

DEPARTMENT OF EDUCATION AND EARLY YEARS
EARLY LEARNING AND CHILD CARE
LICENCE MODIFICATION APPLICATION FORM

Collection of Personal Information

The information collected on this form will be used for licensing under the Early Learning and Child Care Act and Regulations. The information is collected under the authority of the Early Learning and Child Care Board and managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any question about the collection, use or disclosure of your personal information, please contact the Early Learning and Child Care Board, Department of Education and Early Years, 902-368-6513.

General Instructions:

- Please PRINT all information clearly.
- Complete all sections of the Modification Application Form.
- Incomplete or illegible applications will not be processed.

PLEASE INDICATE IF YOU ARE CHOOSING TO MODIFY:

- The category of centre
or
 The services to be provided at the licensed centre

Applications to modify a licence must be accompanied by the following:

- An updated business plan for the licensed centre
- An updated service plan
- Where the floor plan of the licensed centre has been altered since a copy was last submitted to the Board, an updated floor plan
- A copy of the liability insurance certificate for the licensed centre
- Documentation confirming that the property on which the centre will operate is zoned for the operation of the modified category of centre, if applicable, in accordance with any applicable municipal bylaws
- The application fee

Section 1 – Applicant Information	
Name of Applicant or Contact Person if Applicant is a Corporation:	
Telephone Number (include area code):	Email Address:

Section 2 – Centre Information	
Name of Centre:	
Civic Address of Centre:	
Mailing Address if Different from Above:	
Telephone Number:	Email Address:

Section 3 – Centre Governance (indicate only one):	
() Private Owner	Name: _____ Address: _____ Registered with Corporate /Business Names Registry (Yes/No): _____
() Partnership (list all partners)	Organization Name: _____ Name: _____ Address: _____ Name: _____ Address: _____ Name: _____ Address: _____ Legal Status: _____

() Corporation	Organization Name: _____
Officer (1)	Name: _____ Address: _____
Officer (2)	Name: _____ Address: _____
	Legal Status: _____

Section 4– Modification Request
<p>Please provide a detailed description of your modification request. Include any potential impacts to children, family, staffing, or community in your description. Please include any and all information the Early Learning and Child Care Board might require to make an informed decision on the modification request. Should you require additional space, please attach your modification request to this application.</p>

Section 5 – Liability Insurance

Is there an impact to your current liability insurance should your modification application be approved? Yes____ No____

Section 6 – Application Fee

The application fee to modify a licence to operate a centre is \$50.

The required fee may be paid by cheque or money order made payable to the *Minister of Finance*.

The required fee is due with the completed application.

Section 7 – Declaration and Consent to Share Information

I declare that all information given on this application is true, correct and complete to the best of my knowledge and I hereby authorize the Registrar to the Early Learning and Child Care Board to verify the above information.

Date:

Signature:

Is your modification application complete? Check all that apply.

Note: Only completed modification applications are reviewed by Resource to the Early Learning and Child Care Board. Incomplete or illegible renewal applications will not be processed.

- An updated business plan is included
- An updated service plan is included
- Updated floor plan (if applicable)
- Copy of liability insurance is included
- Zoning confirmation (if applicable)
- Description of modification request is detailed in section 4 of this application, or
- Description of modification request is detailed and attached to this application.
- Application fee is paid.
- This modification application form is signed and dated.

Send completed application to: Early Learning and Child Care Board
 Department of Education and Early Years
 P.O. Box 2000, 3 Brighton Road
 Charlottetown, PE
 C1A 7N8

For Office Use Only	
Modification Application Received: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> Email Date:	Attached Documents:
<input type="checkbox"/> Application Fee	Staff Signature:
Licence Modification Application Report Prepared: Date: _____ Staff Signature: _____	
Early Learning and Child Care Board Decision: Approve _____ Deny _____ Date: _____ Written Notice to Applicant: Date: _____	