

Early Learning and Child Care Initiative

Family Home Day Care Program

Terms and Conditions

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Background

The priorities for the Government of Nova Scotia include:

- Health Promotion and Protection;
- Youth, Families and Communities;
- Community Safety;
- Economic Development and Infrastructure; and
- Environment.

These initiatives are focused on strengthening the social service system, enabling the government to improve outcomes for Nova Scotia's youth, families, and communities.

One of the priorities of the Department of Community Services Early Learning and Child Care (ELCC) Plan is to *"ensure that all Nova Scotia children enjoy a good start in life and are nurtured and supported by caring families and communities"*. This is compatible with the Department's goal of *"self reliant people, strong families and inclusive communities"*.

Family Home Day Care introduced in 2007 supports these initiatives.

Family Home Day Care is child care provided in the care provider's home. Research done by the Canadian Child Care Federation estimates there are 170,000 family home child care givers in Canada, with 15,000 regulated and 155,000 unregulated. The primary purposes of regulated family home day care are to:

- Give parents the option of a formal child care service in a home setting where care is monitored to ensure it meets established standards;
- Provide another option for child care for parents eligible for assistance with fees;
- Support parents who are employed or training for employment; and
- Promote children's health, safety and well-being.

This document describes the Department of Community Services Terms and Conditions regarding the **Family Home Day Care Program**.

Policy Statement

Overview

The objective of the **Family Home Day Care Program** is to provide healthy, safe and appropriate environments for young children who are being cared for in private homes across Nova Scotia.

The goal of the program is to expand the delivery of child care services in Nova Scotia by helping to support and monitor child care in private homes.

The Department will license Family Home Day Care agencies, the agencies will approve the homes and manage and support the care providers offering child care services in their own homes. An agency is required to hire a family home consultant who will be responsible for visiting and working with the care providers to promote safe environments for children and promote early childhood development.

Any business or organization (profit and non-profit) that is registered with the Registry of Joint Stock Companies may apply to become an agency, e.g.; a church or community group, a currently licensed day care, a family resource centre or other social interest organization. To be considered for a license, a proposed agency would be required to complete the requirements set out in the Family Home Day Care Program Regulations, to demonstrate that it is able to fulfill the roles and responsibilities required of an agency, including evidence of financial viability.

An approved Family Home Day Care Agency may be provided predetermined levels of funding to cover the costs of operating an agency as per the regulation requirements.

A Family Home Day Care agency will provide services to any care provider who meets the minimum qualifications and is approved by the agency. The program does not require persons providing care to children in their homes that are within the maximum limits defined in the Day Care Regulations, to become affiliated with a Family Home Day Care agency unless they choose to do so.

Role of an Agency

Agencies must abide by the *Day Care Act* and Regulations and the Family Home Day Care Program Regulations. The following describes the agency's responsibilities:

- Recruit and approve care providers and family day care homes to establish and operate approved family home day care;
- Hire a family home consultant;
- Monitor care providers and family day care homes under its management to ensure that they comply with:
 - *the Act* and its *Regulations*;
 - the service agreements signed by each care provider with the agency; and
 - any Provincial standards or guidelines requested by the Director.
- Provide support to care providers and family day care homes under its management, including all of the following:
 - assisting parents and care providers in matching requirements with services;
 - administrative support and record-keeping;
 - organizing parent advisory committee meetings;
 - providing a lending library;
 - providing regular play groups;
 - coordinating the delivery of professional development courses for agency staff associated with the family home day care program and care providers; and
 - providing or organizing transportation for care providers and children enrolled in approved family home day care to attend agency functions.
- Ensure that care providers and family homes meet and continue to meet the requirements for approval;
- Ensure that agency staff have current first aid and CPR training; and
- Annually assess care providers and family day care homes under its management.

Role of a Family Home Consultant

The Family Home Consultants are required to have a two-year Early Childhood Education diploma and at least two years experience working in early learning and child care programs. They must abide by the *Day Care Act* and Regulations and the Family Home Day Care Program Regulations. Some of the primary responsibilities of the Family Home Consultant are to:

- recommend approval of care providers and family day care homes for an agency;
- monitor approved family home day care for an agency;
- act as a resource to the care providers under the agency's management and provide advice and guidance to them; and
- visit each care provider and family day care home managed by the agency at least once every 30 days to provide them with support and services.

