



Early Childhood Development Services

Early Childhood Enhancement Grant

Terms and Conditions

2013-2014

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Terms and Conditions Overview

The Early Childhood Enhancement Grant (ECEG) provides funding support to full and part day child care facilities to enhance the salaries of child care educators, building a foundation for educator recruitment and retention. This grant also supports professional growth and general operating expenses.

These Terms and Conditions clarify the responsibilities of the child care facility and the Department; to enable adequate accountability for the funding provided by this grant.

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

Grant Description

The ECEG is available to all licensed full-day and part-day child care facilities. This grant's funding support is intended to help promote increased salary and benefits to the child care educators that provide direct care to children attending child care facilities. This funding support will enhance the foundation in recruitment and retention for child care educators. A portion of the ECEG grant also supports a facility's professional growth of child care educators and general operating expenses.

Please note: ECEG funds are NOT to be used for capital expenses.

When calculating the amount of a facility's ECEG funding amount, the Department applies the following formula:

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

- o **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 early childhood educators for each age group is rounded up to the next whole number.

Description of the formula:

- **Required number of child care educator (s)**
 - **Child Enrollment** by age group (Infant, Toddler, Preschool, and School Age) used to calculate the required number of Child Care Educators.
 - **Full Time:** Children enrolled 30 hours or more per week are full time- multiply by 1.0
 - **Part Time:** Children enrolled less than 30 hours per week are part time- multiply by 0.5
- Section 34 (1) of the *Day Care Regulations* states the required educator to child ratio. This ratio is used to calculate the required number of educators per child group.
 - Calculation Notes:
 - The number of required educators 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; **NOT LICENSED CAPACITY OR DAILY ATTENDANCE.**
 - The education level of the educators employed at the facility will determine the per diems used in the ECEG 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 calculation will be limited to the required number of educators.
- **Daily Per Diem for Educators**
Please refer to section 37 of the Regulations for a description of the classification/training levels

Educator Classification/Training Levels	Per Diem
Level 3	\$42 per day
Level 2	\$40 per day
School Age Training Approval	\$40 per day
Level 1	\$32 per day
Entry Level/Untrained	\$24 per day
- **Annual Operating Days** will be a sum of the monthly operating days provided in the application to a maximum of 260 days.
- **Program Type:**
 - Full-day -multiply by 1.0
 - Part-day –multiply by .33

Grant Eligibility Criteria

In order to be eligible to receive the ECEG, the child care facility must be licensed as full-day, part-day, or school age.

A facility is **not** eligible for (ECEG) 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 (full day facility only) has not signed a Child Care Subsidy Funding Agreement;
- Is identified as "INACTIVE" with the Registry of Joint Stocks;
- A court has granted a bankruptcy petition or appointed a trustee for the facility;
- The Child Care Facility ceases operations; or
- The Child Care Facility is sold.

Facilities receiving funding **must** be in compliance with:

- The *Day Care Act* and Regulations;
- These "Terms and Conditions"; and
- The Funding Agreement.

Please Note:

1. Facilities that do not meet the ECEG eligibility criteria at time of application, will not be processed.

2. Once ECEG disbursements are commenced and a facility's eligibility, at any time, requires review and revision, quarterly payments may be reduced to monthly installments; and/or ECEG funding may be suspended or terminated.

Grant Distribution Criteria

All full-day and part-day licensed child care facilities receiving the ECEG **must** distribute the funding provided through this grant in accordance with the following criteria:

Wages, Statutory and Extended Benefits:

A minimum 80% of the grant funds allocated to the child care facility **must** be spent on salary and benefits for child care educators providing direct care to children (based on classification/training levels).

