



## **Supported Child Care Grant**

### **Terms and Conditions**

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## **Background**

The priorities for the Government of Nova Scotia for fiscal year 2008-2009 include the following key priorities:

- Health Promotion and Protection;
- Youth, Families and Communities;
- Community Safety;
- Economic Development and Infrastructure; and
- Environment.

These initiatives are focused on strengthening the social service system, enabling the government to improve outcomes for Nova Scotia's youth, families, and communities.

One of the priorities of the Department of Community Services Early Learning and Child Care (ELCC) plan is to strengthen the child care sector by providing services and funds to "ensure that all Nova Scotia children enjoy a good start in life and are nurtured and supported by caring families and communities". This is compatible with the Department's goal of "self reliant people, strong families and inclusive communities".

A number of investments will be made in the fiscal year 2008-2009 for Early Learning and Child Care including providing additional funding to child care facilities to facilitate the creation of inclusive child care programs for children with special needs.

This document describes the Department of Community Services terms and conditions regarding the **Supported Child Care Grant (SCCG)**.

## Terms and Conditions Overview

The Supported Child Care (SCC) program is a grant based program that provides a stable source of funding to licensed, full and part-day child care centres and Family Home Day Care (FHDC) Agencies to create or sustain inclusive child care programs for children with special needs.

A key component of this initiative will be the development of a SCCG Agreement. This Agreement will be developed and implemented to better clarify responsibilities of the centre(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 children with special needs. Other existing (Department of Community Services grants and loans and other funding sources) and new funding may be required in addition to the SCCG grant funding to deliver the inclusive child care program.

Child care centres and FHDC Agencies that are currently receiving supported child care funding are eligible to be grandparented based on their current funding levels.

The child care centre or FHDC Agency is required to apply for this grant whether it currently receives supported child care funding or if the applicant is applying for the first time. All applicants are also required to complete the Work Plan included in the application. The Work Plan will demonstrate how an existing program will be enhanced or how a new program will provide inclusive child care. The application will be evaluated based on this Work Plan.

The funding provided from this grant is to be used for salaries for additional staff, approved professional development and approved education or reference materials. Grant funds are **not** to be used for capital expenditures such as renovations.

The grant funding model is calculated as a percentage of the licensed capacity. The centre or FHDC Agency may also be eligible for supplementary funding if the need is demonstrated in the Work Plan.

All funding amounts will be based on the evaluation of the Work Plan submitted with the application.

## **Grant Eligibility Criteria**

In order to be eligible to receive the SCCG, the applicant centre must be a licensed full or part-day child care centre (non-profit or commercial) or a FHDC Agency.

Licensed child care centres and FHDC Agencies receiving funding must be in compliance with:

- The *Day Care Act*. R.S., N.S., 1989, c. 120, s.1 and Day Care Regulations (and Family Home Day Care Program Regulations);
- The Supported Child Care Grant Terms and Conditions; and
- The Supported Child Care Grant Agreement.

Licensed child care centres or FHDC Agencies are ineligible for SCCG funding if:

- The child care centre's license to operate a day care centre has been suspended, cancelled or not renewed;
- The child care centre or FHDC Agency has failed to comply with the *Day Care Act* and Family Home Day Care Program Regulations, which may result in the facility not being eligible for the SCCG;
- The Department has issued a written directive to the centre due to compliance violations or deficiencies;
- A court has granted a bankruptcy petition or appointed a trustee for the facility;
- The child care centre or FHDC Agency ceases operations; or
- The child care centre or FHDC Agency is under a garnishment order from the Canada Revenue Agency.

If a child care centre is sold (i.e. there is a change of operator) the new operator will be required to apply for the SCCG.

Child care centres and FHDC Agencies failing to meet the eligibility criteria may be audited resulting in an adjustment or termination of grant funding.

## **Grant Distribution Criteria**

One-hundred percent of funding must be used for:

- the salaries for additional staff;
- approved professional development and training directly related to the delivery of the inclusive program for children with special needs; or
- approved educational and resource materials directly related to the delivery of the inclusive program for children with special needs.

