

Early Childhood Development Services

Supported Child Care

Terms and Conditions

2010-2011

Table of Contents

Terms & Conditions Overview	1
Grant Description	1
Grant Eligibility Criteria	2
Grant Distribution Criteria	2
Grant Allocation	3
Communication to Staff.....	5
Communication to Stakeholders/Parents/Guardians	5
Grant Application Process	5
Required Documentation	5
Application Deadline	5
Contact Information.....	5
Application Preparation.....	5
Submission of the Application Package.....	6
Grant Application Review Process.....	7
Applications Checked for Eligibility and Completeness	7
Review Process	7
Notification of Approved Applications	7
Disbursement of Funds Process.....	8
Recovery of Funds Process.....	8
Accountability Process.....	9
Annual Review	9
Assessment for First-Time Applicants.....	9
Annual Financial Reporting.....	10
Evaluation Process	10
Appendix A - Definitions.....	11

Terms & Conditions Overview

These Terms and Conditions clarify the responsibilities of the child care facility and the Department of Community Services (“the Department”), as well as ensure adequate accountability for the funding provided through this grant.

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 facilities to create or sustain inclusive child care programs for children with special needs.

A key component of this initiative is the Funding Agreement. This Agreement serves to clarify responsibilities of the facility(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 Supported Child Care Grant (SCCG) 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 SCCG 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. SCCG funds are **not** to be used for capital expenditures such as renovations.

The SCCG 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 facility must be a licensed full or part-day child care facility.

Licensed child care facilities 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 Funding Agreement.

Licensed child care facilities are ineligible for SCCG funding if:

- The child care facility's license to operate a day care facility has been suspended, cancelled or not renewed;
- The child care facility has failed to comply with the *Day Care Act* which may result in the child care facility not being eligible for the SCCG;
- A court has granted a bankruptcy petition or appointed a trustee for the child care facility; or
- The child care facility ceases operations.

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

Child care facility's failing to meet the eligibility criteria may be audited and have their funding adjusted, suspended or terminated.

Grant Distribution Criteria

One-hundred percent of funding must be used for:

- The salaries (and benefits if applicable) 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 facility's failing to meet the distribution criteria as stated in the terms and conditions of the SCCG may be audited and have their funding adjusted, suspended or terminated.

Grant Allocation

Funding Model

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

All licensed child care facilities 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 facility has a total license capacity of 40 children (from all age groups); and
- The annual operating days for the facility 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

SCCG funding will continue to be provided at the level of funding provided to the facility under the Department's SCC program in fiscal 2007-08 subject to the evaluation of the facility's Annual Work Plan and Application. If assessment results in a lower funding amount than the amount received in 2007-08, the facility 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.

Funding at the 2007-08 level will be maintained annually and will be called 'grandparented funding' until the occurrence of either:

- A determination that the facility is entitled to receive more funding through the SCCG than was received during fiscal 2007-08;
- A determination that either the facility's Work Plan or the facility's application do not support continued funding at the 2007/08 level; or

- The facility's failure to apply for the SCCG by the application due date.

When, as a result of the above, 'grandparented funding' is no longer maintained, the facility's funding will be re-negotiated in accordance with the following provisions:

- Grant funding is determined annually during the term of the Funding Agreement by an evaluation of the facility's Work Plan submitted annually by the facility for review, and application of a funding formula, set out below. Grant funding may change annually during the term of this Agreement;

10% of licensed capacity x \$15 per day x annual operating days per fiscal year

- Funding of grants approved after the start of a fiscal year may be calculated on a prorated basis and can be retroactive to the start of the fiscal quarter during which approval is granted;
- Grant funds will be distributed quarterly at the beginning of each quarter in the fiscal year;
- Grant funds may not be distributed if any of the circumstances set out in Grant Eligibility Criteria occur.

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

Grant Timelines

Application packages must be completed and received by the Early Childhood Development Consultant (ECDC) in the Regional Offices by the applicable date. Child care facility operators will be required to apply for the SCCG each year.

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

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

Funding will be reconciled (Annual Report) every 12 months using the preceding calendar year's 12 month information.

Communication to Staff

Child care facilities are required to provide all child care facility staff with:

- Access to a copy of these Terms and Conditions;
- Access to a copy of the current Application and 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.

Communication to Stakeholders/Parents/Guardians

Facilities are required to post the notification pertaining to the SCCG in a highly visible area.

Grant Application Process

Required Documentation

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

- A completed and signed application form; and
- A completed Work Plan.
- A completed Funding Agreement signed by the appropriate signing authority of the child care facility.

Application Deadline

A completed application package **must** be received by the child care facility's ECDC in the Regional Offices by the applicable date for the following fiscal year. Funding of grants approved after the start of the fiscal year may be calculated on a prorated basis and can be retroactive to the start of the fiscal quarter during which approval is granted.

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.

Application Preparation

A child care facility is required to consult with their ECDC in preparing the application and updating the Annual Work Plan.

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 by the applicable date 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 facility can only submit one application per fiscal year unless advised otherwise by the Department. If an organization has multiple licenses they are required to submit an application for each licensed facility - one application per license.

New applications will be accepted anytime throughout the year. Child care facilities will be required to apply for the SCCG annually by submitting an application with an updated Work Plan before the **Application Deadline**. Funding of grants approved after the start of the fiscal year may be calculated on a prorated basis and can be retroactive to the start of the fiscal quarter during which approval is granted.

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 facility 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:

- Consultation with the facility's ECDC;
- 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. Grant funding will be reconciled each fiscal year, in April, and will be determined in accordance with Departmental evaluation of the information submitted in the facility's Work Plan. The Department will use the work plan to assess the facility's adherence to the requirements of the Grant Distribution Criteria.

Work plans submitted will be reviewed by the Department which will recommend the appropriate course of action regarding compliance with requirements of the Grant Distribution Criteria, which may include reduction or termination of the facility's Grant funding.

The annual funding amount will be recalculated in the annual review process. Quarterly installment disbursements will be updated based on the work plan evaluation.

Through-out the year, facilities will also be requested by their ECDC's to complete inclusion program planning (e.g. Routine Based Planning), 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

The Department will process the application and determine the annual grant funding. Facilities will be notified in writing, of their status and funding allocation.

Disbursement of Funds Process

Once the facility has been approved for grant funding and the signed copy of the Funding Agreement has been received, distribution of the grant funds will begin April 1. Funding will be processed quarterly on the 1st business day of each quarter (April, July, October and January).

SCCG fund distribution may be limited to funding on a month to month basis if facilities are required to receive further consultation from their ECDC. Funding will return to quarterly disbursements based on the recommendation of the ECDC.

Recovery of Funds Process

The submission of the Annual Report will provide the information necessary to recalculate the annual funding the facility will receive for the Departments next fiscal year. If a child care license ceases operation, at any point during the contracted period that they are in receipt of grant funding, the Department will perform a review of the grant distributions to recover payments which may have been made during the closure.

Facilities will be required to demonstrate their compliance with the grant distribution criteria. An Annual Report will be provided yearly and facilities are to complete the annual report and submit for continued grant funding.

Accountability Process

Annual Review

The SCCG funding must be used in accordance with these Terms and Conditions and the responsibilities outlined in The Funding Agreement.

A child care facility 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 facility may be required to modify their inclusive program to meet the Terms and Conditions and The Funding 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 The Funding Agreement may result in a reduction or termination of SCCG funding.

Child care facilities 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 facilities will 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

All child care facilities receiving SCCG funding will be monitored by their ECDC. The purpose of the monitoring is to ensure the implementation of the goals and objectives for the provision of inclusive program as identified in the Work Plan. Child care facilities 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 facility to develop corrective actions to achieve the goals and plans outlined in the Work Plan.

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

Annual Financial Reporting

The submission of the Annual Report will provide the information necessary to recalculate the annual funding the facility will receive for the Departments next fiscal year. If a child care license ceases operation, at any point during the contracted period that they are in receipt of grant funding, the Department will perform a review of the grant distributions to recover payments which may have been made during the closure.

The Annual Report will be used to assess the Facility's adherence to the Grant Distribution Criteria outlined in these Terms and Conditions. A template will be provided by the Department. Facilities receiving SCCG funding also must submit annual financial statements within 120 days of their fiscal year end.

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

- Revenues received through the SCCG;
- Salaries (and benefits if applicable) 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 facility has multiple licenses (i.e. receives SCCG funding for multiple licensed facilities) they must identify the items listed above for each licensed child care facility. Statements will be required to be submitted.

Evaluation Process

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

- Participate in annual evaluations of the SCCG program and provide any information requested by the Department in respect of these evaluations; and
- Make child care facility staff available to participate in the evaluation process at mutually agreeable times during the term of The Funding 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:

“Annual Operating Days” means the number of days the facility 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.

“Annual Report” means an annual submission of required information from the licensed child care facilities to the Department of Community Services.

“Benefits” means:

- Employer’s cost of the statutory group benefits associated with the increased wages provided as a result of this grant. Statutory group benefits are Employment Insurance (EI) and Canada Pension Plan (CPP);
- Worker’s Compensation;
- Employer’s contribution to paid maternity leave (in excess of EI);
- Dental coverage;
- Extended health care coverage;
- Paid sick days;
- Life Insurance; and
- Retirement/pension plan.

“Capital expenditures” 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 facility’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.

“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, its servants, employees and agents.

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

“ECDC” means Early Childhood Development Consultant.

“**ECDS**” means Early Childhood Development Services.

“**Facility**” and “**child care facility**” 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.

“**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.

“**Funding Agreement**” means a legal document which outlines responsibilities and accountability of licensed child care facilities and the Minister of the Department of Community Services.

“**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).

“**Inclusive child care programming**” refers to programming that incorporates the values and principles of inclusion as described in these terms and conditions.

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

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

“**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 facility.

“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 facility's daily program or routines.

“Staff” refers to the directors and full-time and part-time staff employed by the facility who provide direct care to children.

“Work Plan” refers to the documentation submitted to the Department annually through the term of The Funding Agreement that documents the facility's annual goals, objectives, and accomplishments, and informs the development of the facility's next annual Work Plan for its inclusive child care programming.