



# **Supported Child Care Grant**

## **Terms and Conditions**

**2009-10**

# Table of Contents

Terms and Conditions Overview .....	2
Grant Description .....	2
Grant Eligibility Criteria .....	3
Grant Distribution Criteria .....	3
Grant Allocation .....	4
Funding Model .....	4
Grandparented Funding .....	4
Grant Timelines .....	5
Communication to Staff .....	5
Grant Application Process .....	6
Required Documentation .....	6
Application Deadline .....	6
Contact Information .....	6
Application Preparation .....	6
Submission of the Application Package .....	6
Grant Application Review Process .....	8
Applications Checked for Eligibility and Completeness .....	8
Review Process .....	8
Notification of Approved Applications .....	8
Disbursement of Funds Process .....	9
Recovery of Funds Process .....	9
Accountability Process .....	10
Annual Review .....	10
Assessment for First-Time Applicants .....	10
Annual Financial Reporting .....	11
Evaluation Process .....	12
Appendix A - Definitions .....	13

## Terms and Conditions Overview

The Supported Child Care (SCC) program is a grant based program to support a source of funding to licensed, full and part-day child care centres to create or sustain inclusive child care programs for children with special needs.

A key component of this initiative is the SCC Grant Agreement. This Agreement serves to clarify responsibilities of the centre(s) and the Department and to ensure adequate accountability for the funding provided through this grant.

**Note: Please refer to “Appendix A – Definitions” for definitions of the terms used throughout this document.**

### **Grant Description**

This funding support is intended to provide a source of funding to assist in the creation or enhancement of existing inclusive child care programs for children with special needs. Existing sources of funding and new funding may be required in addition to the SCC Grant funding to deliver the inclusive child care program.

All applicants are also required to complete the Work Plan included in the application. The Work Plan demonstrates how an existing program will be enhanced or how a new program will provide inclusive child care. On an initial and on an annual basis all licensed child care facilities are required to apply for the SCC Grant and to complete an updated Work Plan included in the application. The application will be evaluated based on this Work Plan. All funding amounts will be based on the evaluation of the Work Plan submitted with the application

The funding provided from this grant is to be used for salaries for additional staff, approved professional development and approved education or reference materials. SCC Grant funds are **not** to be used for capital expenditures such as renovations.

The SCC Grant funding model is calculated as a percentage of the licensed capacity.

## **Grant Eligibility Criteria**

In order to be eligible to receive the SCCG, the applicant centre must be a licensed full or part-day child care centre.

Licensed child care centres receiving funding must be in compliance with:

- The *Day Care Act*. R.S., N.S., 1989, c. 120, s.1 and Day Care Regulations;
- The Supported Child Care Grant Terms and Conditions; and
- The Supported Child Care Grant Agreement.

Licensed child care centres are ineligible for SCCG funding if:

- The child care centre's license to operate a day care centre has been suspended, cancelled or not renewed;
- The child care centre has failed to comply with the *Day Care Act* which may result in the child care centre not being eligible for the SCCG;
- The Department has issued a written directive to the centre due to compliance violations or deficiencies;
- A court has granted a bankruptcy petition or appointed a trustee for the child care centre;
- The child care centre ceases operations; or
- The child care centre is under a garnishment order from the Canada Revenue Agency.

If a child care centre is sold (i.e. there is a change of operator) the new operator will be required to apply for the SCCG.

Child care centres failing to meet the eligibility criteria may be audited resulting in an adjustment or termination of grant funding.

## **Grant Distribution Criteria**

One-hundred percent of funding must be used for:

- the salaries for additional staff;
- approved professional development and training directly related to the delivery of the inclusive program for children with special needs; or
- approved educational and resource materials directly related to the delivery of the inclusive program for children with special needs.

Child care centres failing to meet the distribution criteria may be audited resulting in an adjustment or termination of grant funding.

## Grant Allocation

### Funding Model

The funding model is based on the total license capacity and the proposed Work Plan.

All licensed child care centres are eligible to receive grant funding based on the following formula:

$$10\% \text{ of licensed capacity} \times \$15 \text{ per day} \times \text{annual number of operating days}$$

### Example:

This example is provided for illustrative purposes only. The sample calculation is based on the following scenario:

- The child care centre has a total license capacity of 40 children (from all age groups); and
- The annual operating days for the centre is 260 days.

$$\begin{aligned} 10\% \times 40 \text{ licensed capacity} &= 4 \\ 4 \times \$15 \text{ per day} &= \$60 \text{ per day} \\ \$60 \text{ per day} \times 260 \text{ annual operating days} &= \$15,600 \text{ per annum} \end{aligned}$$

*Note: The grant funding will be evaluated based on the program outline in the Work Plan. The funding amount may be decreased. The maximum funding amount will not exceed the calculated amount based on the funding formula (10% of licensed capacity x daily rate x the annual number of operating days).*

The funding model is to be used as a guideline. Funding amounts maybe adjusted based on the evaluation of the Work Plan.