Child care centres and FHDC Agencies failing to meet the distribution criteria may be audited resulting in an adjustment or termination of grant funding.

## **Grant Allocation**

### **Funding Model**

The funding model is based on the total license capacity and the proposed Work Plan.

All licensed child care centres and FHDC Agencies Child are eligible to receive grant funding based on the following formula:

$$10\% \text{ of licensed capacity} \times \$15 \text{ per day} \times \text{annual number of operating days}$$

#### Example 1 – Child Care Centre:

This example is provided for illustrative purposes only. The sample calculation is based on the following scenario:

- The child care centre has a total license capacity of 40 children (from all age groups); and
- The annual operating days for the centre is 260 days.

$$\begin{aligned} 10\% \times 40 \text{ licensed capacity} &= 4 \\ 4 \times \$15 \text{ per day} &= \$60 \text{ per day} \\ \$60 \text{ per day} \times 260 \text{ annual operating days} &= \$15,600 \text{ per annum} \end{aligned}$$

#### Example 2- FHDC Agency:

This example is provided for illustrative purposes only. The sample calculation is based on the following scenario:

- The FHDC Agency has 5 homes with 6 children receiving care in each home. The total capacity of 30 children (from all age groups); and
- The annual operating days for the centre is 260 days.

$$\begin{aligned} 10\% \times 30 \text{ capacity} &= 3 \\ 3 \times \$15 \text{ per day} &= \$45 \text{ per day} \\ \$45 \text{ per day} \times 260 \text{ annual operating days} &= \$11,700 \text{ per annum} \end{aligned}$$

*Note: The grant funding will be evaluated based on the program outline in the Work Plan. The funding amount may be decreased. The maximum funding amount will not exceed the calculated amount based on the funding formula (10% of licensed capacity x daily rate x the annual number of operating days). The Applicant may also be eligible to receive additional funding through the Supplementary Fund outlined below.*

The funding model is to be used as a guideline only. Funding amounts maybe adjusted based on the evaluation of the Work Plan.

Child care centres and FHDC Agencies may also be eligible to receive supplementary funding subject to the Department's budget availability. The Supplementary Fund is intended to provide an additional source of funding to assist the child care centre and FHDC Agency with the delivery of their inclusive program. The allocation of supplementary funding will be determined based on the evaluation of the Work Plan.

## **Grandparented Funding**

Child care centres and FHDC Agencies that are currently receiving funding from the existing Supported Child Care program will not receive less funding under the enhanced SCCG subject to the evaluation of the Work Plan. The intent is to not impact centres or FHDC Agencies currently delivering programs in accordance with these Terms and Conditions.

'Grandparented' facilities will be required to apply for the grant annually. The Work Plan will be evaluated annually to determine if changes have been made to the inclusive programs that would warrant an increase or decrease in funding levels.

*Note: All child care centres and FHDC Agencies who wish to receive SCCG funding, even those who may be 'grandparented', are required to apply for funding under the new SCCG. The child care centres and FHDC Agencies that are 'grandparented' will be required to enter into the same SCCG Agreement as newly approved licensed child care providers.*

## **Grant Timelines**

The SCCG funds will be distributed quarterly based on the government's fiscal year (1 April – 31 March). Funding installments will be paid at the beginning of each quarter.

Child care centres and FHDC Agencies will be required to apply for the SCCG each year. A completed application and Work Plan must be submitted for renewal on or before the first business day in April each year.

## **Communication to Staff**

Child care centres and FHDC Agencies are required to provide all staff with:

- access to a copy of these Terms and Conditions;
- access to a copy of the application Work Plan;
- details on the amount of funding the organization will be receiving; and
- details on how the funding is being distributed within their organization.

## Grant Application Process

### ***Required Documentation***

All full-day and part-day licensed child care centres and FHDC Agencies are eligible to apply for SCCG funding. Each application package must contain:

- a completed and signed application form; and
- a completed Work Plan.

### ***Application Deadline***

A completed application package **must** be received by the child care centre or FHDC Agency's Early Childhood Development Officer (ECDO) on, or before, the deadline stated on the application form.

