



Early Childhood Development Services (ECDS)

Supported Child Care Grant (SCCG)

Terms and Conditions

2013-2014

Table of Contents

Terms & Conditions Overview	3
Grant Description	3
Grant Eligibility Criteria	4
Grant Distribution Criteria	4
Grant Allocation	5
Communication to Staff	7
Communication to Stakeholders/Parents/Guardians	7
Grant Application Process	7
Required Documentation	7
Application Deadline	7
Application Preparation	7
Submission of the Application Package	7
Grant Application Review Process	8
Applications Checked for Eligibility and Completeness	8
Review Process	8
Notification of Approved Applications	9
Disbursement of Funds Process	9
Recovery of Funds Process	9
Accountability Process	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 Grant (SCCG) is intended to support a source of funding to 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 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 young children. Funding within a child care facility’s operating budget may also support the implementation and delivery of the inclusive child care program within early childhood settings.

All applicants are 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, licensed child care facilities who wish to be considered for SCCG funding 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 and the facility’s adherence to these Terms and Conditions.

The SCCG funding model is calculated as a percentage of the 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 directly related to the delivery of an inclusive program. SCCG funds are **not** to be used for capital expenditures such as renovations.

Facilities requiring additional information about the SCCG, or to obtain a copy of the application form, are requested to contact their Regional Early Childhood Development Consultant (ECDC). ECDC’s can provide support in the development of the application by providing information, resources and tools to assist in creating and maintaining high quality and inclusive learning environments for children, families and staff.

Further information can be obtained by visiting the Department of Community Services Internet site:

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

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 **in compliance with**:

- The *Day Care Act* and Day Care Regulations;
- These Supported Child Care Grant Terms and Conditions; and
- The Funding Agreement.

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*;
- Is identified as "INACTIVE" with the Registry of Joint Stocks;
- 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.

Please note: newly licensed child care facilities may apply for the SCCG after **six** consecutive months of operation from date of license, following consultation with the facility's Regional ECDC and approval is **subject to budget availability**.

Grant Distribution Criteria

One-hundred percent of funding must be used for:

- The wages for additional staff¹;
- Approved² professional development and training directly related to the delivery of an inclusive program; or
- Approved² educational and resource materials directly related to the delivery of an inclusive program.

¹**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.

²**Approved** requires discussion, planning and approval of SCCG funding allocation by the facility's Regional 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 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 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.

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 outline 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 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 will be provided at the level of funding provided to the facility under the Department's SCCG program in fiscal 2007-08. 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;
- A determination that the facility's Work Plan contained in the facility's annual application do not support continued funding at the 2007/08 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 the Early Childhood Development Consultant (ECDC) in the Regional Offices **by the applicable date**.

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

Those facilities not in compliance with The *Day Care Act and Regulations*; the SCCG Terms and Conditions; the Funding Agreement; and those requiring further monitoring and consultation with their ECDC may 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.

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 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 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 and any supporting documentation;
- 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. Failure of the facility to submit all of the required documentation by the required date could result in annual SCCG funding being adjusted, suspended or terminated. 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.

Application Preparation

A child care facility is **required** to consult with their ECDC in preparing the application and updating the annual Work Plan. Facilities that do not consult with their ECDC prior to applying for the SCCG will **not** be approved for funding until the ECDC reviews the facility's Work Plan and makes a recommendation for SCCG funding approval.

Submission of the Application Package

All Child care facilities who wish to be considered for grant funding will be required to apply for the SCCG annually by submitting an application with an updated Work Plan before the **Application Deadline**. Please ensure the application is complete and submitted in full. Address the application packages "**Supported Child Care Grant Application**" and either mail, fax* or drop it off to the child care facility's ECDC in their respective Regional office. Application packages postmarked or stamped with a 'received' date on or before the application deadline

will be considered to have met the deadline. Applicants are advised to maintain a copy of the application and supporting documentation for their records.

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

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 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;
- Grant Distribution Criteria;
- Proposed improvements/enhancements to the facility's inclusive program

A Child care facility receiving funding will be required to submit an updated Work Plan annually. The updated Work Plan and Annual Report 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 Work Plan must be completed in full and identify how the funding will be used to create or improve the inclusive child care program, based on the Principles of Inclusion as outlined on p.12 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 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.

Facilities may also be requested by their ECDC's to complete: inclusion program planning (e.g. Routine Based Plan), Work Plan Evaluations, other standardized evaluation tools, and to provide supporting documentation (e.g.: copy of their policy on inclusion, etc.)

Notification of Approved Applications

The Department will process the application and determine the annual grant funding. Child care facilities will be notified in writing, of their status and funding allocation with the **Notification Letter**.

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 1st business day of each quarter (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.

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 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, 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 by Regional staff. 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".

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 information 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 annual 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
- 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:

“Action Plan” is a form document signed by the operator and the ECDC and/or the Early Childhood Development & Community Outreach 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 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.

“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 1st of any given year until March 31st 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, 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.

“Principles of Inclusion” include the following:

- Research Based / 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.

“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 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. The Work Plan reflects the Principles of Inclusion.