



School-Age Child Centre Stabilization Grant Application

What is the School-Age Child Centre Stabilization Grant?

The School-Age Child Centre Stabilization Grant is a grant to support operational costs for operators that hold a license and currently operate a school-age child centre. This funding is to support school-age child care through school-age child centres, as defined in the *Early Learning and Child Care Act* Regulations, while the province develops a long-term strategy.

What is the value of the grant?

Funding offered on a per enrolment basis in September 2025:

- \$300 per enrolled full-time student (before and after school, 5 days per week).
- A pro-rated amount per enrolled part-time student (before or after school, or less than 5 days per week).
- A pro-rated amount per student if the program becomes licensed and begins operation after September 2025.

Eligible expenses include operational costs such as programming supplies, occupancy fees and staffing and/or staff incentives for in-ratio staff.

The grant is subject to a holdback of 15%, to be released upon submission of a final report to the Department of Education and Early Years outlining and supporting related expenditures.

Eligibility:

- Operators that hold a license for a school-age child centre.

Other Requirements:

- The applicant must operate a school-age child centre during the September 2025-June 2026 term.
- The applicant must be in good standing with the Canada Revenue Agency.
- The applicant must be in good standing with provincial and federal legislation.
- The applicant must not have a written Order issued by the Early Learning and Child Care Board, as per section 48 of the *Early Learning and Child Care Act*.

Instructions: Complete the form by filling in the spaces provided. Print clearly if completing the form by hand. Additional sheets may be attached to the application if more space is required. Remember to include all additional information requested.

Centre Profile

A. Applicant Information

| | | | | | | |
|------------------------------------|--|-----|--|-------|-------|--|
| Name of Centre | | | | | | |
| License Number | | | | | | |
| Physical Address of Facility | | | | | | |
| Mailing Address | | | | | | |
| Corporate Registry Business Number | | | | | | |
| Contact | | | | | Title | |
| Phone | | Fax | | Email | | |

B. Program Information

Licence Capacity: _____

Average spaces Filled: _____

Please complete the following chart to indicate how many children are enrolled in each category according to your enrollment. Mark 0 if the category does not apply. A child can only be counted once.

Month for enrollment data: _____

**Please note that if you're a new school age child centre that becomes operational after September, your total will be pro-rated according to the September 2025-June 2026 term.*

| Categories | Amounts per Child | 5 days (1.0 FTE) | 4 days (0.8 FTE) | 3 days (0.6 FTE) | 2 days (0.4 FTE) | 1 day (0.2 FTE) |
|-------------------------------|-------------------|------------------|------------------|------------------|------------------|-----------------|
| Before and After | \$300 | | | | | |
| Before | \$75 | | | | | |
| After | \$225 | | | | | |
| Total # Children per category | | | | | | |

Application

1. Programming Supplies, Occupancy Fees and Staffing/Staff Incentives

Please describe the following:

- Any proposed programming supplies you plan to purchase through this grant.
- Any proposed occupancy fees you are planning to offset or cover through this grant.
 - Occupancy fees may include but are not limited to mortgage payments, rent, electricity, heating/cooling, snow clearing, or grass cutting.
 - **Please note that any funds used towards occupancy fees will require supporting documentation to indicate whether you own the property/building or lease the space that houses the school-age child program in your final report.*
- Your proposed approach to supporting staffing or staff incentives
 - Staffing or staff incentives may include but are not limited to:
 - Wages.
 - Benefits such as bonuses, sick days, medical/dental benefits, registration fees for ongoing training, RRSP/pension, or professional individual memberships with Early Childhood Development Association.
 - Services such as bookkeeping, accounting, payroll administration, or leadership courses.

2. Additional Information

- Please attach the following to this application:
 - A Comfort Letter from the Canada Revenue Agency to demonstrate proof of good standing.

Authorization

I agree to:

- ☐ Ensure that the program operates during the September 2025-June 2026 term.
- ☐ Submit a final report to the Department of Education and Early Years outlining and supporting related expenditures due by the end of June 2026. A template to support your submission will be provided by the Department.

Applicant (Print Name)

Title

Organization

Signature

Date

Important Information

Deadline 5:00 PM AST, January 16, 2026

Submission Completed forms may be dropped, mailed, emailed or faxed to:

School Age Child Centre Grant Programs

c/o Yvette Winchester

Department of Education and Early Years

250 Water St., Suite 101. Summerside, PEI C1N 1B6

Email: ymwinchester@gov.pe.ca

Fax: 902 438-4874

Questions Lisa Bernard at lbernard@gov.pe.ca or by phone at 902-438-4843

PRIVACY STATEMENT: Personal information on this form is collected under Section 31(c) of Prince Edward Island's Freedom of Information and Protection of Privacy Act and will be used to determine and verify, in conjunction with other supporting documents, eligibility for the School-Age Stabilization Grant, as well as statistical information. If you have any questions about this collection of personal information you may contact Doreen Gillis, Director of Early Years, Education and Early Years at 902-393-3325.

For Office Use Only

Date application was received: _____

Recommend Approval ☐

Do Not Recommend Approval ☐

Comments: