EOI made by Pacific Rim School District will be issued in writing to all parties who have confirmed receipt of the EOI package.

Respondents may not amend their response after the closing date and time. Respondents may withdraw their response at any time prior to the closing date and time.

An evaluation committee will review each response subject to the evaluation criteria.

Respondents may be asked to provide further clarification with respect to their response. Any costs associated with the development of presentation materials, or any other associated costs will be the responsibility of the respondent.

Responses will be evaluated as soon as possible after the closing date. No detail of any response will be made public except the names of all parties submitting responses. Upon request, unsuccessful respondents may be offered a debriefing, in general terms, of their response's relative strengths and weaknesses.



Any agreement(s) resulting from the EOI will be made directly with the successful candidate and Pacific Rim School District and on negotiated terms.

Each respondent, by submitting a response, warrants that to the best of the respondent's knowledge, no current or past corporate, personal or other interests give rise to an actual or potential conflict of interest.



## SECTION II

### TERMS OF REFERENCE

#### Operator

Pacific Rim School District (“the District”) is seeking qualified **non-profit childcare operators** (“the Respondent”) to deliver **licensed early years programming** at up to three school-based childcare sites. The District is inviting **Expressions of Interest (the “Submission”)** from experienced, community-aligned providers.

#### Introduction

The District is seeking one or more operators (“the Operator”) to deliver **Group Child Care programs** at the following locations:

1. **Wood Elementary School – Port Alberni**

A **new, purpose-built childcare facility** located at 4111 Wood Avenue, currently under construction and scheduled for completion by **September 2025**.

2. **John Howitt Elementary School – Port Alberni**

An existing classroom space on school grounds designated for **Group Child Care – School Age program on School Grounds**.

3. **Wickaninnish Community School- (uaa(t)uk ʔaʔuʔukʌ ʔaʔna – Taking Care of Children) – Tofino**

A standalone childcare facility constructed through the ChildCareBC New Spaces Fund, located on the school grounds of Wickaninnish Community School. The building is fully equipped and designed to accommodate multiple age groups in a high-quality early learning environment.

Respondents may express interest in **one, two, or all three sites**. The District reserves the right to award some or all of the sites based on submissions received.

**Note:** Only **non-profit organizations** or public sector entities are eligible to apply for this opportunity. Respondents must demonstrate their non-profit status and capacity to hold a childcare licence under the **Community Care and Assisted Living Act**.



### Background

The Board of Education of Pacific Rim School District recognizes that **accessible, high-quality childcare** plays a vital role in supporting families and children across our region.

The Board believes that childcare programs located on school grounds create continuity for families and facilitate smooth transitions from early learning to the K–12 system.

All childcare programs must operate in alignment with:

- The BC Early Learning Framework
- The First Peoples Principles of Learning  
as outlined in the District’s Childcare Policy.

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### Childcare Space Overview

The proposed licensed childcare spaces across all three sites may include the following types of Group Child Care programs, depending on site-specific capacity:

#### 1. Wood Elementary – Port Alberni

- **Group Child Care – Infant Toddler (*Birth to 36 months*):** 16 spaces
- **Group Child Care – 30 Months to School Age:** 32 spaces
- **Group Child Care – School Age (*on school grounds*):** 72 spaces
- *Optional:* 8 multi-age spaces to accommodate sibling groups
- **Total: up to 128 licensed spaces**

#### 2. John Howitt Elementary – Port Alberni

- **Group Child Care – School Age (*on school grounds*)**
- **Total: up to 24 licensed spaces**

#### 3. Wickaninnish Community School – Tofino (**Taking Care of Children Site**)

- **Group Child Care – Infant Toddler (*Birth to 36 months*)** 12 spaces
- **Group Child Care – 30 Months to School Age** 16 spaces
- **Group Child Care – School Age (*on school grounds*)** 44 spaces
- *Optional:* 8 multi-age spaces to accommodate sibling groups
- **Total: up to 76 licensed spaces**



## SECTION III

### SCOPE OF WORK

#### Service Planning and Program Delivery

The successful operator(s) will be responsible for:

- Designing and delivering a responsive and inclusive early years program aligned with the **BC Early Learning Framework** and the **First Peoples Principles of Learning**.
- Developing a daily schedule and program components that reflect best practices in early childhood care and education (ECCE), including a focus on child-led inquiry, outdoor play, and cultural inclusivity.
- Offering care during standard hours of operation, including:
  - **Group Child Care (Birth to School Age):** Typically from 6:00 am to 6:30 pm, with flexibility to open earlier or close later depending on community need.
  - **School Age Care:** Before and after school care (e.g., 6:30–8:20 am and 2:20–6:00 pm), aligned with school bell schedules.
- Providing full-day care on **Professional Development Days, Non-Instructional Days**, and during **Spring, Winter, and Summer Breaks**.

