

Early Learning and Child Care Trust Fund



Application Guidelines

*Early Learning and Child Care Project Review Board, Inc.
Comité d'examen du projet d'apprentissage et de garde des jeunes enfants, Inc.*

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Application Guidelines

Introduction	2
Training Assistance for the Early Childhood Education (ECE) Certificate or Diploma	3
Creation of new rural, infant, and/or extended hours child care spaces	5
Creation of new child care spaces offered in the minority language of their community	9
Application Process	12

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Application Guidelines

Please refer to these Guidelines when completing the funding application.

Introduction

An Early Learning and Child Care Trust Fund was created by the Government of New Brunswick to promote learning and development in early childhood, support the training and labour force participation of parents, and support parents in the care and nurturing of their children by improving early learning and child care programs and services.

The Early Learning and Child Care Project Review Board is responsible for disbursing funds from the Trust Fund to child care operators, recognized post-secondary institutions and individuals currently employed in an approved child care facility in New Brunswick for approved projects related to the:

- development and implementation of early learning and child care curriculum;
- training for early childhood educators;
- creation of new rural, infant, and extended hours child care spaces; and/or
- creation of new child care spaces offered in the minority language of their community.

All funding applications will be reviewed by the Early Learning and Child Care Project Review Board Inc. A Project Review Coordinator supports the Review Board and is available to assist organizations in the completion of funding applications. Licensing information and/or employment status will be verified with the Department of Education and Early Childhood Development.

Training Assistance for the Early Childhood Education (ECE) Certificate or Diploma

Training of child care staff in child development and early childhood education is an important determinant of the quality of care children receive. Child care workers must be warm and emotionally engaged with children but also have the necessary knowledge, skills and abilities to stimulate their overall development.

Funding of up to **\$3,000** is available to:

- staff currently employed in an approved child care facility who are working towards their ECE Certificate or Diploma on a part time basis for courses (part of the ECE program) completed on or after January 1, 2007; or
- ECE graduates who completed their ECE Certificate or Diploma after January 1, 2007 and are now working in an approved child care facility.

Applicants must meet the following criteria:

1. are currently employed in an approved child care facility in New Brunswick.
2. are not receiving 100% funding from: Early Childhood Care and Education New Brunswick Association's Reimbursement Project; Employment Insurance, the Distance Education Training Initiative (2003-2007), the Post-Secondary Student Support Program (PSSSP) or their employer for these courses.
3. have paid for the course fees in advance. Funds will only be paid once the applicant has provided the Early Learning and Child Care Project Review Board with confirmation from the training institution stating the final grade and a copy of the receipt (required to verify the eligible amount). If the course was not successfully completed then **no** funding for the cost of the course will be provided.
4. are enrolled in the ECE Certificate or Diploma programs at one of the following New Brunswick training institutions recognized by the Department of Education and Early Child Development :
 - Academy of Learning
 - Atlantic Business College
 - Collège communautaire du Nouveau-Brunswick
 - New Brunswick Community College (NBCC)
 - Oulton College
 - Union of New Brunswick Indians (UNBI) Training Institute

Funding from the Early Learning and Child Care Trust Fund and other sources cannot exceed the actual cost of tuition.

Applicants must provide the following information with each request for funding:

- Application for Funding for Early Childhood Education Training
- Proof of completion of the course or a transcript with the course mark or a photocopy of the ECE Certificate or Diploma
- Proof of employment – either a letter stating your employment OR a pay stub from an approved child care facility in New Brunswick
- Proof of payment - an invoice or statement from the college stating the exact amount of the tuition fees. A Tuition, Education and Textbook Amounts Certificate from the Canada Revenue Agency will also be accepted. Only tuition fees will be considered.

Eligible applicants will receive a tax receipt (T4A) for the funding amount.

Note: the Early Learning and Child Care Project Review Board reserves the right to verify completion of the course with the training institution and employment status with the child care facility named on the application form. The Board may also verify if funding was received from the other sources mentioned above.

Creation of new rural, infant and extended hours child care spaces

Many families have difficulty finding regulated child care in rural areas or for children under the age of two. Families who work shift-work also have difficulty accessing regulated care for their children during extended hours such as evenings and weekends.

This incentive funding may be used for: the purchase of necessary equipment and supplies (e.g. cribs, high-chairs, toys, program materials); renovations to the facility to accommodate new spaces; or to offset the costs of hiring additional staff for the new spaces. New spaces may be funded under more than one category based on eligibility.

Applicants must demonstrate that they:

- are approved in compliance with Regulation 83-85 of the *New Brunswick Family Services Act*;
- are committed to the new child care spaces being occupied within six months of receiving funding;
- are committed to maintaining the new child care spaces for a minimum of two years from the date the application is approved; and
- have not been an operator of a child day care facility in New Brunswick that received prior funding from the Early Learning and Child Care Trust Fund and then closed.

Applicants should also note that:

- they must provide the Board with a one page summary of activities 6, 12 and 24 months after receipt of the approved funds
- in the event that their child day care facility is sold to another child care operator, the new operator will be made aware of the funding received by the facility

Improving the availability of these types of child care spaces is a key priority under the Early Learning and Child Care Trust Fund. To that end, one-time incentive funding is available as follows:

Day Care Centres:

- Infant spaces: one-time incentive funding of \$2,500 **per space** is available to approved day care centres to create new **infant** child care spaces for children under 24 months of age.

- Extended hours: one-time incentive funding of \$7,500 **per facility** is available to approved day care centres to create new child care spaces during extended hours that support families who work non-traditional hours.

Applicants submitting an application for extended hours must:

- provide proof of compliance with section 11 of the *Child Day Care Facility Operator Standards*, including:
 - Written statement of service for parents containing the hours of operation and fee schedule for the extended hour period
 - Certificate of Approval indicating the extended hours of care service;
 - be open for a minimum of 14 consecutive hours between the hours of 6:00 AM and 9:00 PM Monday through Friday and/or open a minimum of four consecutive hours on Saturday and/or Sunday;
 - after school programs that offer extended hours care must be open for a minimum of 5 consecutive hours between 2:00 PM and 9:00 PM Monday through Friday, exclusive of holidays, Professional Development days or storm days. The funding amount for after school programs is \$5,000 per facility; and
 - a minimum of 8 new spaces must be created and occupied during extended hours a minimum of 50% of the days the facility is open each month.
- Rural: one-time incentive funding of \$5,500 **per facility** is available to approved day care centres to create new child care spaces in **rural** New Brunswick. Communities identified as a city or those Local Service Districts or towns with a population greater than 10,000 are not eligible for rural funding. These communities are: Bathurst, Campbellton, Dieppe, Edmundston, Fredericton, Miramichi, Moncton, Quispamsis, Rothesay, Riverview and Saint John. A minimum of 5 new spaces must be created.

Community Day Care Homes:

- Infant spaces: one-time incentive funding of \$2,500 **per space** is available to approved community day care homes to create new **infant** child care spaces for children under 24 months of age.
- Extended hours: one-time incentive funding of \$5,000 **per facility** is available to community day care homes to create new child care spaces during extended hours that support families who work non-traditional hours.

Applicants submitting an application for extended hours must:

- provide proof of compliance with section 11 of the *Child Day Care Facility Operator Standards*, including:
 - Written statement of service for parents containing the hours of operation and fee schedule for the extended hour period
 - Certificate of Approval indicating the extended hours of care service;
 - be open for a minimum of 14 consecutive hours between the hours of 6:00 AM and 9:00 PM Monday through Friday and/or open a minimum of four consecutive hours on Saturday and/or Sunday; and
 - a minimum of 3 new spaces must be created and occupied during extended hours a minimum of 50% of the days the facility is open each month.
- ***Rural:*** one-time incentive funding of \$3,500 **per facility** is available to approved community day care homes to create new child care spaces in **rural** New Brunswick. Communities identified as a city or those Local Service Districts or towns with a population greater than 10,000 are not eligible for rural funding. These communities are: Bathurst, Campbellton, Dieppe, Edmundston, Fredericton, Miramichi, Moncton, Quispamsis, Rothesay, Riverview and Saint John. A minimum of 3 new spaces must be created.

Distribution of funds for applications approved after January 1, 2013

Payment of eligible funds to approved child day care facilities receiving over \$10,000 will be provided in the following installments:

- 60% will be given upon approval of application
- 20% upon receipt of the 12 month report (provided funded spaces are occupied)
- 20% upon receipt of the 24 month report (provided funded spaces are occupied)
- If an operator submits more than one application then the value of all applications will be added together in order to determine if the payment schedule applies.

Please note:

Applicants must submit the **Early Learning and Child Care Trust Fund Application for Project Funding** and their Certificate of Approval from the

New Brunswick Department of Education and Early Childhood Development before their application will be reviewed and eligible funding is disbursed.

If approved and funded spaces are not occupied by the end of six months from the approval date or date of opening, the facility operator will repay an amount proportional to the number of unoccupied spaces.

When the opening of a new child day care facility is the result of a change in ownership (one operator selling a facility to another operator) – the new operator can apply for funding only if the number of spaces is in excess of the number of spaces that were indicated on the Certificate of Approval of the previous operator. Hours of operation and occupancy by age group of the first operator will be confirmed with the Department of Education and Early Childhood Development in order to determine eligibility of the new operator.