The Role of the Care Providers

Care providers must ensure their program is in compliance with the *Day Care Act* and Regulations and the Family Home Day Care Program Regulations and may do so with the assistance of the Family Home Consultant. The primary duties of the care providers are to:

- provide child care in their own residence;
- ensure the health, safety and well being of the children in their care;
- promote positive healthy development in the children;
- provide a developmentally appropriate program to the children in their care;
- ensure that they and their home meet and will continue to meet the requirements of:
 - *the Act* and its Regulations;
 - the service agreement to be made between the care provider and the agency; and
 - any provincial standards or guidelines requested by the Director.
- maintain records for the review of the Family Home Consultant and the Department of Community Services licensing staff in accordance with the regulations and standards; and
- be available for monthly visits from the Family Home Consultants and annual inspections by the agency and/or Department of Community Services licensing staff.

Request for an Application Package

Applicants that are interested in applying for an agency license can obtain the application package in two ways:

- 1) Contact their Regional Office, provide a name and mailing address and the Department of Community Services will send out the package; or
- 2) Go to the Department of Community Services website to download the documents at <http://www.gov.ns.ca/coms/families/childcare/FamilyHomeDayCare.html>

Application Submission Process

The documentation required to complete the application process to obtain a license to operate a Family Home Day Care agency will be submitted to the Department in two steps:

- The Application Form and the Family Home Day Care Program Proposal are required to be submitted on or before the Application Deadline;
- The remaining required application documentation (referred to as “supplementary information”) will be requested to be submitted if the applicant receives proposal approval from the Department of Community Services.

Step 1 - Application Form and Proposal

The first step of the application process is to submit the application form and the proposal. These documents must be submitted on or before the Family Home Day Care Application Deadline advertised. The deadline for submission of applications will be October 1, January 1, April 1 and July 1 every year for each of the review cycles.

Application Form

The applicant will be required to complete the ‘Application for a License to Operate a Family Home Day Care Agency’ form that includes the following:

- 1) Applicant Profile Information such as the applicant’s business name as approved by the Nova Scotia Registry of Joint Stock Companies, the business number assigned by the Canada Revenue Agency, contact name, addresses, telephone and fax numbers;
- 2) A checklist that itemizes each of the requirements for the Family Home Day Care proposal, that must be checked off as included in the submitted proposal. Each item must be included along with the checklist;
- 3) A list of the Supplementary Information for Step 2 that is required to complete the application.

This information will only be required if the applicant receives proposal approval. This list is on the application form to ensure the applicant is aware of all the supplementary information required in order to be licensed.

The application form must be completed, signed and submitted with the proposal.

Proposal

The application process will require the development of a proposal which describes the applicant’s proposed Family Home Day Care program, financial viability, and an assessment of the community need for a Family Home Day Care agency.

Applicants must follow the steps outlined in the 'Guide to Starting a Family Home Day Care Agency' to complete the application process, and prepare the required documents and supplementary information.

Proposal must include the following information to be considered for approval:

- a description of the proposed program and services to be provided including the child development philosophy on which the program will be based;
- the business case for the program, including a community needs assessment;
- a one year estimated operating budget of expected revenues and expenditures that demonstrates the applicant's financial viability;
- a description of the duties and responsibilities of the applicant and all staff associated with the program, including family home consultants and care providers;
- a plan for professional development of all staff associated with the program, including family home consultants and care providers;
- a description of the process to be used for approving family home day care under Section 14 of the Family Home Day Care Program regulations;
- a sample of the service agreement to be used between the applicant and a care provider,
- a description of the annual assessment process for monitoring care providers and family day care homes under its management;
- a statement describing how each child's records will be maintained; and
- a description of the proposed agency site for delivering the program.

Step 2 - Supplementary Information

The second step of the application process is only applicable for applicants that have received proposal approval. A Proposal Approval letter will be sent to the applicant and will request the supplementary information, which includes:

- a copy of each of the following:
 - the applicant's personnel and management policy;

- the applicant's parent handbook;
- the applicant's behaviour guidance policy;
- the applicant's care provider handbook;
- a list of all staff and all members of any board who are associated with the family home day care program that includes all of the following information:
 - names;
 - mailing addresses;
 - position titles;
 - information relating to any required professional qualifications;
- proof that the proposed agency site complies with the regulations, orders and directions of the appropriate authority respecting fire, safety, health and sanitary requirements and any municipal bylaws;
- the results of all required criminal record and child abuse register checks;
- proof of commercial general liability insurance, or a statement satisfactory to the Director from an insurer of an intention to provide the insurance;
- any information required by the Director relating to the application.

Contact Information and Assistance with the Application

Applicants are asked to contact the regional office of the Department of Community Services for further information, if required. A list of offices and contact information is included in the application package. It can also be found on the Department of Community Services website at <http://www.gov.ns.ca/coms/families/childcare/FamilyHomeDayCare.html>

If an applicant has received an application package by mail, their Early Childhood Education Officer (ECDO) will be identified. If an applicant downloaded the application documents from the website they are required to call their regional office and an ECDO will be assigned at that time.

Every applicant is required to work with their assigned ECDO to complete the application form and the accompanying supporting documents.

Application Deadline

Applicants must submit their completed Application Form and Family Home Day Care Proposal on, or before, the stated deadline for application submissions.

The Family Home Day Care Program will have four application review cycles per year. The deadline for submission of applications will be October 1, January 1, April 1 and July 1 every year for each of the review cycles.

Note: Applications received after the stated deadline date will not be considered for the Family Home Day Care Agency application review cycle in progress, but will be kept on file for the next application review cycle.

Submission of the Application Package

Applicants must ensure that all documentation required is submitted in full, i.e., all documents must be forwarded in order to be considered. Electronic applications will not be accepted. The application form, proposal and all supplementary information must be completed to be considered for licensing.

The applicant should create a copy of the application form, proposal and supporting documentation for their own records.

Completed applications and proposals, after consultation with the ECDO, can be dropped off, faxed, or mailed to, the Department of Community Services regional office addressed to the attention of the ECDO.

Application Review and Proposal Approval Process

Applications checked for completeness

Once the application forms and proposals are received by the ECDO, they will be checked to confirm that the application form is completed and the proposal contains all of the required information.

If the application form or proposal is not complete the applicant will be contacted by phone to discuss the deficiencies or ask for clarification if needed.

Review and Proposal Approval of Applications

A Family Home Day Care Application Review Committee will evaluate each of the submitted applications with its proposal.

Each proposal will be evaluated and scored based on a defined set of:

- financial evaluation criteria;
- program evaluation criteria; and
- needs based evaluation criteria.

The review of the proposal and the prioritization of the applications will allow the Application Review Committee to recommend that the application be approved or refused.

Financial Evaluation Criteria

The proposal that is to accompany the application includes a one year estimate of the operating budget identifying expected revenues and expenditures. The intent of this estimated budget is to demonstrate the financial viability and stability of the proposed agency. The operating budget must demonstrate to the Department that the applicant can provide the required services within the estimated budget.

The budget must be reasonable and the applicant must appear to have the capacity to continue operations and to support the agency's planned growth.

Program Evaluation Criteria

The applicant's proposed Family Home Day Care program will be reviewed based on the information submitted in the proposal (for details refer to the Application Submission Process section of this document, under the Proposal for a Family Home Day Care Program).

The proposed program will be reviewed and evaluated based on an established set of criteria determined by the Department.

Needs Based Evaluation Criteria

The proposal will be evaluated, rated, and compared to other applications based on the need for family home day care within the proposed geographic operating areas of the agency. As part of the proposal, the applicant is required to submit a business case which will justify the requirement of an agency in that community, including supporting information that will demonstrate there is a need for child care in the home.

The Department of Community Services will have demographic data available, and other child care statistics to support the needs based evaluation. The applicant can contact the Department if they would like access to any of this demographic information.

Each proposal will be rated on a sliding scale based on perceived need, both present and future, for a Family Home Day Care Agency in the identified location.

Notification of Approval or Refusal

Approval

There are two steps to the application process; therefore applicants that are approved are notified by the Department of Community Services in two steps:

1. Proposal Approval - After Step 1 applicants that have their proposals approved will be notified by the Department by way of a *Proposal Approval letter*. These applicants will be advised to submit the supplementary information required to complete their application and will be provided a copy of the Family Home Day Care Agency Service Agreement.
2. Application Approval – After Step 2 if all the supplementary information is received as requested, and approved by the Director, the applicant will be notified by the Department and a Family Home Day Care Agency license will be issued.

Refusal

The refusal can occur at the 'Application Review and Proposal Approval Process' or during the 'Issue of License Process':

1. Application Review and Proposal Approval Process - After review and evaluation of the applicant's proposal, the Family Home Day Care Application Review committee may refuse the applicant based on the scoring of the proposal and/or the prioritization of the applications. The Department will forward a written *Proposal Refusal letter* to the applicant informing them of the decision.
2. Issue of License Process - If the applicant received proposal approval and then submitted the supplementary information and is refused based on not meeting one or more of the conditions in the Issue of License Process, the Department will forward a written *License Refusal letter* to the applicant informing them of the decision.

In case of a refusal, the applicant will be provided with reasons for the Department's decision.

Issue of License Process

Applicants that have their proposal approved would have received a proposal approval letter from the Department of Community Services. This proposal approval letter will identify the ECDO that the applicant will work with to provide the remaining supplementary information required to obtain a license to operate a Family Home Day Care Agency.

The proposal approval letter is the assurance to the applicant that they have received approval to continue the licensing process. This letter will also confirm the funding the agency may be eligible to receive. The application for a license will only be approved and a license issued on the following conditions:

- all required supplementary information is in order;
- there are no outstanding license violations for any facility associated with the application;
- the applicant is eligible.

Supplementary Information

The applicant is required to submit the supplementary information to the assigned ECDO. The ECDO will check the documentation to ensure it is completed properly and that it contains all of the required information for the license. If the supplementary information is not in order, the applicant will be contacted for the missing information or for any clarifications.

If an applicant has any of the supplementary information on file for another facility license within the Department of Community Services that may be applicable to the Family Home Day Care application, these documents may not be required to be submitted again. It will be at the discretion of the ECDO, the Coordinator, Family Home Day Care or the Director to require information be re-submitted.

Service Agreement

A Service Agreement provides the details of the agreement between the agency and the Department of Community Services. Should the applicant need clarification about the terms of the agreement, they should contact their ECDO. It is recommended that applicants consult their legal counsel before signing the agreement. It is a binding legal contract between the agency and the Department of Community Services. This document must be signed and returned to the Department before funding is disbursed.

Renewal of License Process

Each year, agencies will be required to renew their licenses using the Family Home Day Care License Renewal form. The annual application deadline for each agency license renewal will be determined and based on the anniversary of the license issue date of the previous year.

Agencies receiving the Family Home Day Care Operating Grant must renew their licenses to be eligible for the funding and are required to provide the year end Funding Utilization report before funding is disbursed.

Agencies that did not receive funding for the previous year may apply for funding at license renewal time.

All agencies will be required to provide information on their approved family day care homes at the time of the renewal.

Family Home Day Care Agency Funding

An applicant that is licensed to operate a Family Home Day Care Agency may apply for funding. The Family Home Day Care funding will include a Family Home Day Care Start up Grant, and a Family Home Day Care Operating Grant.

If approved, funding will be provided to the agency by the Department. This funding has been based on expected costs for the agency to meet minimum regulation requirements, not their actual costs if these costs exceed the regulation requirement allowances.

All care providers must be paid directly by parents. The agency must not collect or retain any money from the care providers' fees, which includes parent fees, surcharges or subsidy payments. No funds will be exchanged between the agency and the care provider, except for subsidy payments, where the agency will distribute the full subsidy portions to the care provider on behalf of the Department.

Family Home Day Care Start Up Grant

The Family Home Day Care Start Up Grant may be provided to a new approved Family Home Day Care Agency to offset expenses directly related to the start up costs for the agency.

The Start Up Grant will provide a **one time** fixed amount to be used by the agency to pay for advertising, equipment, and legal fees incurred to set up the agency.

The Family Home Day Care Start Up Grant is \$5,000.00.

Family Home Day Care Operating Grant

The Family Home Day Care Operating Grant may be provided to an approved licensed Family Home Day Care Agency. This funding is an **annual grant** intended to support the agency in meeting the costs of salary and benefits to agency staff, transportation, education, program material, and fixed costs. Fixed costs include rent & utilities, insurance, phone, equipment, advertising and administration costs. The amounts are based on agency expenses as defined in the regulations.

The grant will be calculated on an annual basis, and distributed in quarterly instalments.

The funding formula for this grant is as follows:

- For the first year of operation the grant calculation will be based on predetermined amounts by number of approved family day care homes (see Appendix B) ;
- At the end of the first year, and in subsequent years, the agencies must provide an account of the funding received and the calculation of the Family Home Day Care Operating Grant will be based on the analysis of the information received to a maximum

amounts reflected in Appendix B;

- The amount of the grant will be calculated and adjusted quarterly based on the **number of approved family day care homes** as outlined in the Distribution of Funds section. This reduction or increase provides the adjustment in funding to provide for expenses that change depending on the number of approved family day care homes within an agency;
- If the agency does not have at least four approved family day care homes after three consecutive quarters the funding will be discontinued.

One Time Care Provider Training Amount

If an agency receives the Family Home Day Care Operating Grant an amount of **\$250.00** will be provided to the agency to cover the cost of training when a new care provider joins the agency.

Family Home Day Care Operating Grant Criteria - Distribution

All agencies receiving the Family Home Day Care Operating Grant are expected to use the funding for predefined costs of salary and benefits to agency staff, transportation, education, program materials & equipment, rent & utilities, insurance, phone, advertising and administration costs.

Agencies that have fewer than 20 approved family day care homes must distribute the funding provided through this grant in accordance with the following criteria:

- A minimum of 50% of the funds allocated to the agency **must** be spent on salary and benefits for staff;
- A minimum of 10% of the funds allocated to the agency **must** be spent on program materials/resources.

Agencies that have 20 or more approved family day care homes must distribute the funding provided through this grant in accordance with the following criteria:

- A minimum of 60% of the funds allocated to the agency **must** be spent on salary and benefits for staff;
- A minimum of 8% of the funds allocated to the agency **must** be spent on program materials/resources.

Agencies that fail to meet the distribution criteria may be subject to a financial review and may have their grant funding adjusted.

Grant Funding Timelines

Funding will be distributed quarterly based on the government fiscal year (1 April – 31 March). Funding installments will be paid the first business day of each quarter.

Funding will be calculated as of the issue date of the license and may be adjusted to provide a portion of the annual funding, depending on when the license was issued.

Disbursement of Funds Process

Family Home Day Care Start up Grant

Funding for the Start Up Grant will be distributed the first month of the license; there will be one installment released the first business day of the month after the license is issued.

Family Home Day Care Operating Grant

The distribution of funds can begin once the applicant has been issued a license to operate a Family Home Day Care agency.

Funding will be distributed quarterly based on the government fiscal year (1 April – 31 March); in advance, on the 1st business day of each quarter. For example, if an agency was licensed effective October 2007 funding would be distributed in October '07, January '08, April '08, and July '08.

Funding is based on the predetermined annual budget amount as per the number of approved family day care homes the agency has at the end of the quarter. This annual amount will use the budget amount as defined by the Department for the first year of operation. Subsequent year's annual calculation for the agency will be determined upon renewal of the license each year (see Renewal of License Process) and will be subject to any adjustment arising from the funding utilization review (see Accountability Process).

