

Department of Education, Early Learning and Culture

Early Years Center Designation Application Assessment Tool

1. Evaluation Process

Applications will be assessed by an “Application Review Committee” (Committee). This Committee will review all applications and will recommend Early Years Centers Designations to the Minister of Education, Early Learning and Culture.

Applications will be assessed using information provided in the completed application submitted by the applicant as well as a site visit. The site visit will be conducted by a representative of the Department of Education, Early Learning and Culture following receipt of the application. The Committee will use the site visit report during the evaluation.

Applications will be assessed in the following three stages.

2. Stage 1: Mandatory Submission requirements

Each Application must include a completed **Application Form** signed by an authorized representative of the applicant along with additional written submissions and attachments as identified in the **Application Form**.

Only those applications received at the stated location by the published deadline will be considered.

Mandatory Submission Requirements	<i>Requirements met?</i>	
	Yes	No
1. The application is complete and signed		
2. The application was received at the prescribed location by the deadline		
The application is eligible for further consideration (Check Yes or No)		

3. Stage 2: Mandatory Technical Requirements

The application must meet all of the following mandatory criteria to be eligible for designation as an Early Years Center. If any of the mandatory criteria are not met, the application will be excluded from further consideration.

Mandatory Technical Requirements	<i>Requirements met?</i>	
	Yes	No
3. The applicant is licensed as an Early Childhood Centre through the Early Learning and Child Care Board and has been fully operational and in good standing for a minimum of six months prior to this application.		
4. The Applicant’s account with the Canada Revenue Agency is in good standing.		
The application is eligible for further consideration (Check Yes or No)		

4. Stage 3: Early Years Center Readiness Criteria

Criteria	Evidence <i>The types of information to consider in rating the application</i>	Source <i>Source of evidence</i>	Comments and Rating		Weight <i>Weighting of criteria</i>	Score <i>Rating x weight</i>
			<i>1-5: Not ready for Designation - this criteria</i>	<i>6-8: Designation Readiness within 6 mos – this criteria</i>		
			<i>Comments</i>	<i>Rating</i>		
Staffing and Certification	Staff List, by role, certification level, & professional association membership status Percentage of certified staff / Total in centre	Application			1.0	
Pedagogical Leadership	Evidence of staff meetings; staff job descriptions; Training and development plans / in-service	Site Visit			1.0	
Curriculum	Evidence of capacity to adopt Early Learning Framework	Application			0.75	
Inclusion	Accepts infants	Application			0.75	
	Accepts children with special / exceptional needs / vulnerable	Application			0.75	
	Evidence that program activities are inclusive and respectful of all children while honoring cultural/linguistic backgrounds	Site Visit			0.75	
Early Childhood Resource Team	Level of experience working with an Early Childhood Coach, Early Literacy Specialist, and/or Early Childhood Specialist	Application & Site Visit			0.50	
Parent Engagement	Evidence of effective parent engagement, including Policy; parent body; educator / parent relationship; written parent information; twice yearly Parent – Educator Meetings. Evidence that parents are provided information on child’s progress.	Application & Site Visit			1.0	
Early Learning & Childcare Registry	The Center participates on the Early Learning and Childcare Registry	Application & Site Visit			0.75	
Parent Fees	Evidence of capacity to adapt to EYC parent fees	Application			0.50	
Hours of Operation & Annual Schedule	Evidence of readiness / capacity to adapt to EYC annual schedule	Application & Site Visit			0.75	
Policy and Administration	Evidence of Policies, including but not limited to: human resource, hours of operation, late fees, nutrition, discipline, medication, parent expectations, home-center communication, vacation, closures, safety, providing a healthy environment, illness of staff, illness of child, payment schedule, travel and field trips. Evidence Policies are communicated	Application & Site Visit			1.0	
Community Need	Evidence of population size within community, other EYCs, unmet needs re: access to infant care or inclusion, and other relevant info.	Application & Dep’t			0.75	
Physical Environment	Natural light and fresh air	Application & Site Visit			1.0	
	Above/below or at grade level					
	Outdoor area is adjacent or in an alternate area					
	Center is barrier free and space is accessible					
Total Score						
Eligibility: Is the applicant eligible for designation (No individual rating is below 5 and the Total Score is above 60). Check Yes or No.					Yes	No