### Grandparented Funding

Supported Child Care Grant funding will continue to be provided at the level of funding provided under the Department's supported child care program in fiscal 2007-08 subject to the evaluation of the Centre's Work Plan and Application. If the assessment results in a lower funding amount than the amount received in 2007-08, the centre will be 'grandparented' and will continue to receive that level of funding for the upcoming year.

'Grandparented' facilities will be required to apply for the grant annually. The Work Plan will be evaluated annually to determine if changes have been made to the inclusive programs that would warrant an adjustment in funding levels. 'Grandparented' amounts cannot increase.

Note: All child care centres who wish to receive SCC Grant funding, even those who may be 'grandparented', are required to apply for funding under the SCC Grant. The child care centres that are 'grandparented' will be required to enter into the same SCC Grant Agreement as all other approved licensed child care centres.

## **Grant Timelines**

Child care centre operators will be required to apply for the SCC Grant each year. SCC Grant funds will be distributed quarterly based on the government's fiscal year (1 April – 31 March). Funding installments will be paid at the beginning of each quarter.

For those Centre's not in compliance with the *The Day Care Act*. R.S., N.S., 1989, c. 120, s.1 and Day Care Regulations; The Supported Child Care Grant Terms and Conditions; Or the Supported Child Care Grant Agreement and those requiring further monitoring and consultation with their Early Childhood Development Consultant, they may not receive full quarterly disbursement amounts. SCC Grant fund distribution may be limited to funding on a month to month basis. Once it is determined that the centre is in full compliance and based on the recommendation of the ECDC, funding will return to quarterly disbursements.

## **Communication to Staff**

Child care centres are required to provide all child care centre staff with:

- access to a copy of these Terms and Conditions;
- access to a copy of the current application Work Plan;
- details on the amount of funding the organization will be receiving; and
- details on how the funding is being distributed within their organization.

## Grant Application Process

### ***Required Documentation***

All full-day and part-day licensed child care centres are eligible to apply for SCCG funding. Each application package must contain:

- a completed and signed application form; and
- a completed Work Plan.

### ***Application Deadline***

A completed application package **must** be received by the child care centre Early Childhood Development Consultant (ECDC) before April 1<sup>st</sup> for funding the following fiscal year. It is recommended that centre's submit their application and Work Plan to their ECDC in January of each calendar year to allow sufficient time for review and processing of payment for the beginning of the fiscal year if approved.

### ***Contact Information***

Facilities requiring additional information about the SCCG, or to obtain a copy of the application form, are requested to contact their regional ECDC. Further information can be obtained by visiting the Department of Community Services Internet Site at: <http://www.gov.ns.ca/coms/families/provider/index.html>.

### ***Application Preparation***

It is highly recommended that a child care centre consult with their ECDC in preparing the application and Work Plan. Failure to do so will result in Early Childhood Development Consultants performing regular quarterly check-ins to evaluate the centre's progress on the implementation of their inclusion goals and objectives.

### ***Submission of the Application Package***

Please ensure the application is complete and submitted in full. The completed application package must be submitted to the regional ECDC in order for the application to be considered for grant funding. Applicants are advised to create a copy of the application and supporting documentation for their records.

A child care centre can only submit one application per fiscal year unless advised otherwise by the Department. If a child care centre is declined for funding in the current fiscal year they are eligible to apply for the SCC Grant by submitting an application in the next fiscal year.

If an organization has multiple licenses they are required to submit an application for each licensed centre - one application per license.

New applications will be accepted anytime throughout the year. Child care centres will be required to apply for the SCCG annually by submitting an application with an updated Work Plan before the first business day in April. Please note the recommendation above regarding **Application Deadline**: It is recommended that centre's submit their application and Work Plan to their ECDC in January of each calendar year to allow sufficient time for review and processing of payment for the beginning of the fiscal year if approved.

Address the application packages to '**Supported Child Care Grant Application**' and either mail, \*fax or drop it off to the regional ECDC.

The application package must be received by the ECDC on or before the application deadline. Application packages postmarked or stamped with a 'received' date on or before the application deadline will be considered to have met the deadline.