### ***Contact Information***

Facilities requiring additional information about the SCCG are requested to contact their regional ECDO. To obtain a copy of the application form, visit the Department of Community Services Internet Site at: <http://www.gov.ns.ca/coms/families/provider/index.html>. Under 'Programs and Resources' you will find a link to the Supported Child Care Grant.

### ***Application Preparation***

It is recommended that a child care centre or FHDC Agency consult with their ECDO in preparing the application and Work Plan.

### ***Submission of the Application Package***

Please ensure the application is complete and submitted in full. The completed application package must be submitted to the regional ECDO in order for the application to be considered for grant funding. Applicants are advised to create a copy of the application and supporting documentation for their records.

A child care centre or FHDC Agency can only submit one application per fiscal year unless advised otherwise by the Department. If a child care centre or FHDC Agency is declined for funding in the current fiscal year they are eligible to apply for the SCCG by submitting an application in the next fiscal year.

A child care centre or FHDC Agency is required to complete an application for each licensed centre. Therefore if an organization has multiple licenses they are required to submit an application for each licensed centre - one application per license.

New applications will be accepted anytime throughout the year. Child care centres or FHDC Agencies will be required to apply for the SCCG annually by submitting an application with an updated Work Plan on or before the first business day in April.



Address the application packages to '**Supported Child Care Grant Application**' and either mail, \*fax or drop it off to the regional ECDO.

The application package must be received by the ECDO on or before the application deadline. Application packages postmarked or stamped with a 'received' date on or before the application deadline will be considered to have met the deadline.

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

## Grant Application Review Process

### ***Applications Checked for Eligibility and Completeness***

Once the application packages are received by the ECDO's, they will be checked to confirm the:

- 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:

- **Compliance Evaluation Criteria**

The facility must be in compliance with the *Day Care Act* and Family Home Day Care Program Regulations. Child care centres and FHDC Agencies with a written directive are ineligible for funding and will be eliminated from the review process.

- **Work Plan Evaluation Criteria**

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. The Work Plan will be evaluated based on the type of program enhancements proposed and the perceived value that the funding will achieve. Each Work Plan will be evaluated and scored using a consistent scoring system.

Centres and FHDC Agencies may also be requested to complete inclusion program planning (e.g. Routine Base Planning) and resource forms (e.g. Conversation Planning Sheet), and evaluation tools, and provide copies of their policy on caring for children with special needs.

Funding allocations are subject to Departmental budget. Child care centres and FHDC Agencies will be notified, in writing, of their final status and funding amount.

### ***Notification of Approved Applications***

Facilities approved for the grant will be sent a SCCG notification letter and a copy of the Supported Child Care Grant Agreement.

Facilities must return the signed Supported Child Care Grant Agreement before funding will be disbursed.

The Agreement will be signed by the Department of Community Services and a copy will be returned to the child care centre or FHDC Agency. The original signed Agreement and application will be retained on file.

## **Disbursement of Funds Process**

Grant funding will only be disbursed after the application has been approved and a signed copy of the Supported Child Care Grant Agreement has been received and processed.

Funding will be disbursed quarterly, at the beginning of each quarter (April, July, October and January).

The disbursement of funding will cease if a child care centre or FHDC Agency is placed under a garnishment order from the Canada Revenue Agency after an application has been approved but prior to all the funding being disbursed for fiscal year.

## Recovery of Funds Process

The following events will constitute a default of the SCCG:

- failure to fulfill the obligations of the grant as described in the Terms and Conditions;
- a bankruptcy petition filed in relation to the facility;
- a court of competent jurisdiction has appointed a trustee to manage some or all of the facility's assets;
- the facility has ceased to operate a licensed child care centre or FHDC Agency or the facility's license has been suspended, cancelled or not renewed by the Minister;
- if the facility is leased and the current lease for the facility is terminated or not renewed for any reason; or
- the sale of the facility.

If any of the circumstances listed above occur before funding is issued, grant approval will be deemed to be revoked and no further disbursement of grant funds will be made.

If any of the circumstances listed above occur within **one year** of the disbursement of funding, the Department reserves the option to demand repayment of the disbursed SCCG funding or offset monies which would otherwise be received from the Department.

## **Accountability Process**

### ***Annual Review***

The SCCG funding must be used in accordance with these Terms and Conditions and the conditions outlined in the Supported Child Care Grant Agreement.

A child care centre or FHDC Agency receiving funding will be required to submit an updated Work Plan annually. The updated Work Plan 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 review may result in one or more of the following outcomes:

- the child care centre or FHDC Agency may be required to modify their inclusive program to meet the Terms and Conditions and Supported Child Care Grant Agreement.
- changes in the Work Plan may result in the funding amount remaining the same; increasing or decreasing.
- failure to meet the distribution criteria outlined in the Terms and Conditions and Supported Child Care Grant Agreement may result in a reduction or termination of SCCG funding.

Child care centres that do not meet the Grant distribution criteria may be audited and will be required to submit an action plan which will describe how they will achieve the Grant distribution criteria. These child care centres or FHDC Agencies may be required to report progress on the required action plan on a quarterly basis until such time as they demonstrate they have met the distribution criteria.

### ***Assessment for First-time Applicants***

Child care centres or FHDC Agencies receiving SCCG funding for the first time may be monitored periodically by their ECDO. The purpose of the monitoring is to ensure the success of the newly created inclusion program. Child care centres and FHDC Agencies are responsible for monitoring their progress quarterly against the goals outlined in their Work Plan. An ECDO can 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 centre or FHDC Agency to develop corrective actions to achieve the goals and plans outlined in the Work Plan.

If the child care centre or FHDC Agency fails to implement their Work Plan or take the identified corrective action by the date identified, this may result in the reduction or termination of funding.

### ***Annual Financial Reporting***

The child care centre and FHDC Agency are required to submit annual Financial Statements.

Child care centres and FHDC Agencies are required to specifically identify the following in their Annual Financial Statements:

- revenues received through the SCCG;
- salaries paid to additional staff;
- expenses for professional development and training to enhance the skill-set of staff caring for children with special needs; and
- expenses for resource material to enhance the skill-set of staff caring for children with special needs.

Income and Cash Flow Statements must contain a line item for each of the items listed above. If a child care centre or FHDC Agency has multiple licenses (i.e. receives SCCG funding for multiple licensed centres) they must identify the items listed above for each licensed child care centre or FHDC Agency.

## **Evaluation Process**

Child care centres and FHDC Agencies that receive SCCG funding will be required to:

- Participate in evaluations of the SCCG program and provide any information requested by the Department in respect of these evaluations; and
- Make facility staff available to participate in the evaluation process at mutually agreeable times during the term of the Supported Child Care Grant 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:

“Attendance” means to be present at a Centre. For purposes of these Terms and Conditions, attendance refers to the attendance records all facilities are required to keep per the Day Care Regulations.

“Capital expenses” 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 centre’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.

“Centre” and “child care centre” 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.

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

- “Infant” means a child who is 17 months of age or younger;
- “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 between 36 months and five years of age (who are not enrolled in school) inclusively; and
- “School age” means a child who is less than thirteen years of age and is attending school.

“Department” means the Department of Community Services.

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

“ECDO” means Early Childhood Development Officer and refers to regional staff of the Department of Community Services responsible for licensing child care centres and providing supported child care consultation.

“ECDS” means Early Childhood Development Services.

“Family Home Day Care Agency” means a business or organization registered with the Registry of Joint Stock Companies that is licensed under the Family Home Day Care Program Regulations to approve and manage family home day care in accordance with its family home day care program.

“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).



“Operator” 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” mean expenses for maintenance of the assets of the centre or the cost of running the day-to-day operations of the centre.

“Operating Days” means the number of days the centre 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 or 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 centre.

“Service Agreement” means the legal contractual agreement between the Department and the child care centre or FHDC Agency.

“Special Needs” refers to a child's developmental disability, delay, health disorder, or behavioral concern that may significantly impact his/her ability to fully participate in a licensed child care centres daily program or routines.