- Level 3
- Level 2
- School Age Training Approval
- Level 1
- Entry Level/Untrained

- Directors whose responsibilities include working directly with children; are full time; are on site; are eligible to receive ECEG funding according to their classification/training level

No director may receive more funding than the average child care educator with the same classification/training level

- Grant funding must be distributed as part of regular earnings (weekly / bi-weekly).
- Grant funding must be distributed in addition to either 1) the base wage of the child care facility or 2) the provincial minimum wage (whichever is greater).
- Grant funding must be distributed in direct relation to the classification/training levels as identified in “Daily per diem for Educators” table on *pg.3*.

Operating Costs:

A maximum of 15% of the grant funding can be allocated toward day to day operating expenses. Supporting documentation may be requested by the Department for such expenditures.

This 15% funding can include:

- Those expenses incurred in carrying out a child care facility’s day to day activities, but not associated with capital expenditures
- Day to day operating expenses can be inclusive of but not limited to: payroll, employee statutory benefits, extended benefits (Dental/ Medical/ Pension), rent/mortgage, snow removal, utilities, etc.

Professional Growth:

A minimum of 5% of the grant funding must be allocated to professional growth intended to provide a support system for new and existing educators working in child care. **A work plan must be submitted to outline a facility’s intent for professional growth.** This work plan is included in the Early Childhood Enhancement Grant application.

- Early Childhood Development Consultants (ECDC) provide advice/consultation to child care facilities with respect to proposed professional growth activities, their identification, and implementation.
- ECDC’s monitor the Work Plan to ensure the goals and objectives are implemented for the provision of Professional Growth. 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 of the Professional Growth Work Plan to:
 - Review the status and acknowledge the successes;
 - Identify areas for improvement; and

- If required, assist the child care facility to develop corrective actions to achieve the goals and plans outlined in the Work Plan.

This 5% funding can be used to:

- **Assist educators with challenges associated with their job**
Example: Networking with other educators, attending workshops
- **Allow access to resources/materials/training developed specifically for the needs of the child care 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 travel expense**
- **Provide educators with on-going support for program development**
Example: Providing hourly wages for substitute educators, while educators participate in Professional Growth sessions.
- **Encourage province-wide networking through sharing resources/materials /expertise among facilities**
Example: Development of a resource library

Eligible costs Professional Growth:

- Workshops under 20 hours will be considered for ECEG Professional Growth.
- Travel expense costs up to and including a yearly maximum of \$500.00 per year. Consideration for an increase in travel expense costs, as identified in the Professional Growth Training Plan, can be requested by contacting your facility's Early Childhood Development Community Outreach Specialist.
- Substitute Educators' salaries while permanent staff attend Professional Growth Sessions are eligible under ECEG Professional Growth. ***Please note no substitute educators will receive a greater hourly wage than the educator they are replacing for Professional Growth Opportunities.**
- Purchases of Resource Materials up to and including a yearly maximum of \$500.00 per year (excluding computers, printers, hand held devices, printer consumables, office supplies)

Non Eligible costs Professional Growth:

- Courses 20 hours or greater are NOT eligible costs under the ECEG Professional Growth, *Please refer to the Continuing Education Program, administered through Early Childhood Development Services for information pertaining to courses over 20 hours in length.
<http://gov.ns.ca/coms/families/provider/training/ContinuingEducation.html>
- Accommodations and Food are NOT eligible costs under the ECEG Professional Growth
- Mandatory courses are NOT an eligible cost under ECEG Professional Growth

These mandatory courses include: First Aid/ CPR, Food Handlers, Orientation for Staff Working in Licensed Child Care Facilities.

Grant Allocation – Grandparented Funding Status**Previously ‘grandparented’ (2008/2009) (CCOG funding only)**

- These child care facilities will continue to receive funding at the same levels until a reconciliation period shows a decrease in enrollment; or required child care educators; or operating days in excess of 10% or 4 spaces or 5 operating days.
- The funding allotments will be adjusted (decreased) by the same percentage/spaces in cases where enrollment and child care educators have decreased. Once funding allotments exceed the grandparented funding amount from the prior year, the facility will receive the higher amount and the grandparented funding status will be discontinued.