*\*Faxed applications will be accepted; however, a signed original must follow and be on file before any funding will be disbursed*

## Grant Application Review Process

### ***Applications Checked for Eligibility and Completeness***

Once the application packages are received by the ECDC's, they will be checked to confirm the:

- child care centre meets the basic eligibility requirements for the grant; and
- application package is complete.

**Applications must be completed in full in order for the applicant to be considered.**

### ***Review Process***

Each application will be evaluated based on the following criteria:

- **Compliance Evaluation Criteria**  
The child care centre must be in compliance with the *Day Care Act and Regulations*. Child care centre's with a written directive are ineligible for funding and will be eliminated from the review process.
- **Work Plan Evaluation Criteria**  
The Work Plan must be completed in full and identify how the funding will be used to create or improve the inclusive child care program. The Work Plan will be evaluated based on the type of program enhancements proposed and the perceived value that the funding will achieve. Each Work Plan will be evaluated and scored using a consistent scoring system.

Through-out the year, centres will also be requested by their ECDC's to complete inclusion program planning (e.g. Routine Based Planning) and resource forms (e.g. Conversation Planning Sheet), and evaluation tools, and provide copies of their policy on inclusion for children with special needs.

**Funding allocations are subject to Departmental budget.**

### ***Notification of Approved Applications***

Child care centres will be notified, in writing, of their approval status and the annual funding amount if eligible. New child care centres approved for the grant will be sent a SCC Grant notification letter and a copy of the Supported Child Care Grant Agreement.

Child care centres must return a signed Supported Child Care Grant Agreement before funding will be disbursed.

The Agreement will then be signed by the Department of Community Services and a copy will be returned to the child care centre. The original signed Agreement and application will be retained on file.

## Disbursement of Funds Process

Grant funding will only be disbursed after the application has been approved and a signed copy of the Supported Child Care Grant Agreement has been received and processed.

Funding will be disbursed quarterly, at the beginning of each quarter (April, July, October and January).

The disbursement of funding will cease if a child care centre is placed under a garnishment order from the Canada Revenue Agency after an application has been approved but prior to all the funding being disbursed for fiscal year.

SCC Grant fund distribution may be limited to funding on a month to month basis if centres are in non-compliance or are required to receive further consultation from their ECDC. At the time it is determined that the centre is in full compliance and based on the recommendation of the ECDC, funding will return to quarterly disbursements

## Recovery of Funds Process

The following events will constitute a default of the SCCG:

- failure to fulfill the obligations of the grant as described in the Terms and Conditions;
- a bankruptcy petition filed in relation to the child care centre;
- a court of competent jurisdiction has appointed a trustee to manage some or all of the child care centre's assets;
- the child care centre has ceased to operate a licensed child care centre or the child care centre's license has been suspended, cancelled or not renewed by the Minister;
- if the child care centre is leased and the current lease for the centre is terminated or not renewed for any reason; or
- the sale of the child care centre.

If any of the circumstances listed above occur before funding is issued, grant approval will be deemed to be revoked and no further disbursement of grant funds will be made.

If any of the circumstances listed above occur within **one year** of the disbursement of funding, the Department reserves the option to demand repayment of the disbursed SCCG funding or offset monies which would otherwise be received from the Department.

## **Accountability Process**

### ***Annual Review***

The SCC Grant funding must be used in accordance with these Terms and Conditions and the responsibilities outlined in the Supported Child Care Grant Agreement.

A child care centre receiving funding will be required to submit an updated Work Plan annually. The updated Work Plan will be subject to a review. The updated Work Plan will demonstrate the accomplishments of the program for the previous period and provide the plan for the upcoming year.

The review may result in one or more of the following outcomes:

- the child care centre may be required to modify their inclusive program to meet the Terms and Conditions and Supported Child Care Grant Agreement.
- changes in the Work Plan may result in the funding amount remaining the same or being adjusted.
- failure to meet the distribution criteria outlined in the Terms and Conditions and Supported Child Care Grant Agreement may result in a reduction or termination of SCCG funding.

Child care centres that do not meet the Grant distribution criteria may be audited and will be required to submit an action plan which will describe how they will achieve the Grant distribution criteria. These child care centres may be required to report progress on the required action plan on a quarterly basis until such time as they demonstrate they have met the distribution criteria.

### ***Assessment for First-Time Applicants***

Child care centres receiving SCCG funding for the first time will be monitored by their ECDC. The purpose of the monitoring is to ensure the success of the newly created inclusion program. Child care centres are responsible for monitoring their progress quarterly against the goals outlined in their Work Plan. An ECDC will request a meeting to review the progress against the Work Plan to:

- review the status and acknowledge the successes;
- identify areas for improvement; and
- if required, will work with the child care centre to develop corrective actions to achieve the goals and plans outlined in the Work Plan.

