

EARLY CHILDHOOD ENHANCEMENT GRANT APPLICATION

DIRECTIONS FOR APPLYING FOR THE EARLY CHILDHOOD ENHANCEMENT GRANT

All **child care facilities licensed as full-day or part-day** are eligible to apply for the Early Childhood Enhancement 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.

This application acknowledges that your child care facility wishes to make application to receive the Early Childhood Enhancement Grant. This application also acknowledges that your child care facility has read and fully understands the obligations of grant distribution criteria and reporting requirements outlined in the Terms and Conditions of the Early Childhood Enhancement Grant. (Updated January 2012)

To complete this application the following documentation must be submitted:

1. The **Application for Early Childhood Enhancement Grant** completed, and signed.
2. The Funding Agreement – Completed, signed and submitted;

Please note:

- Facilities that are currently in receipt of ECEG, Funding Agreements are valid for a period of five (5) years; therefore there is no need to submit the Funding Agreement, with this application.
- Facilities, who are new applicants, must complete, sign and submit a Funding Agreement. Valid signatures are required as below:
 - Non-Profit – Signed by the authorized Directors and Officers that are operating under a board structure. (A non-profit organization which is incorporated under the Societies Act.)
 - Commercial – Signed by the Owner-Operator that is sole proprietor or partnership.

Please make a copy of all documents for your records and forward signed originals to your Regional Early Childhood Development Consultant. 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 ECEG application is to be completed for each full-day or part-day licensed child care facility (site). Please refer to the **Terms and Conditions of the Early Childhood Enhancement Grant**, before completing this application. To obtain a copy of the Terms and Conditions visit the Department of Community Services' Internet Site at <http://gov.ns.ca/coms/eceg> 'Early Childhood Enhancement Grant (ECEG).

Please return the signed application to your Early Childhood Development consultant no later than Friday February 17, 2012. If the ECEG application is not received in the manner required by Friday, February 17, 2012, the facility's April 1, 2012 installment may be delayed.

If you have any questions, please contact your regional Early Childhood Development Consultant.

SECTION 1: CHILD CARE FACILITY PROFILE		
Please complete the following:		
A.	The child care facility name 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 Early Childhood Enhancement Grant Application.	
Child Care Facility Name: <i>(Please print)</i>		
Child Care Facility Address: <i>(Please print)</i>		
Contact Person: <i>(Please print)</i>	Position Title:	
Phone #: (902)	Fax #: (902)	E-Mail:

EARLY CHILDHOOD ENHANCEMENT GRANT APPLICATION

SECTION 2: EARLY CHILDHOOD ENHANCEMENT GRANT - ENROLLMENT

Instructions:

- Using the table provided below, please complete 12 months enrollment information and operating days for January 1, 2011 to December 31, 2011. The total number of operating days must not exceed 260 days.
- “Full time” enrollment is a child enrolled 30 hours or more per week.
- “Part time” enrollment is a child enrolled less than 30 hours per week.
- “Enrollment” means the space has been paid for and filled. A child that is sick / absent / on vacation is considered to be enrolled.

Child Age Group		ENROLLMENT							
		Infant		Toddler		Preschooler		School Age	
Month	Operating Days / Month	Full time	Part time	Full time	Part time	Full time	Part time	Full time	Part time
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									

SECTION 3: EARLY CHILDHOOD ENHANCEMENT GRANT – CHILD CARE EDUCATORS

Instructions:

- Provide the total number of Child Care Educators by classification, currently employed by the facility.
- Educators included must work directly with children.

Section 36(4) Day Care Regulations, Effective May 1, 2012, a facility must be staffed in accordance with the following requirements and Section 37 Staff classification and school-age training approval.

<http://www.gov.ns.ca/coms/families/provider/index.html>

Training Level	# of Educators	Training Level Description
Level 3 (ECE Degree) May 1, 2012		Staff classification issued by the Minister under subsection 37(4); Day Care Regulations
Level 2 (ECE Diploma) May 1, 2012		Staff classification issued by the Minister under subsection 37 (3); Day Care Regulations.
Level 1 (EQU. Or Equivalent) May 1, 2012		Staff classification issued by the Minister under subsection 37 (2); Day Care Regulations.
School – Age Training Approval May 1, 2012		Staff training approved by the Minister under subsection 37(5) Day Care Regulations
Entry Level – (UNT – Untrained) January 1, 2013		The Minister may issue an entry-level classification to a facility staff person who has completed the orientation training in accordance with subsection 37 (7) Day Care Regulations

EARLY CHILDHOOD ENHANCEMENT GRANT APPLICATION

SECTION 4: EARLY CHILDHOOD ENHANCEMENT GRANT – PROFESSIONAL GROWTH

SECTION 4A : EARLY CHILDHOOD ENHANCEMENT GRANT – PROFESSIONAL GROWTH WORK PLAN

Please provide your proposed Work Plan using the outline and table provided. Please refer to the information included in the Terms and Conditions of the ECEG re: Eligible and Ineligible Costs.

