



## **Early Childhood Development Services (ECDS)**

### **Supported Child Care Grant (SCCG)**

#### **Terms and Conditions**

**2015-2016**

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## Terms & Conditions Overview

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

The Supported Child Care Grant (SCCG) is intended to support licensed, full, part-day and school-age child care facilities to create or sustain inclusive child care programs for all children.

A key component of this grant is the Funding Agreement. This Agreement serves to clarify responsibilities of the licensee 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

The Supported Child Care Grant (SCCG) is intended to provide a source of funding to assist in the creation or enhancement of inclusive child care programs for young children and their families. SCCG funding will supplement the facility’s operating budget in the implementation and delivery of an inclusive child care program.

Licensees are required to apply for the SCCG and to complete, and update as required, the Work Plan that is included in the application. The Work Plan demonstrates how the program will be enhanced and sustained in an inclusive environment for all children. The application will be evaluated based on this Work Plan. All funding amounts will reflect the evaluation of the Work Plan that is submitted with the application and the facility’s adherence to these Terms and Conditions.

The SCCG funding model is calculated as a percentage of the facility’s licensed capacity. The funding provided from this grant is to be used for: wages for additional staff, approved professional development and approved education or resource materials that are directly related to the delivery of an inclusive program. SCCG funds are **not** to be used for capital expenditures such as renovations.

For additional information about the SCCG or to obtain a copy of the application form, licensees are requested to contact their Early Childhood Development Consultant (ECDC). ECDC’s can also provide information and resources related to creating and maintaining high quality and inclusive learning environments for children, families and staff.

Further information can be obtained by visiting the Department of Education and Early Childhood Development’s Internet site:

<http://www.ednet.ns.ca/earlyyears/providers/SupportedChildCare.shtml>

## Grant Eligibility Criteria

In order to be eligible to receive the SCCG, the applicant facility must be a licensed full-day, part-day or school-age program.

Eligible applicants **must**:

- Hold a valid license to operate a day care facility;
- Have signed a Child Care Subsidy Funding Agreement;
- Be identified as “**Active**” with the Registry of Joint Stock Companies;
- Have a signed Funding Agreement in place;
- Be in compliance with these Terms and Conditions;
- Be in compliance with the *Day Care Act* and *Regulations*; and
- Consult with their ECDC on completion of the application and Work Plan.

Licensed child care facilities are **not** eligible 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 and Regulations*;
- The facility is identified as “**Inactive**” with the Registry of Joint Stock Companies;
- A court has granted a bankruptcy petition or appointed a trustee for the child care facility;
- The child care facility ceases operations; or
- The child care facility is sold\*.

**Licensees are not eligible for the SCCG if, at the time of application, they have been petitioned into or have declared bankruptcy or are subject to a garnishment order from the CRA.**

**\*Change of ownership or stakeholders: In circumstances where a child care facility is sold or where controlling interests in the facility change due to a change in shareholders, it is essential that the Licensee AND potential buyer contact the Department.**

## Grant Application Process

### Required Documentation

Each application for SCCG must include:

- A completed and signed application form; and
- A completed and updated Work Plan, including supporting documentation

### Applying for SCCG

Licensees are **required** to consult with their ECDC in preparing their application and in **updating** the annual Work Plan. Licensees that do not consult with their ECDC prior to applying for the SCCG may not be approved for funding. The ECDC will review the Work Plan and make a recommendation for SCCG funding approval

## Submission of the Application Package

Licenses that wish to be considered for SCCG are required to apply for the SCCG annually by submitting an application and an **updated** Work Plan before the application deadline. Please ensure the application is completed and submitted in full. Applications must be addressed to “Supported Child Care Grant Application” and sent by mail, fax/email\* or delivered directly to your ECDC.

Applicants are advised to maintain a copy of the application, Work Plan and supporting documentation for their records.

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

### Application Deadline

A completed application package must be received by the child care facility’s ECDC by the applicable date. All application packages postmarked or stamped with a ‘received’ date on or before the application deadline will be considered to have met the deadline. Failure to submit all of the required documentation by the required date could result in annual SCCG funding being adjusted, suspended, terminated or declined.

A child care facility can only submit **one** application per fiscal year unless advised otherwise by the Department.

## 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 that the:

- Child care facility meets all 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;
- Grant Distribution Criteria;
- Proposed improvements/enhancements to the facility’s inclusive program

Licenses are required to submit an **updated** Work Plan annually. The updated Work Plan will be subject to a review to identify the accomplishments of the program for the previous period and provide the plan for the upcoming year. The Work Plan must be completed in full and identify how the funding will be used to enhance and sustain inclusive child care program that reflects the ***Principles of Inclusion*** as outlined on p.13 of these *Terms and Conditions*. The Work Plan will be evaluated based on the type of program enhancements proposed in the delivery of the inclusive program and the perceived value that the funding will achieve.

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

The child care facility may be required to:

- modify their program to meet the *SCCG Terms and Conditions* and the *Funding Agreement*; or change the Work Plan.

- The review may result in an adjustment to the annual amount of funding received by the facility. If the review indicates that the licensee has not met the Grant Distribution Criteria outlined in these *Terms and Conditions* or the *Funding Agreement* the SCCG may be reduced or terminated.

Licensees in receipt of SCCG may be requested by their ECDC's to complete: inclusion program planning tools (e.g. Routine Based Plans), Work Plan Evaluations, other standardized evaluation tools, and to provide additional supporting documentation (e.g.: copy of their policy on inclusion, positions descriptions, etc.).

### **Notification of Approved Applications**

The Department will process the application and determine the annual grant funding. Licensees will be notified in writing of their application status and funding allocation through a **Notification Letter**.

As per Section 4.03 of the Funding Agreement: *"In the Minister's sole discretion, the Minister may adjust funding to the Licensee pursuant to this Agreement"*.

### **Communication to Staff**

Licensees 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 once approved; and
- Details on how the funding is being distributed within their organization.

### **Communication to Stakeholders/Parents/Guardians**

Facilities are required to post the **Notification Letter** pertaining to the SCCG in a highly visible area.

## **Grant Allocation**

### **Funding Model**

The funding model is based on the total licensed capacity at the start of the fiscal year and is supported by the proposed Work Plan.

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

**10% of licensed capacity x \$15 per day x 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.

10% x 40 licensed capacity = 4; 4 x \$15 per day = \$60 per day;  
\$60 per day x 260 annual operating days = \$15,600 per annum

*Note: The total approved grant funding will be evaluated based on the inclusive program outlined in the Work Plan approved for the fiscal year. Funding amounts may be adjusted based on the evaluation of the Work Plan. The annual funding amount may be decreased. The maximum funding amount will not exceed the calculated amount based on the funding formula.*

**FOR ALL FACILITIES APPROVED FOR SCCG FUNDING, THE FOLLOWING CRITERIA APPLY:**

- 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 or month during which approval is granted;
- SCCG funding is subject to an appropriation being made in the Department's approved budget for any given fiscal year.
- Grant funding may not be approved if submission of the Work Plan and application occur after the application due date.
- Grant funding may be adjusted based on review of the Work Plan.
- Grant funds will be distributed quarterly at the beginning of each quarter in the fiscal year.
- In some circumstances, grant funding may be issued on a monthly basis.
- Changes to a facility's number of operating days and/or changes to licensed capacity may result in an adjustment being made to the annual approved SCCG amount. Facilities seeking to apply for an adjustment to SCCG funding due to an increase in operating days or licensed capacity will be required to submit an updated Work Plan for review. Any increases to annual SCCG funding due to increases in operating days or licensed capacity **are subject to budget availability**.

**Grandparented Funding**

SCCG funding may be provided at the level of funding provided to the facility under the Department's SCC program in fiscal 2007-08 or 2008-09. Approval for "grandparented funding" is subject to the evaluation of the facility's annual Work Plan, application, Annual Report, financial statements and **Action Plan** recommendations.