If a new child day care facility opens in the same location in which an approved child day care facility had operated previously (but was not purchased directly from the previous operator), the new facility will be eligible for funding from the Early Learning and Child Care Trust Fund only if there has been a cessation in services at that location for a minimum of 3 consecutive months for a community day care home or 6 consecutive months for a day care centre.

No operator will receive a total amount of funding from the Early Learning and Child Care Trust Fund in excess of \$200,000 from all applications (including the *Application for Funding to Create New Child Care Facilities in Minority Language Communities*) submitted by that operator.

Creation of new child care spaces operating in the official minority language of their community

The Early Learning and Child Care Project Review Board Inc. recognizes the need for more approved child care spaces across New Brunswick. Approved child care spaces in the minority language of a community can be especially difficult to find. To help address this, a funding category has been created under the Early Learning and Child Care Trust Fund to help support the creation of new child care spaces (\$2,000 per space) operating in the official minority language of the community in which the child day care facility is located.

Applicants must demonstrate that they:

- are opening a NEW child day care facility in the official language (English OR French) which is the minority language in that particular community. All spaces at the new child day care facility must provide services in the official minority language at all times;
- are meeting a demonstrated need for child care in a community where there are not sufficient services in the minority language of that community. If the applicant operates other child day care facilities the occupancy rates by age category must be provided as part of the demonstration of the need for the proposed new facility;
- are fostering the preservation and promotion of the language and culture of children in the linguistic minority in the community where the child day care facility is located. Applicants must provide an explanation to support how this will be done;
- are providing full day child care services for children aged 0-5 years. Part time preschool services are eligible but they must be offered on a full time basis (i.e. one class in the morning and another in the afternoon). Funding is limited to the creation of spaces for preschool aged children, and afterschool programs are not eligible;
- are committed to occupying the new child care spaces within six months of receiving funding;
- are committed to maintaining the new child care spaces for a minimum of two years from the date the application is approved;
- are licensed in compliance with Regulation 83-85 of the *New Brunswick Family Services Act* by providing a copy of the facility's Certificate of Approval; and
- have not been an operator of a child day care facility in New Brunswick that received prior funding from the Early Learning and Child Care Trust Fund and then closed.

Applicants should also note that:

- they must provide the Board with a one page summary of activities 6, 12 and 24 months after receipt of the approved funds.
- in the event that their child day care facility is sold to another child care operator, the new operator will be made aware of the funding received by the facility and may therefore not be eligible for additional funding.

Distribution of funds for applications approved after January 1, 2013

Payment of eligible funds to approved child day care facilities receiving over \$10,000 will be provided in the following installments:

- 60% will be given upon approval of application
- 20% upon receipt of the 12 month report (provided funded spaces are occupied)
- 20% upon receipt of the 24 month report (provided funded spaces are occupied)
- If an operator submits more than one application then the value of all applications will be added together in order to determine if the payment schedule applies.

Applicants must NOT:

- relocate an existing child day care facility to a new location in order to qualify for funding.

Please note:

When the opening of a new child day care facility is the result of a change in ownership (one operator selling a facility to another operator) – the new operator can apply for funding only if the number of spaces is in excess of the number of spaces that were indicated on the Certificate of Approval of the previous operator. Occupancy of spaces by age group of the first operator will be confirmed with the Department of Education and Early Childhood Development in order to determine eligibility of the new operator.

If a new child day care facility opens in the same location in which an approved child day care facility had operated previously (but was not purchased directly from the previous operator), the new facility will be eligible for funding from the Early Learning and Child Care Trust Fund only if there has been a cessation in services at that location for a minimum of 3

consecutive months for a community day care home or 6 consecutive months for a day care centre.

No operator will receive a total amount of funding from the Early Learning and Child Care Trust Fund in excess of \$200,000 from all applications (including the *Application for Funding to Create New Child Care Spaces*) submitted by that operator.

Application Process

Individuals interested in applying for project funding must submit a detailed application to the Early Learning and Child Care Project Review Board.

Funding applications are available from the Early Learning and Child Care Project Review Coordinator at 1-877-992-9898 or on-line at the Government of New Brunswick's website at:

<http://www.gnb.ca/0000/ECHDPE/ELCC-TrustFund.asp>

Applicants will be advised in writing on final decisions regarding their application.

**Applications
must be
mailed to:**

Early Learning and Child Care Trust Fund
P.O. Box 22024
Fredericton, New Brunswick
E3A 5T6

Telephone: 1-877-992-9898

Email: ELCCAGJE@gnb.ca

<http://www.gnb.ca/0000/ECHDPE/ELCC-TrustFund.asp>