

**Closing date for Proposals to Open a Child Care Centre Through Strategic Growth:**

**SEPTEMBER 1, 2018**

The success of your proposal to open a new child care centre or expand an existing centre through Strategic Growth will be dependent upon many factors. Please refer to the following checklist to ensure your proposal will meet the criteria for strategic growth.

**To be considered for Strategic Growth funding, the proposed centre must demonstrate that the project focuses on relevance, feasibility, quality and sustainability and will reflect the following priorities:**

- **Relevance:** There is evidence that the proposed project will respond to:
  - Community need: Location, proposed size and age groups to be served reflects the needs of your community as per available data and documented community input, with a focus on programs for children birth to age 5
  
- **Feasibility:** The proposal includes:
  - Realistic and achievable timelines and budget: The proposed start-up budget provides a detailed overview of the costs for the project and demonstrates that the project can be completed within the budget available and within the timelines provided.
  
- **Quality:** The proposal demonstrates a commitment to provide quality early childhood education, engage in the Quality Matters Program and implement the Early Learning Curriculum Framework. There is evidence that the proposed project will support:
  - Inclusion and diversity: Demonstrates a commitment to inclusion of all children and to reaching diverse and under-served, and vulnerable families from Acadian/francophone, African Nova Scotian, Indigenous and newcomer communities
  
- **Sustainability:** Proposed parent fees reflect the regional averages and will enable long-term viability, based on projected enrolments, revenue and human resource planning. The project reflects the importance of:
  - Community partnerships: Demonstrates a willingness to collaborate with early years programs and services in the community (for example, Early Childhood Development Intervention Services, family resource centre, local library, etc.), including opportunities to build on existing infrastructure, co-location and develop community partnerships.

### **Steps to apply for a license to open a child care centre through Strategic Growth\***

*These steps are explained in more detail below on pages 3 to 7.*

1. Review the overview of the Strategic Growth Initiative.
2. Contact the Department of Education and Early Childhood Development (EECD) to discuss your intent to apply for funding through Strategic Growth.
3. Submit the **Notice of Intent to Open a Child Care Centre through Strategic Growth**.
4. Upon confirmation of an approved **Notice of Intent**, proceed with development of a proposal to operate a child care centre through Strategic Growth.
5. Submit completed proposals with budget requests for start-up funding to the regional community network/Collaborative Table for review and recommendation.
6. Regional Collaborative Tables will review each proposal and provide their feedback, with supporting documentation, to EECD.
7. EECD will make final decisions and notify both successful and unsuccessful applicants.
8. Applicants approved for funding through Strategic Growth will be required to expand their proposal with additional documentation for review and approval by EECD.
9. Upon approval of their proposals, applicants will be provided with an application for a license or a Change Request form. Those approved for operational funding through Strategic Growth will be eligible to apply for that funding once the license is issued.

\*Please Note: If you are an existing licensee and would like to expand your facility through Strategic Growth, please follow the same general process. If you are successful, at Step 9, you will be provided with a Change Request Form instead of an Application for a License.

**All final approvals for licensing and funding will be made by EECD.**

### **Step 1: Review Strategic Growth Overview**

#### **Strategic Growth: Overview**

The Strategic Growth initiative will ensure that the early childhood education system in Nova Scotia grows in the communities where it's needed most. This initiative will increase accessibility to regulated child care options across Nova Scotia for children ages birth to five years. This initiative will contribute to the development of a sustainable and responsive system that supports the developmental and social needs of Nova Scotia's children and families.

It is estimated that the strategic growth initiative will provide up to 1000 new spaces through a combination of new centres, centre expansions, and family home child care sites. Up to 15 new centres and 90 new approved family home day cares will be supported. Growth will be prioritized in under-served communities, including Acadian/Francophone, African Nova Scotian, Indigenous and new comer communities.

In addition, this investment will have a concerted focus on infant and toddler care and funding will be carefully allocated to ensure supports are available to harder-to-reach families.

In the 2016 child care action plan, "Affordable, Quality Child Care: A Great Place to Grow", the government committed to growing child care strategically across the province, in communities that need it the most. Leveraging the federal funding announced in January 2018 via the Canada-Nova Scotia Early Learning and Child Care Agreement, and using a wide range of criteria, in addition to results of the recent consultation with families and child care providers, the Province has announced 11 priority counties for growth:

- Shelburne
- Yarmouth
- Queens
- Lunenburg
- Kings
- Hants
- Halifax
- Colchester
- Pictou
- Inverness
- Cape Breton

In addition to the consultation results, the criteria utilized to determine this list were population demographics and density, Early Development Instrument (EDI) results, and the current distribution of regulated child care spaces and utilization rates.

In the coming months, proposals for new spaces in these counties will be accepted for consideration.

### **Strategic Growth: Overview**

As part of the Strategic Growth process, the department will be collaborating with community early years networks to review and make recommendations regarding location of centres/expansions.

The first round of proposals will be accepted until September 1, 2018. If required, there may be a second call for proposals to ensure the targets for growth are met.

The community networks that will be engaged in the review process are:

<b>County</b>	<b>Collaborative Table</b>
<b>Cape Breton</b>	Network for Children and Youth (NCY)
<b>Colchester</b>	Colchester Early Childhood Network
<b>Hants</b>	Early Connections/East Hants Early Years
<b>Halifax</b>	Child & Youth Regional Advisory Committee (CAYRAC)
<b>Inverness</b>	North Eastern Network for Children & Youth (NENCY)
<b>Kings</b>	Early Connections
<b>Lunenburg</b>	Child & Youth Network – Lunenburg and Queens
<b>Pictou</b>	Pictou County Partners
<b>Queens</b>	Child & Youth Network – Lunenburg and Queens
<b>Shelburne</b>	Early Years Tri-County Partnership
<b>Yarmouth</b>	Early Years Tri-County Partnership

These regional community networks will complete the first reviews of each proposal and make recommendations on which projects should be submitted to the Department of Education and Early Childhood Development for further consideration and funding. All final recommendations will be made by the Early Years Branch and approved by the Minister of Education and Early Childhood Development. Successful applicants will be advised upon approval of their proposal and will have up to 12 months to complete their projects.

Funding will be provided through the Strategic Growth initiative to support start-up costs for materials, resources, equipment and minor renovations. Capital funding is not being offered through this grant as the intention is to build on existing infrastructure and optimize opportunities for co-location and community partnerships. Projects that are approved will be eligible to apply for operational funding through the Quality Investment Grant and for grant funding to support inclusion.

### **Step 2: Notice of Intent**

If you are interested in opening a child care centre through Strategic Growth, please contact the Department of Education and Early Childhood Development (EECD) to request a **Notice of Intent to Open a Child Care Centre through Strategic Growth** and a **Child Care Facility Proposal Guide**.

#### EECD Contact for Central and Western Regions (Halifax, Valley, South Shore and Tri-county)

##### **Janice Foote**

Early Childhood and Community Development Specialist

Tel: 902.424.2681 Email: [Janice.foote@novascotia.ca](mailto:Janice.foote@novascotia.ca)

#### EECD Contact for Northern and Eastern Regions

##### **Darlene MacInnis**

Early Childhood and Community Development Specialist

Tel: 902) 232-2810 Ext 1926 Email: [Darlene.MacInnis@novascotia.ca](mailto:Darlene.MacInnis@novascotia.ca)

### **Step 3: Submit the Notice of Intent**

If you choose to proceed with a proposal to open a new child care centre or expand an existing centre under Strategic Growth, you will need to submit **Notice of Intent to Open a Child Care Centre through Strategic Growth** form.

Once you have submitted this form and discussed your proposed project with the Early Childhood Development and Community Outreach Specialist for your region, you should proceed in preparing your proposal to open a child care centre through Strategic Growth.