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#### Licensing and Compliance

Operators will be responsible for:

- Securing and maintaining a valid **Island Health childcare license** for each applicable site, in accordance with the **Community Care and Assisted Living Act** and the **BC Child Care Licensing Regulation**.
- Ensuring all staff meet the qualifications required under **Division 2 – Employee Requirements** and **Schedule E** of the Child Care Licensing Regulation.
- Meeting all federal and provincial requirements related to **criminal record checks** for all employees and volunteers engaged in the program.

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#### Equity, Inclusion, and Cultural Responsiveness

Operators must demonstrate a commitment to:

- Operating programs that are **inclusive and welcoming to all children and families**, regardless of background, ability, or need.
- Celebrating the **diversity of the community**, with programming that incorporates diverse cultures, languages, family structures, and learning styles.
- Integrating materials and experiences that reflect and honour **local Indigenous cultures**, in alignment with reconciliation and culturally safe practice.





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### Operational Requirements

- **Furniture and basic appliances** will be provided through the **ChildCareBC New Spaces Fund**.
- The operator is responsible for all **start-up supplies, toys, consumables, and daily materials** required to operate the program.
- The operator will be responsible for their own **marketing and registration**, ensuring the program is fully enrolled. Schools may assist with distribution of information, but promotion and enrollment remain the operator's responsibility.
- The operator will interact regularly with the host school for **emergency preparedness, shared events**, and family support conversations, while operating independently day to day.

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### Facilities and Maintenance

- Sites are located on school grounds with **dedicated pick-up and drop-off access and parking** for families and staff.
- **Custodial services, lawn maintenance, snow removal, and general building maintenance** will be provided by the District.

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### Insurance Requirements

The operator must maintain, at its own cost, the following insurance coverage throughout the duration of service:

- **Commercial General Liability Insurance:** Minimum \$2,000,000 per occurrence.
- **Commercial Property Insurance.**
- **Abuse and Molestation Coverage:** Minimum \$2,000,000 per occurrence.

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### Legal Agreement

A **License Agreement** will be signed between the successful operator and the Pacific Rim School District for use of the childcare space(s). Monthly license fees will be set in accordance with standard district licensing rates.

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### Qualifications of the Operator

Eligible applicants must be:

- A **non-profit organization** with capacity to operate licensed childcare.



- Knowledgeable in **current ECCE theory and practice**, with demonstrated alignment to the **BC Early Learning Framework and First Peoples Principals of Learning**.
- Experienced in managing **childcare programming** and engaging with **diverse families and communities**.
- Committed to fostering a **respectful, safe, and inclusive environment** for all children, families, and staff.



## SECTION IV

### SUBMISSION REQUIREMENTS

Respondents must complete the Expressions of Interest Response Form and include the following as a separate attachment:

**1. Organization Profile**

Provide an overview of your organization, including non-profit status, mission statement, and relevant experience operating licensed childcare programs. Highlight experience in delivering care across multiple age groups (Infant/Toddler, 30 Months to School Age, and School Age Care), particularly in school-based or community settings.

**2. Pedagogical Alignment**

Describe how your program design, philosophy, and practices incorporate the principles of the BC Early Learning Framework and the First Peoples Principles of Learning. Please speak to how your programming supports inclusive, culturally safe, and child-centered learning environments.

**3. Equity and Accessibility**

Outline how your program will be welcoming and accessible to families who may be:

- Low income
- Refugees or newcomers
- Indigenous
- Young or single parents
- Please include any relevant fee policies, supports, or partnerships that support access and inclusion.

**4. Staffing, Recruitment, and Retention**

Provide your plan for recruiting, supporting, and retaining qualified staff in alignment with the BC Child Care Licensing Regulation. Include strategies for building a consistent, high-quality team and any partnerships that support workforce development (e.g., ECE training programs, practicum placements, Indigenous hiring goals).

**5. Program Details by Site**

For each site of interest, provide a clear outline of the proposed childcare programs, including:

- Daily schedule
- Program components and age groups served
- Care philosophy and curriculum approach



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- Proposed parent fees
- Any wraparound supports or enhancements
- Please include a Parent Handbook or similar document that outlines policies, programming, and family engagement strategies.



## SECTION V

### RESPONSE EVALUATION

#### Opening of EOI Submissions

EOI submissions will be opened in private.

The District reserves the right to:

- Reject all EOIs;
- Reject an EOI that, in the sole opinion of the District, does not provide sufficient evidence of the Respondent's qualifications or capacity;
- Refuse to award a contract to any Respondent who is over-committed or unable to meet the expected start-up timeline;
- Accept EOIs for all, some, or none of the identified sites at its sole discretion;
- Limit the number of sites awarded to a single Respondent;
- Disqualify any submission that fails to meet the requirements outlined in this EOI.

The lowest or any submission **will not necessarily be accepted**.

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#### Obligations of Preferred Respondent

Upon notification of award, the preferred Respondent must:

- Enter into a **License Agreement** with Pacific Rim School District for the use of the childcare facility;
- Provide documentation of required insurance coverage;
- Demonstrate the ability to obtain a **valid childcare license** through Island Health prior to operation;
- Participate in transition planning with the District and school site.