'Grandparented' facilities will be required to apply for the SCCG annually. The Work Plan will be evaluated annually to determine if changes have been made to the inclusive program that would warrant an adjustment in funding levels.

Funding at the 2007-08 level will be maintained annually, based on the above, 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 funding model (based on the total licensed capacity) than was received during fiscal 2007-08 or 2008-09;
- A determination that the facility's Work Plan contained in the facility's annual application do not support continued funding at the 2007/08 or 2008-09 level;
- A determination following an evaluation of the **Annual Report** submitted that the facility has not met the Grant Distribution Criteria as per these *Terms and Conditions* of the SCCG;
- A determination that the facility has not fulfilled the requirements outlined in the Department's **Action Plan** recommendations;
- 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-calculated in accordance with the following provision:

- Grant funding is determined annually during the term of the *Funding Agreement* through evaluation of the facility's annual Work Plan submitted, and the application of a funding formula, set out in the **Funding Model** above. Grant funding may change during the term of the *Funding Agreement*.

Note: All child care facilities who wish be considered for SCCG funding, even those who may be 'grandparented', are required to apply annually for funding under the SCCG. The child care facilities that are 'grandparented' are 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 their Early Childhood Development Consultant (ECDC) **by the applicable date.**

SCCG funding will be distributed quarterly based on the fiscal year (April 1<sup>st</sup> – March 31<sup>st</sup>). Funding installments will be processed on the first business day of each quarter.

## Grant Distribution Criteria

One-hundred percent of SCCG funding must be used for:

- The wages for additional staff<sup>1</sup>;
- Approved<sup>2</sup> professional development and training directly related to the delivery of an inclusive program; or
- Approved<sup>2</sup> educational and resource materials directly related to the delivery of an inclusive program.

<sup>1</sup>**Additional staff** are defined as those child care staff employed by the facility, **exceeding** the ratio required by the *Day Care Act and Regulations*, that work directly with the children directly related to the delivery of an inclusive child care program.

<sup>2</sup>**Approved** requires discussion, planning and approval of SCCG funding allocation by the facility's Early Childhood Development Consultant (ECDC).

Child care facilities that do not meet the SCCG distribution criteria as stated in these *Terms and Conditions* of the SCCG may be audited/reviewed and will be required to fulfil the requirements of 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, at least a quarterly basis until such time as they demonstrate they have met the Grant Distribution Criteria. Child care facilities that fail to fulfil the requirements of the Action Plan are subject to having their funding adjusted, suspended or terminated.

## Disbursement of Funds Process

Once the Child care 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 1<sup>st</sup> business day of each quarter, unless otherwise specified (April, July, October and January).

**\*Please note:** The July 1st grant installment is dependent upon the child care facility completing and submitting their **Annual Report** and submitting the prior year financial statements as outlined in the *Funding Agreement*.

**Funding allocations are subject to Departmental budget.** Approval and Payment of SCCG funding is subject to an appropriation being available in the fiscal year of the province during which payment becomes due. 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 or month during which approval is granted.

Those facilities not in compliance with *The Day Care Act and Day Care Regulations*; the SCCG *Terms and Conditions*; the *Funding Agreement*; and those requiring further monitoring and consultation with their ECDC will not receive full quarterly disbursement amounts until all requirements are met. SCCG funding distribution may be limited to disbursement on a month to

month basis. Once it is determined that the facility is in full compliance of all requirements and based on the recommendation of the ECDC, funding may return to quarterly disbursements.

## Recovery of Funds Process

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 and need to be recovered as a result of the closure.

## Accountability Process

### Monitoring

SCCG funding must be used in accordance with these *Terms and Conditions* and the responsibilities outlined in the *Funding Agreement*. Child care facilities are responsible for monitoring their progress quarterly against the goals outlined in their Work Plan. An ECDC may request further consultation to review the progress against the Work Plan to:

- Review the status of Goals/objectives and acknowledge the successes;
- Identify areas for improvement; and
- If required, will work with the child care facility to develop corrective actions, as identified in an Action Plan, 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.