The Specialist will provide you with the **Child Care Facility Proposal Guide** and other relevant information and will be available to meet with you and assist in answering your questions.

You will also be assigned a regional Early Childhood Development Consultant, who will be able to provide support and resources throughout the proposal process.

### **Step 4: Confirmation of an approved Notice of Intent**

The Early Childhood and Community Development Specialist will provide the Collaborative Table for your region with a copy of the **Notice of Intent to Open a Child Care Centre through Strategic Growth**. This will inform the table that a proposal for their region is underway and will provide an anticipated timeline for submission of a proposal.

### **Step 5: Submission of completed proposals with start-up budget requests to regional networks**

Proposals and start-up budgets must be submitted for review and recommendation by the regional Collaborative Tables.

The proposal must include information specific to the following:

- Program Description
- Financial Information
- Centre Information
- Daily Operations Information

Please note: Additional information on the requirements for each of these sections can be found in the Child Care Facility Licensed Proposal Guide.

Regional Collaborative Tables will review the submission to determine the extent to which the proposed project reflects the following priorities:

- Relevance: There is evidence that the proposed project will respond to:**
  - Community need: Location, proposed size and age groups to be served reflects the needs of your community as per available data and documented community input, with a focus on programs for children birth to age 5
- Feasibility:** The proposal includes:
  - Realistic and achievable timelines and budget: The proposed start-up includes costs for materials, resources, equipment and minor renovations, and does not exceed the following:
    - Up to \$100,000 for non-profit organizations
    - Up to \$50,000 for commercial operators
- Quality:** the proposal demonstrates a commitment to provide quality early childhood education, engage in the Quality Matters Program and implement the Early Learning Curriculum Framework. There is evidence that the proposed project will support:
  - Inclusion and Diversity: Demonstrates a commitment to inclusion of all children and to reaching diverse, under-served, and vulnerable families. Priority will be given to proposals that will serve families from Acadian/francophone, African Nova Scotian, Indigenous and newcomer communities
- Sustainability:** Proposed parent fees reflect the regional averages and will enable long-term viability, based on projected enrolments, revenue and human resource planning. The project reflects the importance of:
  - Community Partnerships: Demonstrates a willingness to collaborate with early years programs and services in the community (for example, Early Childhood Development Intervention Services, family resource centre, local library, etc.), including opportunities to build on existing infrastructure, co-location and develop community partnerships.

## Strategic Growth: Proposal Process

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Please note: Applicants may be contacted by the regional Collaborative Table for more information in order complete their review and recommendation.

### **Step 6: Collaborative Tables will provide EECD with their recommendation**

Upon their review and careful consideration, the Collaborative Tables will provide their feedback on the proposed project, with supporting documentation, to EECD. EECD will make all final decisions.

### **Step 7: Applicants will be informed of the outcome**

Both successful and unsuccessful applicants will be notified.

Unsuccessful applicants will be provided with feedback and a clear rationale as to why their project was not approved.

Unsuccessful applicants who wish to proceed with their projects outside of Strategic Growth process should discuss this with their Early Childhood and Community Development Specialist.

### **Step 8: EECD Review of Proposals for Successful Strategic Growth Applicants**

Applicants that are approved to move forward will be required to submit additional documentation to complete their proposal to operate a child care centre, inclusive of all sections outlined in the **Child Care Facility License Proposal Guide**.

### **Step 9: Application for a License**

Upon approval of the final proposal to open a child care centre, applicants will be provided with an application to apply for a license. If the proposal is to expand an existing child care centre then applicants will receive a Request to Change form.

Applicants approved to open a new child care centre or expand the capacity of an existing centre through Strategic Growth will be eligible to apply for operational funding upon issuance of the license.

**Please note: The Department of Education and Early Childhood development reserves the right to make all final approvals for funding and licensing.**