No services may commence until the License Agreement is fully executed and all award conditions have been fulfilled.

Failure to comply with the requirements of the award notice within the specified timeframe may result in cancellation of the award and reassignment to another qualified Respondent. The District reserves the right to disqualify any Respondent from future opportunities should these obligations not be fulfilled.

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## Evaluation of Submissions

Submissions will be evaluated based on the criteria below. Scoring will reflect the quality, alignment, and feasibility of each response in meeting the District's early years goals.

	Evaluation Criteria	Total Points Available
<b>1</b>	<b>Organizational Capacity &amp; Experience</b> Clear demonstration of non-profit status, organizational stability, and relevant experience operating licensed childcare programs.	<b>20</b>
<b>2</b>	<b>Pedagogical Alignment &amp; Program Philosophy</b> Alignment with the BC Early Learning Framework and First Peoples Principles of Learning; evidence of thoughtful, child-centered, inclusive programming.	<b>20</b>
<b>3</b>	<b>Equity &amp; Inclusion Practices</b> Plans to ensure access for low-income families, newcomers, Indigenous families, and single/young parents; inclusive, culturally responsive programming.	<b>15</b>
<b>4</b>	<b>Program Design &amp; Daily Operations</b> Quality of daily schedules, curriculum components, and proposed care approaches across age groups.	<b>15</b>
<b>5</b>	<b>Staffing Plan</b> Recruitment and retention strategies; ECE qualifications; professional development and staff support structures.	<b>10</b>
<b>6</b>	<b>Community Engagement &amp; School Collaboration</b> Approach to collaboration with site school (s) and engagement with families and local community.	<b>10</b>
<b>7</b>	<b>Parent Fee Structure &amp; Affordability</b> Clarity and reasonableness of proposed parent fees; inclusion of supports for affordability, subsidy access, and sustainability.	<b>10</b>

**Total Available Points: 100**



## Appendix A

### REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

### CHILDCARE OPERATORS FOR ONE OR MORE LOCATIONS

### EOI #2025-0001

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#### EXPRESSIONS OF INTEREST RESPONSE FORM

##### 1. Respondent Information

Please complete the following form, identifying one person to serve as the primary contact for all communications related to this EOI.

**Legal Name of Respondent**

**Organization:**

**Other Operating/Business Name (if applicable):**

**Street Address:**

**City, Province:**

**Postal Code:**

**Phone Number:**

**Website (if applicable):**

##### Primary Contact for Submission

**| Name & Title: |**

**| Phone Number: |**

**| Email Address: |**

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##### 2. Site Selection

The respondent is expressing interest in operating licensed childcare at the following site(s). Please check all that apply:

☐ **Wood Elementary – Port Alberni**

*Group Child Care – Infant Toddler, 30 Months to School Age, and School Age (up to 128 spaces)*

☐ **John Howitt Elementary – Port Alberni**

*Group Child Care – School Age (up to 24 spaces)*

☐ **Wickaninnish Community School – Tofino**

*Group Child Care – Infant Toddler, 30 Months to School Age, and School Age (up to 76 spaces)*



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### 3. Terms of Reference Acknowledgement

By signing below, the Respondent acknowledges and agrees to the following:

- This EOI is issued for information-gathering and evaluation purposes only and does not constitute a legally binding bidding process.
- Submission of an EOI does not guarantee selection or award of contract.
- Pacific Rim School District reserves the right to:
  - Initiate direct negotiations with one or more respondents;
  - Award contracts for one, multiple, or none of the sites listed;
  - Cancel or modify this process at any time.

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### 4. Disclosure of Information

Respondents are advised not to submit any confidential or proprietary information. The District reserves the right to make the names of all respondents public.

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### 5. Declaration and Signature

I, the undersigned, confirm that the information provided in this submission is accurate and complete to the best of my knowledge. I am authorized to submit this response on behalf of the organization named above.

#### Signature of Respondent

**Representative:**

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**Name and Title:**

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**Date:**

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## Appendix B

### SUBMISSION CHECKLIST

Respondents must ensure all required documentation is included with their Expression of Interest submission. This checklist must be completed and submitted as part of the response package.

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#### ☒ Submission Checklist

Required Documents	Included
Completed <b>Appendix A – Expressions of Interest Response Form</b>	<input type="checkbox"/> Yes
Organizational Profile, including non-profit status confirmation	<input type="checkbox"/> Yes
Description of program philosophy and alignment with BC Early Learning Framework and First Peoples Principles of Learning	<input type="checkbox"/> Yes
Equity and accessibility plan	<input type="checkbox"/> Yes
Staffing recruitment and retention plan	<input type="checkbox"/> Yes
Program outlines for each proposed site (daily schedule, approach, fees, etc.)	<input type="checkbox"/> Yes
Parent Handbook (or equivalent program guide)	<input type="checkbox"/> Yes
Proof of insurance or statement of ability to secure required coverage	<input type="checkbox"/> Yes
WorkSafeBC clearance letter (if applicable)	<input type="checkbox"/> Yes