Professional Growth

- **Assist educators with challenges associated with their job**

Example: Networking with other educators, attending Best Practice workshops.

- **Allow access to resources/materials/training developed specifically for the needs of your facility**

Example: Purchase resources and materials such as DVD's, Books ***Please note, a maximum fixed costs of \$500.00 per year is allotted for resources/materials**

- **Provide educators with an opportunity to use their knowledge and experience to coach/advise colleagues**

Example: Mentorship Program, Development of Best Practices

- **Build professional relationships and promote continuous professional growth**

Example: Attend workshops, Conferences ***Please note: Only workshops and conferences within the Province of Nova Scotia are eligible for reimbursement. *Note workshops to be under 20 hours.**

- **Provide educators with on-going support for program development**

Example: Providing hourly wages for substitute educators, while permanent educators are participating in Professional Growth sessions.

Encourage province-wide networking through sharing resources/materials/expertise among facilities

Example: Development of learning library

EARLY CHILDHOOD ENHANCEMENT GRANT APPLICATION

SECTION 5: CERTIFICATION BY APPLICANT		
<p>I (We) have read and I (We) understand the following :</p> <p>A. The child care facility 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 Early Childhood Enhancement Grant.</p> <p>B. The child care facility must be active with Registry of Joint Stock Companies.</p> <p>C. The child care facility must provide the Department of Community Services with information specific to the distribution of any funding provided under the Early Childhood Enhancement Grant. This will be achieved annually by completing and submitting an Annual Report.</p> <p>D. The child care facility must comply with the Terms and Conditions of the Early Childhood Enhancement Grant and the Funding Agreement. This compliance is required to ensure continued ECEG funding.</p>		
<p>I (We), 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 (We) agree and commit to the foregoing Terms and Conditions and Funding Agreement of the Early Childhood Enhancement Grant.</p>		
Director's Signature:	Print Name:	Date:
Chair of Board or Operator's Signature:	Print Name:	Date:

EARLY CHILDHOOD ENHANCEMENT GRANT APPLICATION

Appendix A - INFORMATION ON THE GRANT CALCULATION

How the Early Childhood Enhancement Grant Funding Amount is Calculated:

Note: This section has been included for your information purposes to illustrate how the Early Childhood Enhancement Grant funding amount is calculated.

When calculating the Early Childhood Enhancement Grant funding amount, the following formula is used:

$$[\text{Required Educators x Per Diem}] \times [\text{Annual Operating Days}] \times [\text{Centre Type}]$$

- **To determine the required number of Early Child Care Educators:**

- **Required Educators =**

$$[(\text{Average Infants Enrolled FT}) + (\text{Average Infants Enrolled PT} \times .5)] \div 4$$

+

$$[(\text{Average Toddlers Enrolled FT}) + (\text{Average Toddlers Enrolled PT} \times .5)] \div 6$$

+

$$[(\text{Average Preschoolers Enrolled FT}) + (\text{Average Preschoolers Enrolled PT} \times .5)] \div 8$$

+

$$[(\text{Average School Age Enrolled FT}) + (\text{Average School Age Enrolled PT} \times .5)] \div 15$$

The required number of educators for each age group will be rounded up to the next whole number.

Child Enrollment by age group (Infant, Toddler, Preschool, and School Age) is used to calculate the required number of educators:

- **Full Time:** A child attending 30 hours or more per week is full time - multiply by 1.0.
 - **Part Time:** A child attending less than 30 hours per week is part time - multiply by 0.5.
- Day Care Regulations made pursuant to the *Day Care Act R.S.N.S. 1989,c.120*, states the required educator to child ratio, which is used to calculate the required number of educators per child group;
- Notes:
 - Required number of educators calculated will be rounded up to the next whole number, i.e. if 5 infants are enrolled full time and 1.25 educators are required it will be rounded up to 2 educators;
 - Required number of educators will be based on the child enrollment;
 - The education level of the educators employed at the facility will determine the per diems used in the ECEG grant calculation, moving from the highest to the lowest education levels;
 - When the number of educators at a facility exceeds the required number of educators, the ECEG grant calculation will be limited to the required number of educators.

Daily Per Diem for Educators:

Educator Training Level	Per Diem
Level 3 – May 1, 2012 (ECE Degree)	\$42 per day
Level 2 – May 1, 2012 (ECE Diploma)	\$40 per day
School Age Training Approval – May 1, 2012	\$40 per day
Level 1 – May 1, 2012 (Equivalent Status – EQU)	\$32 per day
Entry Level – Jan. 1, 2013 (Untrained – UNT)	\$24 per day

- **Annual Operating Days** is the sum of the monthly operating days provided in the Annual Report to a maximum of 260 days.
- **Program Type:**
 - Full-day - multiply by 1.
 - Part-day - multiply by .33