

Early Learning and Child Care Initiative

CHILD CARE OPERATING GRANT APPLICATION (Page 1 of 2)

All **child care operations licensed as full-day or part-day** are eligible to apply for the Child Care Operating Grant. This funding has been made possible by a commitment of the Province of Nova Scotia's Early Learning and Child Care Initiatives to improve and expand Early Childhood Development (ECD) programs and services.

I. CHILD CARE CENTRE PROFILE		
Please fill out all of the following:		
A. The Child Care Centre name and <u>mailing address</u> as filed with the Registry of Joint Stocks.		
B. The Contact person, phone number, fax number and e-mail should be of the person who completes the Child Care Operating Grant Application.		
C. Include the date the daycare facility opened, the type of operating license, the hours of operation and the number of full-days that the centre is open to provide child care.		
Child Care Centre Name:		
Facility Mailing Address:		
		Postal Code:
Contact Person:		Position Title:
Phone #: (902)	Fax #: (902)	E-Mail:
Date the Child Care Centre was Originally Licensed:		
License Type: <input type="checkbox"/> Full-Day License <input type="checkbox"/> Part-Day License		
Hours of Operation:		
Number of Annual Operating Days:		

II. CERTIFICATION BY APPLICANT		
I have read and understand the following :		
A. The child care centre must have a valid license to operate a daycare facility. Failure to comply with the <i>Day Care Act</i> and Regulations may result in the facility not being eligible for the Child Care Operating Grant.		
B. There will be an accountability/evaluation process to monitor the funding allocation, utilization and outcomes. Through this process, information specific to the distribution of the allocated monies within the child care centre will be collected. The undersigned agrees to provide the Department of Community Services with information specific to the distribution of any funding provided under the Child Care Operating Grant.		
C. Compliance with the <i>Terms and Conditions of the Child Care Operating Grant</i> Program is required to ensure continued funding support.		
I, the undersigned, do hereby certify that all the information provided is true and complete to the best of my knowledge and belief. Signing below, I agree and commit to the foregoing Terms and Conditions of the Child Care Operating Grant.		
Director's Signature:	Print Name:	Date:
Chair of Board or Operator's Signature:	Print Name:	Date:

Early Learning and Child Care Initiative

CHILD CARE OPERATING GRANT APPLICATION (Page 2 of 2)

III. CAPACITY

Please enter the centre's total capacity for each age group in the table below.

- A. The child care centre's capacity numbers should not exceed the total capacity stated on the centre's full day or part day license.

<i>Child Age Group</i>	Infant	Toddler	Preschooler	School Age	Total
Capacity					

IV. FULL TIME EQUIVALENT (FTE) ENROLMENT INFORMATION

Please provide the facility's average FTE's by month, for the *previous calendar year*, broken down by the child age groups in the table below. *Hint: refer to your daily attendance sheets and enrolment records to determine your monthly FTE's.*

- A. Calculate the full-time equivalent (FTE) spaces for all the children enrolled in the centre. For detailed instruction on how to calculate FTE's, please refer to the attached directions for completion of enrolment FTE's.
- B. Your total FTE's **cannot** exceed your total licensed capacity shown in Section III of the Application.
- C. Please enter "0" in all three columns for any months that a centre is closed, for example summer closures would be represented as 0's in all columns for the months of July and August.

<i>Child Age Group</i>		Infant		Toddler		Preschooler		School Age	
<i>Month</i>	<i>Operating Days / Month</i>	Number of children	FTE	Number of children	FTE	Number of children	FTE	Number of children	FTE
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Totals									

CHILD CARE OPERATING GRANT APPLICATION (Page 1 of 4)

DIRECTIONS FOR COMPLETION of APPLICATION

There are two pages of the Child Care Operating Grant Application that must be completed. After completing the Application, please make a copy for your records and submit the signed original to your local Early Childhood Development Officer (ECDO). Faxed copies will be accepted to initiate the process; however, no funding will be distributed until the signed original has been received.

Where an organization operates multiple sites, an application is to be completed for each full-day or part-day licensed child care centre. Please refer to the ***Terms and Conditions of the Child Care Operating Grant***, before completing the Application. To obtain a copy of the Terms and Conditions visit the Department of Community Services Internet Site at: <http://www.gov.ns.ca/coms/families/ELCCProgram.html>.

Before commencing, please read the following directions related to each section of the Application. If you have any questions, please contact your regional ECDO.

Section I. Child Care Centre Profile

1. Please provide the full mailing address of the child care centre.
2. Please provide the contact name, phone number, fax number and email address, of the person who completes this application.
3. Please provide the date the centre was originally licensed, the type of operating license, hours and days of operation.
4. Indicate the total number of full-day or part-day licensed annual operating days. Annual "Operating Days" means the number of days the centre will be open for the calendar year. Statutory holidays, New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day are considered operating days. Voluntary closures for special holidays are not considered operating days.

Section II. Certification by Applicant

1. Both signatures must be provided and dated. A signature indicates the signatory has read and agrees to abide by the ***Terms and Conditions of the Child Care Operating Grant***.

Section III. Capacity

1. Please provide the capacity information, by child age group in the table provided. The total of all age groups cannot exceed the centre's licensed capacity.
2. The licensed capacity should match the numbers stated on the centre's full-day or part-day license.

Section IV. Full Time Equivalent (FTE) Enrolment Information

1. Please provide your FTE enrolment for the past calendar year in the table provided. An ***FTE Enrolment Template*** has been provided in Appendix A of this application, for working purposes.
2. For the purposes of FTE calculations the minimum FTE value is 0.33 and should be assigned to individual children as follows:
 - A child enrolled in the morning without lunch is 0.33 FTE.
 - A child enrolled in the afternoon without lunch is 0.33 FTE.
 - A child enrolled before school only is 0.33 FTE.
 - A child enrolled after school only is 0.33 FTE.
 - A child enrolled in the morning only and being served lunch is 0.67 FTE.
 - A child enrolled in the afternoon only and being served lunch is 0.67 FTE.
 - A child enrolled in the morning and afternoon whom is served lunch is 1.0 FTE.
3. Attendance sheets will assist you in the collection of data required to determine FTE's.

CHILD CARE OPERATING GRANT APPLICATION (Page 2 of 4)

DIRECTIONS FOR COMPLETION of ENROLMENT FTE's

Step 1: Determine the Daily FTE Value for Each Child:

"FTE" means Full Time Equivalent. It is a means of measuring utilization and represents the number of children enrolled at a centre.

To determine the FTE value for a child, you will need to reference your centre's daily attendance records. Using these records you can assign an FTE value based on the following categories:

- A child enrolled in the morning without lunch is **0.33 FTE**.
- A child enrolled in the afternoon without lunch is **0.33 FTE**.
- A child enrolled before school only is **0.33 FTE**.
- A child enrolled after school only is **0.33 FTE**.
- A child enrolled in the morning only and being served lunch is **0.67 FTE**.
- A child enrolled in the afternoon only and being served lunch is **0.67 FTE**.
- A child enrolled in the morning and afternoon whom is served lunch is **1.0 FTE**.

For the purposes of determining a child's FTE, the minimum FTE value is 0.33. This means that for children enrolled less than any of the above defined times they will still receive an FTE value of 0.33. In addition, if a child is sick/absent/on vacation during a reporting period, they will still be considered to have an FTE value corresponding to when they normally would be enrolled.

Example: A child who is enrolled in the mornings for only 1 hour, will still have an FTE value of 0.33.

You will need to determine the daily FTE value for each individual child that is enrolled at the centre.

Step 2: Calculate the Daily FTE Totals:

After you have determined each child's daily FTE value, add these together to get the total FTE value for the day. This total must be calculated separately based on Child Age Group (Infant, Toddler, Preschooler, School Age).

Example: The table below illustrates one week's attendance for a centre's Toddler child age group. Notice that the daily FTE totals have been calculated at the bottom.

Week of February 1 - 5

Toddlers	Monday	Tuesday	Wednesday	Thursday	Friday
Child	FTE	FTE	FTE	FTE	FTE
A	0.33	0.33	0.33	0.33	0.33
B	1.0	1.0	1.0	0.67	0.67
C	0.33	0.67	0.67	0.67	0.67
Daily FTE Totals	1.66	2.0	2.0	1.67	1.67

Step 3: Calculate the Monthly FTE Total:

After you have determined the daily FTE totals for each day in the month, use the following formula to calculate the monthly FTE total:

$$\text{Monthly FTE Total} = \text{Sum of Daily FTE Totals for the Month} \div \text{Number of Operating Days in the Month}$$

CHILD CARE OPERATING GRANT APPLICATION (Page 3 of 4)

DIRECTIONS FOR COMPLETION of ENROLMENT FTE's

Step 4: Enter the Monthly Values into the FTE Enrolment Table:

After the monthly FTE totals have been determined, these values must then be entered into the FTE Enrolment Table on Page 2 (Section IV) of the application. In addition, the total number of operating days and the total number of children per age group must also be entered for the month.

<i>Child Age Group</i>		Infant		Toddler		Preschooler		School Age	
<i>Month</i>	<i>Operating Days / Month</i>	Number of children	FTE	Number of children	FTE	Number of children	FTE	Number of children	FTE
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Totals									

Note: For working purposes, an 'FTE Enrolment Template' has been provided in Appendix A of this application.

CHILD CARE OPERATING GRANT APPLICATION (Page 4 of 4)

DIRECTIONS FOR COMPLETION of ENROLMENT FTE's

How the CCOG Funding Amount is Calculated:

Note: This step is not required to be completed as part of the application process. This step has been included for your information purposes to illustrate how the Child Care Operating Grant funding amount is calculated.

When calculating the Child Care Operating Grant funding amount, the following formula is used:

$$\text{CCOG Funding Amount} = \text{FTE} \times \text{Daily per Child Amount} \times \text{Annual Operating Days}$$

Description of this formula:

- The **FTE** value for each Child Age Group has been captured in Step 3.
- The **Daily per Child Amounts** will differ based on the type of operating license that a centre holds (i.e. full-day license or part-day license):
 - The Daily per Child Amounts for **full-day licensed** centres are:
 - **Infant** = \$8.00 per FTE per operating day
 - **Toddler** = \$3.00 per FTE per operating day
 - **Preschooler** = \$3.00 per FTE per operating day
 - **School Age** = \$2.00 per FTE per operating day
 - The Daily per Child Amounts for **part-day licensed** centres are:
 - **Infant** = \$2.00 per FTE per operating day
 - **Toddler** = \$2.00 per FTE per operating day
 - **Preschooler** = \$2.00 per FTE per operating day
 - **School Age** = \$2.00 per FTE per operating day
- **Annual Operating Days** is the total number of days that the centre is open in a year.

Appendix A

CHILD CARE OPERATING GRANT

FTE ENROLMENT TEMPLATE

The following template is provided for your use in calculating a centre's total FTE enrolment.

Note: This template is *not* to be included with your application submission. Page 2 (Section IV) of the application contains an FTE Enrollment table which is to be completed for submission.

Child Age Group		Infant		Toddler		Preschooler		School Age	
Month	Operating Days / Month	Number of children	FTE	Number of children	FTE	Number of children	FTE	Number of children	FTE
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Totals									