Note: All facilities, even those who may be ‘grandparented’, are required to apply for funding under the ECEG. Applicants that are ‘grandparented’ are required to enter into the same Funding Agreement and complete and submit the Annual Report.

Grant Timelines

Application packages must be completed and received by the ECDC in their Regional Offices by the date identified on the Early Childhood Enhancement Grant Application form.

Funding will be distributed quarterly. Funding installments will be processed on the first business day of each quarter. ***Please note: “Funding Agreement” section 4:00 Funding and Payments: “In the Minister’s sole discretion, the Minister may adjust funding to the Licensee pursuant to this agreement”.**

Facilities that fail to meet the eligibility criteria, at any time, will be reviewed and have their grant funding adjusted.

Quarterly installments may be reduced to monthly installments; ECEG funding may be suspended or terminated.

Funding will be reconciled (Annual Report) every 12 months using the preceding year's 12 month information (April 1 – March 31). Annual Reports will be issued to child care facilities in March. The Annual Reports have a submission date. Failure to meet this submission date and adherence to the ECEG Terms and Conditions will result in ECEG funding suspension.

Communication to Facility Staff

Facilities are required to provide child care educators with:

- Access to a copy of the Early Childhood Enhancement Grant Terms and Conditions;
- Details on the amount of funding the facility will be receiving;
- Details on how this funding was calculated;
- Details on how the funding is being distributed within their facility; and
- A cheque insert/notification indicating what portion of their salary/benefits is being impacted or provided by this funding.

Communication to Stakeholders/Parents/Guardians

Facilities are required to post the notification pertaining to the Early Childhood Enhancement Grant in a conspicuous, easily visible area in the facility.

Application Process

Required Documentation

All full-day and part-day licensed child care facilities are eligible to apply for the ECEG funding. The submitted application package must contain:

- A complete Application form: inclusive of all appropriate signatures.
- Funding Agreement; if applicable
 - ***Facilities who currently are in receipt of ECEG Funding, please note *Funding Agreements are valid for a period of five (5) years, therefore, there is no need to renew the Funding Agreement if the agreement has been signed and dates fall within five (5) years.***
 - ***Any facilities who require a new license due to name change, change of operator etc., must complete, sign and submit a new Funding Agreement inclusive of all appropriate signatures.***
 - ***Facilities that are new applicants; and/or facilities with new operators; must complete, sign and submit a Funding Agreement inclusive of all appropriate signatures with the ECEG application after a 3 (three) month period of operation.***

Facilities requiring additional information about the ECEG are requested to contact their regional ECDC. The ECEG Application, ECEG Terms and Conditions, and ECEG check list is available on the Department's web site. <http://www.gov.ns.ca/coms/eceg>

***Please note Funding Agreements are only available by contacting your Regional ECDC.**

Submission of the Application Package

Please ensure the application is complete and submitted in full by due date. All documents must be completed in full and received by ECDC in the Regional Offices in order for the applications to be considered for grant funding. The Child Care Facility must create a photocopy of the application and supporting documentation for their records. If the ECEG application package is not completed in full and received by the ECDC in the Regional Office on or before the applicable date, funding will not be guaranteed for the April 1 installment.

Submitted application packages are to be addressed to the attention of the ***'Early Childhood Enhancement Grant Application'*** and either mailed, faxed or delivered to the Child Care Facility's ECDC in their respective office.

Note: Faxed applications will be accepted; however, a signed original must follow and be on file before any funding will be distributed.

Grant Application Review Process

Applications Reviewed for Eligibility and Completeness

Once the application package has been received by the regional ECDC, it will be reviewed to confirm if the child care facility meets the basic eligibility requirements for the grant and to confirm the application package is complete. An application must be complete in full in order to be considered. Incomplete applications will be returned to the child care facility; creating a delay in application review, approval and grant disbursement.

Notification of Approved Applications

The Department will process the application and determine the annual eligible grant funding. Facilities will be sent a funding notification letter. Funding amounts may change upon review of a facility's Annual Report.