If the child care centre fails to implement their Work Plan or take the identified corrective action by the date identified, this will result in a review of SCC Grant funding and Grant approval possibly being revoked.

## ***Annual Financial Reporting***

Funding Utilization Statements will be used to assess the Centre's adherence to the Grant distribution criteria outlined in the Terms and Conditions Overview section. Utilization Statements will be required for the fiscal year. Centres receiving SCC Grant funding also must submit accountant prepared financial statements (Review Engagement or Audited) within 120 days of their fiscal year end. The child care centre is required to submit annual Financial Statements in a format prescribed by the Department.

Child care centres are required to specifically identify the following in their annual Financial Statements:

- revenues received through the SCCG;
- salaries paid to additional staff;
- expenses for professional development and training to enhance the skill-set of staff caring for children with special needs; and
- expenses for resource material to enhance the skill-set of staff caring for children with special needs.

Annual Financial Statements must contain a line item for each of the items listed above. If a child care centre has multiple licenses (i.e. receives SCCG funding for multiple licensed centres) they must identify the items listed above for each licensed child care centre. Statements will be required to be submitted

## **Evaluation Process**

Child care centres that receive SCCG funding will be required to:

- Participate in evaluations of the SCCG program and provide any information requested by the Department in respect of these evaluations; and
- Make child care centre staff available to participate in the evaluation process at mutually agreeable times during the term of the Supported Child Care Grant Agreement or for up to seven years after the end of the fiscal year in which the grant funding expires, whichever is longer.

## Appendix A - Definitions

For purposes of the SCCG the following definitions apply:

“Capital expenses” means expenses for basic assets such as property, fixtures or machinery, but not for day-to-day operations such as payroll and maintenance. Capital expenses should enhance the value of the centre’s assets. A guiding rule for determining if an expense is “capital” or “operational” is based on the useful life of that item; “operating” expenses have a useful life of less than a year.

“Centre” and “child care centre” means a facility which provide full-day or part-day licensed day care under the Day Care Act. R.S. N.S., 1989, c.120.

“Child” means a person less than thirteen years of age. In licensed child care there are four program types that serve different groups of children:

- “Infant” means a child who is 17 months of age or younger;
- “Toddler” means a child who is between the age of 18 months and the age of 35 months inclusive;
- “Preschooler” means a child who is between 36 months and five years of age (who are not enrolled in school) inclusively; and
- “School age” means a child who is less than thirteen years of age and is attending school.

“Department” means the Department of Community Services.

“Director” means the chief administrative officer, owner, operator, executive director, manager and/or administrator who work on site, full or part time, at the centre.

“ECDC” means Early Childhood Development Consultant and refers to regional staff of the Department of Community Services responsible for the provision of support and expertise related to the planning, development and implementation of inclusive programs within regulated child care settings.

“ECDS” means Early Childhood Development Services.

“Fiscal year” means the provincial government business year which runs for the twelve months from April 1<sup>st</sup> of any given year until March 31<sup>st</sup> of the following year.

“Inclusion” as a value, supports the right of all children, regardless of their diverse abilities, to participate actively in natural settings within their communities. A natural setting is one in which the child would spend time had he or she not had a disability. (Division for Early Childhood on the Council for Exceptional Children).

“Operator” means the individual, partnership, group, company or Board of Directors in whose name a license to operate a child care centre under the Day Care Act has been issued.

“Operating expenses” mean expenses for maintenance of the assets of the centre or the cost of running the day-to-day operations of the centre.

“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.

“Principles of Inclusion” include the following:

- Research Based or Value Based.
  - practices, strategies and techniques are supported by empirical research
- Family Centered
  - practice designed with the child and family acknowledging the child as part of a dynamic family system
- Bias Free
  - recognizes and respects the different needs and value systems of children and their families
- Trans-disciplinary Approach to Programming
  - team members share expertise in their own discipline
- Developmentally/Chronologically Age Appropriate
  - the individual child within a chronologically age appropriate environment
- Full Participation
  - all families have the same range of activities and programs available

“Routine Based Planning” is a program planning process where goals and strategies identified for children with special needs are embedded directly into the daily routines of the child care centre.

“Service Agreement” means the legal contractual agreement between the Department and the child care centre.

“Special Needs” refers to a child's developmental disability, delay, health disorder, or behavioral concern that may significantly impact his/her ability to fully participate in a licensed child care centre’s daily program or routines.