

# Frequently Asked Questions

## Open call for proposals for designated early learning and child-care spaces

### Open Call for Proposal Process

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#### Q1.

##### **What is the Open Call for Proposals process?**

The open call for proposals is the first step in obtaining a new designation or increasing the designated preschool spaces within a facility. The process is an updated designation process that prioritizes communities with the greatest needs for early learning and child-care services and other criteria. The Open Call for Proposal will remain open until all designated preschool spaces have been allocated; evaluations and updates will occur monthly. The Open Call for Proposal process provides current information on the spaces remaining to be allocated in each community on the Space Allocation Grid as proposal evaluations occur monthly. Those interested can find more information on the Open Call for Proposal [here](#).

#### Q2.

##### **How is this open call for proposal process different than a closed call for proposals process?**

The previous call for proposal process involved a set deadline with spaces being allocated a minimum of once per year. The new open call for proposal process follows a monthly cycle. Applications will be accepted and reviewed monthly. This will allow new and existing operators to apply for designated spaces more frequently.

#### Q3.

##### **Why was the Open Call for Proposal process created?**

The open call for proposals establishes an on-going, flexible process to allocate designated spaces on a monthly basis and allows current and prospective operators of early learning and child-care facilities more opportunities to apply for designated early learning and child-care spaces and, in turn, open new spaces faster.

#### Q4.

##### **How does the Open Call for Proposal process work?**

The open call for proposal will remain open until all spaces have been allocated as per [Policy 901: Space Allocation for Designated Early Learning and Child-care Facilities](#).

All complete applications received by the first Friday of each month will be reviewed by an evaluation committee. Evaluation will take place monthly. Applicants will be notified in writing within 60 days of the receipt of their proposals. The Early Learning and Childcare Designated Preschool Space Allocation Grid will be updated monthly.

# Early Learning and Childcare Preschool Designated Space Allocation Grid

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## Q5.

### **What is the Early Learning and Childcare Preschool Designated Space Allocation Grid?**

The Early Learning and Childcare Preschool Designated Space Allocation Grid provides information on the number, location, and types of designated spaces to be allocated in New Brunswick and will be updated by the second week of each month.

## Q6.

### **Why was the Early Learning and Childcare Preschool Designated Space Allocation Grid created?**

The Early Learning and Childcare Preschool Designated Space Allocation Grid was created to ensure a more equitable approach to creating new child-care spaces in New Brunswick by identifying areas where there are existing gaps in services.

## Q7.

### **How was the Early Learning and Childcare Preschool Designated Space Allocation Grid determined?**

The Early Learning and Childcare Preschool Designated Space Allocation Grid was based on an analysis of the population of preschool children compared to existing designated preschool spaces in each community, reviewing data from the 2021 Census, including family linguistic profiles, reviewing data from the Early Learning and Childcare Waitlist and feedback from engagement with families, key partners, and stakeholders.

The grid supporting the open call for proposal process includes 23 community catchments. The catchments were expanded to better align with the province's Regional Service Commissions and the municipalities. The broadening of catchments will allow for more flexibility when choosing a location for an early learning and child-care facility.

## Q8.

### **The population of New Brunswick is on the rise. How do we know the Early Learning and Childcare Preschool Designated Space Allocation Grid responds to the needs of families, both short term and long term?**

The Early Learning and Childcare Preschool Designated Space Allocation Grid will be reviewed and updated monthly with current information about New Brunswick's population, immigration, economic trends, and information obtained from the ELCC Waitlist.

## For Operators

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## Q10.

### **I'm an existing operator of a designated facility. Can I increase spaces for infants or children ages 2-5 years old outside the call for proposals?**

No. Existing designated licences cannot increase infant or preschool spaces outside of the open call for proposals process.

## Q11.

### **I'm an existing operator of a designated facility. Can I add non-designated spaces to my existing designated licence?**

No. A designated licence cannot have non-designated spaces on the same licence. A new licence would be required to increase spaces.

# Process Questions

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## Q12.

### **I've applied. When will I be advised of the status of my application?**

Applicants will be advised of their application status within 60 days of the application being received and confirmed.

## Q13.

### **If I do not require support as indicated on Step 1A - Expression of interest for Designated ELCC Spaces, do I need to wait to submit Step 1B?**

No. If you do not require support, you may check the designated box on Step 1A and immediately proceed to Step 1B.

## Q14.

### **I want to open an early learning and child-care facility but I don't want to be designated. Can I apply for a new licence that is not designated for infant and preschool age children?**

Yes. A current or new operator can apply for an early learning and child-care licence that is not designated.

## Q15.

### **Am I required to include infant spaces as part of my proposal?**

All new licenses must include infant spaces. Previously successful call for proposal applicants, or existing operators offering infant spaces may not be required to create new infant spaces.

## Q16.

### **Can I request more spaces than what is allocated on the Early Learning and Child Care Preschool Designated Space Allocation Grid for my community?**

Updates to Policy 901 now allow the Minister to award additional spaces beyond what is posted on the Grid based on the ELCC Waitlist. If you are applying for more spaces than what are available on the Space Allocation Grid, the submission of a market analysis is mandatory with the Call for Proposal application. New Brunswick Families are encouraged to register on the ELCC Waitlist to identify community needs. The ELCC Waitlist is posted on the EECD website.

## Q17.

### **Can I make a proposal for multiple communities?**

Applicants are eligible to apply for multiple communities identified on the Early Learning and Childcare Preschool Designated Space Allocation Grid. Applicants seeking approval for multiple licences must submit a proposal for each designated licence.

## Q18.

### **Where can I find more information?**

More information can be found on the [Government of New Brunswick website](#) or by contacting the Department of Education and Early Childhood Development at 1-833-221-9339 or by email at [EECDPortal-PortailEDPE@gnb.ca](mailto:EECDPortal-PortailEDPE@gnb.ca).

Applicants requiring additional support to understand the application and process may request assistance from the community space creation agents by completing Step 1A of the application.

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