Disbursement of Funds Process

Once the child care facility has been approved for the ECEG and the signed copy of the Funding Agreement is confirmed to be on file, distribution of the grant funds will commence April 1st. Funding will be processed quarterly on the 1st business day of each quarter (April, July, October and January).

Note: 1) The July 1 grant installment is dependent upon the Child Care Facility's submission of: 1) the Annual Report and 2) the prior year's financial statements as outlined in the Funding Agreement. If these documents are not received as outlined above; funding will be suspended.

Grant funding is calculated as an annual amount based on **[Required Educators x Per Diem] X [Annual Operating Days] X [Centre Type]**. Funding will be determined using the data provided in the Early Childhood Enhancement Grant Application. Grant funding will be reconciled every 12 months (Annual Report). The annual funding level for individual applicants will be determined based on the information provided in the ECEG Application and will be disbursed equally in four quarterly payments (April, July, October and January).

Please note:

Facilities that fail to meet the eligibility criteria for the ECEG at any time, will be reviewed and have their grant funding adjusted.

Quarterly installments may be reduced to monthly installments; ECEG funding may be suspended or terminated.

The Department reserves the right to adjust the Early Childhood Enhancement Grant in circumstances which include, but are not limited to the following:

- A facility's enrollment has changed where the information has changed from the previous Annual Report;
- A facility's licensed capacity has changed;
- The proportion of trained to untrained staff has changed;
- A change in operating days;
- A facility has provided inaccurate or incorrect information.
- A facility has closed.

Newly licensed child care facilities may apply for the Early Childhood Enhancement Grant after three consecutive months of operation from date of license.

Recovery of Funds Process

The Annual Report provides the information necessary to calculate the child care facility's utilization of the ECEG.

If a child care facility ceases operation at any point during the contracted period in which the facility receives grant funding, the Department will perform a review of the grant distributions to recover over-payments which may have been made prior to or at the time of closure.

Child care facilities will be required to demonstrate their compliance with the grant distribution criteria as outlined in this document (Early Childhood Development Services "Early Childhood Enhancement Grant Terms and Conditions"). An Annual Report will be provided yearly. Facilities are to complete the Annual Report; provide Financial Statements for the reporting year; and submit both for review, for continued grant funding

Note: The July 1 grant installment is dependent upon the child care facility completion and submission of their Annual Report and the prior year financial statements as outlined in the Funding Agreement. If these documents are not received as outlined in these Terms and Conditions; funding will be suspended.

Accountability Process

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

Annual Reports will be used to assess the child care facility's adherence to the grant distribution criteria outlined in the Terms and Conditions overview section. *Facilities must also provide annual financial statements. *As outlined in Funding Agreement Section 6:00 Reporting Requirements*.*

Child care facilities that do not meet the grant distribution criteria outlined in these Terms and Conditions will be reviewed and will be required to submit additional information on how they will achieve the grant distribution criteria. These facilities may be required to provide reports on a quarterly basis until such time as they demonstrate they have met the distribution criteria.

*Please Note: "Funding Agreement" Section 4:00 Funding and Payment, as below.

4.00 FUNDING AND PAYMENTS

4.01 Subject to section 5.00 of this Agreement and the following subsections, the Minister agrees to fund the Licensee as provided and described in the Terms and Conditions referred to in Schedule "A", up to the maximum amounts specified in the approved annual budget for each grant.

4.02 The Minister shall not be held responsible for the cost of services offered or projects undertaken by the Licensee outside the scope of this Agreement.

4.03 In the Minister's sole discretion, the Minister may adjust funding to the Licensee pursuant to this Agreement.

4.04 The Licensee understands and agrees that all payments made under this Agreement shall be used by the Licensee in accordance with this Agreement and for the sole purpose of providing day care in accordance with its license.

4.05 The Licensee understands and agrees that no payment of funding under this Agreement shall be used for capital expenditures.