For new agencies initial funding will be based on the predetermined annual amount for zero approved family day care homes. Quarterly funding amounts will be based on a quarterly reporting of the number of approved family day care homes by month. The funding for the next quarter will be based on the highest number of approved family day care homes in any month of the previous quarter. For example, if the agency submitted a quarterly report for January that had six approved family day care homes in October, four approved family day care homes in November, and four approved family day care homes in December, the quarterly funding will be calculated using six approved family day care homes. The number of family day care homes for the month is reported at the beginning of the month using the number of approved family day care homes at that time, and will not include any homes that have left the agency.

The grant funding will be reconciled every quarter based on the highest number of approved family day care homes in any month of the previous quarter. The agency will be required to provide a quarterly report to the Department (template to be provided).

Approved family day care homes that close temporarily (i.e. summer), for a maximum of four months and no more than one period per year, will be considered approved family day care homes for funding purposes specifically identified as such on the quarterly report.

Prorated funding amounts will be calculated for licenses that are granted after the start of the quarterly distribution and amounts can be retroactive to the start of the quarter during which license is granted.

Reconciliation Process

All agencies receiving funding will be required to submit a Quarterly Report to the Department. A template for the quarterly report will be available to the agency. Please note, information on all children in the family home day care is required to provide a complete picture of the children attending the agency.

Funding under the Family Home Day Care Operating Grant will be reconciled every quarter. The reconciliation of the agency's funding will be based on the approved number of family day care homes per month in the previous quarter. Quarterly amounts will be adjusted based on the actual number of approved family day care homes by month, reported for the previous quarter. The number of approved family day care homes for the month is calculated at the beginning of the month using the number of approved family day care homes, and will not include any homes that have left the agency. The quarterly amount is a recalculated amount using the number of approved family day care homes and the annual operating grant amount determined upon license or renewal of license.

The reconciliation process will include family day care homes that close temporarily (i.e. summer), for a maximum of four months and no more than one period per year, as approved family day care homes. These family day care homes must be specifically identified as such on the quarterly report.

Any monies owing (underpayment) will be added as an adjustment to the next quarterly installment, and monies owed (overpayment) will be deducted as an adjustment to the next quarterly installment.

Agencies requiring help in completing the monthly number of approved family day care homes are requested to contact their ECDO.

If an agency ceases operation, at any point during the contracted period, the Department will perform an accounting of the grant distributions to recover any monies owing.

Grant Allocation – Grand Parented Funding

The Family Home Day Care pilot agencies that were receiving Infrastructure, Equipment, Salary Enhancement, Infant and /or Family Child Care Administration Grants stayed at their present levels of funding until a financial review was complete on each agency. Each agency's practices were reviewed and the review informed the Department to 'grandparent' or transition the agency to the new funding formula. Decisions were based on individual findings with the goal of bringing all agencies in line with the Family Home Day Care funding model while ensuring the maintenance of program stability.

Note: 'Pilot' agencies were re-licensed under the new Family Home Day Care license and were supported by the Department through the transition to the newly regulated Family Home Day Care Program.

Existing Government Funded Facilities

Organizations or Agencies that receive funding from government sources, will be assessed on an individual basis to ensure that funding for Family Home Day Care services does not duplicate funding for those programs already in place and similar in nature. This assessment and review may result in a funding adjustment.

Eligible Agencies

Only licensed Family Home Day Care agencies will receive funding.

An agency will be considered ineligible for funding if:

- Their license to operate an agency is cancelled or not renewed;
- They enter bankruptcy, trustee appointment or;
- They cease operations or;
- They receive written directives due to compliance violations.

All licensed agencies must be in compliance with:

- The *Day Care Act and Regulations*;
- The Family Home Day Care Program Regulations;
- The Family Home Day Care Program Terms and Conditions; and
- The Family Home Day Care Service Agreement between the agency and the Department of Community Services.

Accountability Process

Each agency is required to keep accurate financial records that will clearly outline the revenue and expenses for the Family Home Day Care Agency.