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

***All child care facilities receiving SCCG funding will be monitored. 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.***

### Annual Financial Reporting

Funding will be reconciled annually through evaluation of the **Annual Report** every 12 months using the preceding fiscal year's 12 month information.

**Annual Reports will be reviewed and reconciled to the previous year funding, and a recommendation will include the appropriate course of action, including a revised payment schedule, reduction, suspension, or termination of the child care facility's grant funding.** \*As outlined in the *Funding Agreement* Section 4.00: "*Funding and Payment*".

The **Annual Report** will be used to assess the facility's adherence to the **Grant Distribution Criteria** outlined in the *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 Reporting:

- Revenues received through the SCCG;
- The wages for additional staff;

- Expenditure for approved professional development and training directly related to the delivery of an inclusive program; or
- Expenditure for approved educational and resource materials directly related to the delivery of an inclusive program.

## **Evaluation Process**

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

- Participate in ongoing evaluations of 1) SCCG funding distribution and 2) implementation of the approved Work Plan by providing any information requested by the Department in respect of these evaluations; and
- Enable 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:

**“Action Plan”** is a form document signed by the operator and the ECDC and/or the Early Childhood & Community Development Specialist that identifies the steps required for a child care facility to resolve issues related to grant funding, complaints, program enhancement and/or reviews.

**“Additional staff”** are defined as those child care staff employed by the facility (**exceeding** the ratio required by the *N.S. Day Care Act and Regulations*) that work directly with the children and directly related to the delivery of an inclusive child care program.

**“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.

**“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.

**“Funding Agreement”** means the legal contractual agreement between the Department and the child care facility.

**“Child”** means a person less than thirteen years of age (age 12 until Dec 31). In licensed child care there are four program types that serve different groups of children:

- “infant” means a child who is younger than 18 months old;
- “toddler” means a child who is between the age of 18 months old and 35 months inclusive;
- “preschooler” means a child who is 36 months or older and is not attending school;
- “school -age” means a child who is attending school and is not older than 12 on December 31 of the school year.

**“Department”** means the Department of Education and Early Childhood Development, 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.

**“Enhanced Ratio”** means a greater number of adults working directly with children that exceeds the requirement for the age group stipulated in the *Day Care Act and Regulations*.

**“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*).

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

**“Operator”** 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.

**“Operating Days”** means the number of days the facility will be open for the calendar year. Statutory holidays (New Year’s Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, 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:

- Zero Reject:
  - All children are welcome, regardless of type or level of disability.
- Natural Proportions and age appropriate:
  - The proportion of children with disabilities is roughly that of their natural proportion in the general population.
  - The individual child within a chronically age appropriate environment
- Same Hours/Days of Attendance:
  - All attendance options (full day, mornings, 2d/wk, etc.) are available to all children.
- Full Participation:
  - All children have their needs met within the regular group activities and routines, through accommodations, modifications, and extra support where necessary.
- Maximum parent participation:
  - Adjustments are made by the facility to encourage attendance at IPP planning meetings, committee meetings and training sessions, arranging times convenient to parents; encouraging parents to bring relatives and/or trusted advisors to meetings and/or observations, etc.
  - Practice designed with the child and family, acknowledging the child as part of a dynamic family system
- Leadership, pro-active strategies, Advocacy for high quality:
  - Director, board/operator, parents and staff actively reduce/eliminate barriers to high quality, inclusive child care.
- Trans-disciplinary approach to programming:
  - Team members share expertise in their own discipline

\* Adapted from: The SpecialLink Early Childhood Inclusion Quality Scale. (2009). Irwin, S.H.

**“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.

**“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 that documents (updates) 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. The Work Plan reflects the Principles of Inclusion.