4.06 The parties agree that revenues of the Licensee from other sources, unless agreed upon as a component of funding set out in the Schedule(s), will not be treated as a surplus by the Minister.

*Please Note: *Day Care Regulations* Section 52 as below:

Minister may make payments:

- 52**
- (1) The Minister may make payments in respect of day care in any amounts that are appropriated annually for this purpose.
 - (2) The Minister may refuse to make payments in respect of a day care program for which a license has expired or has been cancelled, suspended or refused.
 - (3) The Minister may recover from a licensee payments made by the Minister in error or based on false or misleading information supplied in the licensee's application, or that otherwise ought not to have been paid according to these regulations or any other law, and is entitled to use any legal recourse to recover these payments from a licensee.
 - (4) The Minister may determine the terms and conditions for providing, refusing and recovering payments made to a license.

Appendix “A” - Definitions

For purposes of the ECEG, 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. Voluntary closures for non statutory holidays are not considered operating days. Maximum operating days 260.

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

“**Base Wage**” means pay received for a given work period as an hourly or weekly amount, but not including additional pay, ie - overtime work

“**Calendar Year**” means January 1st to December 31st.

“**Capital Expenses or Capital Expenditures**” mean spending for basic assets such as land, fixtures, and machinery which are accounted for as capital under generally accepted accounting principles (GAAP)

In licensed child care there are four program types that serve different age groups of children:

- An “Infant” means a child who is younger than 18 months old
- “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 36 months older 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.
- For purposes of the funding model described in these Terms and Conditions the only distinction is between A) Infants, B) Toddlers & Preschoolers and C) School Age.

“**Department**” means the Department of Community Services.

“**Direct Care**” means working directly with children in a child care facility.

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

“**ECDC**” means Early Childhood Development Consultant.

“**ECE**” means Early Childhood Educators, inclusive of all directors and child care educators, full and part-time, who work directly with children.

“Enrollment” means the space has been paid for and filled. A child that is sick / absent / on vacation will still be considered to be enrolled.

“Entry Level” means 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 <http://www.gov.ns.ca/coms/families/provider/index.html>

“Extended Benefits” means and may include:

- 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.

“Facility” and “child care facility” means a facility which provides full-day or part-day licensed day care.

“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.

“Level 1 classification” means a classification issued by the Minister under subsection 37 (2); Day Care Regulations. <http://www.gov.ns.ca/coms/families/provider/index.html>

“Level 2 classification” means a classification issued by the Minister under subsection 37 (3); Day Care Regulations. <http://www.gov.ns.ca/coms/families/provider/index.html>

“Level 3 classification” means a classification issued by the Minister under subsection 37(4); Day Care Regulations <http://www.gov.ns.ca/coms/families/provider/index.html>

“Minimum Wage” means the amount of wages fixed by order of the Governor in Council as defined by the Nova Scotia Labour Standards Code. <http://www.gov.ns.ca/lae>

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

“Operating Expenses” means expenses for maintenance of the assets of the facility or the cost of running the day-to-day operations of the facility. Those expenses incurred in carrying out a child care facility day to day activities, these expenses may included but not limited to: payroll, employee benefits, rent/mortgage, snow removal, utilities etc.

“Reporting Period” means the January 1st to December 31st calendar year.

“School-age training approval” means the staff training approved by the Minister under subsection 37(5) Day Care Regulations <http://www.gov.ns.ca/coms/families/provider/index.html>

“Statutory 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);
- Approximately 7.4% of the increased wage provided through ECEG can serve as a benchmark for calculation of the Statutory Benefit

“Untrained” means a child care staff who does not hold a classification issued by the Minister.

“Wages” means money paid to an employee for work done, which is usually calculated on an hourly, daily or piecework basis.

“Working Days” refers to week days (Monday to Friday).

“Work Plan” refers to the documentation which is part of the ECEG Application, submitted to the Department annually that documents the facility’s annual goals, objectives, and accomplishments and informs the development of the facility’s next annual Work Plan.