If an agency is receiving the Family Home Day Care Operating Grant funding, utilization reports will be used to assess the agency's adherence to Grant Distribution criteria. These criteria are based on the Department's estimated costs of operating an agency according to the regulations, which varies based on the number of approved family day care homes (see Appendix C). The agency will be required to demonstrate its compliance with the grant distribution criteria. A template for the funding utilization reporting will be provided to the agency by the Department. Utilization reports will be required twice per year, 6 months and 12 months based on disbursement date. The funding utilization report must be received by the Department before the funding is distributed.

Agencies that do not meet the grant distribution criteria will be audited and will be required to submit a work plan which describes how they will achieve the grant distribution criteria.

If the agency fails to comply with the funding distribution criteria in two consecutive funding utilization reports, the agency will be required to submit audited financial statements to the Department for review. The Department will review the financial statements and a recommendation will be made that may adjust or terminate the funding.

Assessment for agencies with less than four family day care homes

An agency that is receiving the Family Home Day Care Operating Grant and has less than four approved family day care homes will be subject to an operational assessment. An agency that has less than four approved family day care homes at any time of a quarterly reporting period will be contacted by the Coordinator, Family Home Day Care and required to provide a written report (Operational Assessment template provided) on a monthly basis. If the agency does not have at least four approved family day care homes in a consecutive six month period, the agency will be required to submit a plan for the next three months. The Coordinator, Family Home Day Care will work closely with this agency and if the agency still cannot recruit four family day care homes within the three consecutive quarters, funding will be discontinued.

Family Home Day Care Evaluation

For evaluation purposes, all Family Home Day Care agencies will be required to:

- Participate fully in evaluations of the Family Home Day Care Startup and Operating Grants and provide any information requested by the Department in respect of these evaluations;
- Make agency staff available to participate in the evaluation process at mutually agreeable times during the term of this contract or for up to seven years after the end of the fiscal year in which the license expires or the grant funding expires, whichever is longer.

Appendix A – Definitions

Act -- means the *Day Care Act*.

Agency -- means a business or organization registered with the Registry of Joint Stock Companies that is licensed to approve and manage family home day care in accordance with its family home day care program approved by the Director under Section 6.

Approved Family Home Day Care -- means day care that is provided by a care provider in their home and that is managed by an agency.

Care Provider -- means a person who provides approved family home day care.

Child -- means a person who is less than thirteen years of age.

DCS -- Department of Community Services, the department responsible for Early Childhood Development Services Programs.

Director -- means the Director of Early Childhood Development Services at the Department of Community Services

ECDO – means Early Childhood Development Officer.

Family Day Care Home -- means a home in which approved family home day care is provided.

Family Home Consultant -- means a person hired by an agency to provide services to care providers.

Fiscal Year – means the provincial government business year which runs for the twelve months from April 1st of any given year until March 31st of the following year.

Operate -- includes manage

Parent -- includes a guardian, foster parent or other person having the care and custody of a child.

Appendix B – Budget Operating Grant Amounts by Number of Homes

Number of Homes	Annual Calculation Amount	Quarterly Distribution Amount
0	\$38,614.01	\$9,653.50
1	\$39,929.51	\$9,982.38
2	\$40,312.61	\$10,078.15
3	\$40,698.73	\$10,174.68
4	\$41,081.83	\$10,270.46
5	\$44,085.40	\$11,021.35
6	\$46,545.00	\$11,636.25
7	\$49,548.56	\$12,387.14
8	\$52,552.13	\$13,138.03
9	\$55,605.64	\$13,901.41
10	\$58,042.09	\$14,510.52
11	\$61,245.62	\$15,311.40
12	\$64,266.50	\$16,066.63
13	\$67,287.39	\$16,821.85
14	\$69,760.37	\$17,440.09
15	\$72,909.11	\$18,227.28
16	\$75,929.99	\$18,982.50
17	\$78,950.88	\$19,737.72
18	\$81,423.86	\$20,355.97
19	\$84,444.75	\$21,111.19
20	\$108,744.08	\$27,186.02

Appendix C – Disbursement Categories

This section is still under review and will be available soon.