



PEI Early Years Centre Location Suitability Tool

Created November 2023

Introduction

The PEI Suitability Tool is designed to help project owners such as Early Years Centre operators, municipalities and individuals responsible for construction or renovation of facilities intended for Early Years Centre operations to determine project site feasibility. It is meant to be used in the concept planning stages and will be reviewed as a component of approving project loans and funding. The PEI Suitability Tool Rating Form will be used to assess project feasibility, with a score above 94.5 (70%) indicating project suitability. Rating guidelines for scoring can be found at the end of this document.

Please note that for your project to be eligible, you must be an Early Years Centre operator, have an affiliation with an Early Years Centre, or intend to become designated as an Early Years Centre.

Process

Step 1: Project owner completes the PEI Suitability Tool

The project owner uses the Suitability Tool to assess if the new location is suitable for an Early Years Centre.

Step 2: Project Owners Submits the Suitability Tool

The project owner submits the Suitability Tool to the Department of Education and Early Years. A review committee will provide relevant contextual child care information, commentary and recommendations that may further support planning for child care in the proposed project to the project owner. Based on responses provided by the project owner in the Suitability Tool, additional information may be requested, or due diligence conducted by the review committee.

The completed PEI Suitability Tool can be submitted to:

PEI Early Years Centre Location Suitability Tool

c/o Yvette Winchester

Early Years Division

Education and Early Years

Holman Centre,

250 Water Street, Suite 101

Summerside, PE C1N 1B6

Email: ymwinchester@gov.pe.ca

Project Information

Project Applicant: _____

Are you a builder? _____

If you are a builder, do you have an affiliation with an Early Years Centre? _____

Name of Early Years Centre: _____

***Builders must ensure that the affiliated Early Years Centre completes a business plan to demonstrate financial feasibility and ability to afford facility costs.**

- I will ensure that the affiliated Early Years Centre is able to afford facility costs before proceeding with this project.

Are you currently an Early Years Centre operator? _____

If so, you must apply to modify your existing early learning and child care licence at this link:
<https://www.princeedwardisland.ca/en/service/apply-to-modify-early-learning-and-child-care-licence-online>

What is the name of the Early Years Centre? _____

Are you planning to become a new Early Years Centre operator? _____

If so, you must complete a licensing application at this link:
<https://www.princeedwardisland.ca/en/service/early-childhood-centre-licensing>

Do you intend to become designated as an Early Years Centre? _____

Project Applicant Email: _____

Site Address (including postal code): _____

Description of Site Location: _____

Estimated Project Completion: _____

Proposed number of spaces to be created through the project:

Age	Proposed Number of Spaces
Infant (age 0-22 months)	
Toddler (age 23 months – 3 years)	
Preschool (age 3 – 4 years)	

Brief Description of Project

This section may include a description of the Early Years Centre or Early Years Centre partnership, whether the project is a new build or renovation, and whether the project is multi-purpose.

To be completed by the Project Owner:

This section is intended to identify critical factors that support child care being located at your proposed project site and facility. It may also identify any factors that need further exploration.

Please refer to the [Early Learning and Child Care Act Regulations](#) when completing this section.

If you have any questions, please reach out to Anne Rooban at annerooban@gov.pe.ca

Section 1: Project Site Suitability and Key Considerations

Is the project site a suitable location to consider including child care?	Yes	No- There are suitability concerns
<p>Is the proposed project site and environment healthy, safe, and secure for children, families, and early childhood staff?</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Environmental factors on site that cannot be mitigated such as industrial noise, fumes, water quality issues, hazardous materials</i> • <i>Factors related to the type of project that are not suitable for co-location of child care, such as in waste facilities or transportation projects.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Suitability concern details:</p>		

<p>Is the site of the proposed project reasonably accessible to the general public?</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>There must be access from the property to a highway in compliance with the Roads Act and its regulations</i> • <i>Centre must be located in a building that has a publicly accessible entrance.</i> • <i>There must be adequate parking with safe drop off and pick up.</i> • <i>Any significant security or safety requirements</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Suitability concern details:</p>		
<p>Is the proposed project site and facility accessible, or possible to be modified to accommodate, those with physical accessibility requirements?</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Limited stairs</i> • <i>Accessibility measures such as ramps, elevators, clear floor space, doors, door hardware, barrier-free auto door operator buttons, grab bars, faucets and accessible plumbing features, including measures to access the outdoor learning environment.</i> • <i>Egress measures to allow all individuals in the building to leave the building to get to an area of safety.</i> • <i>Ideally, centre located on ground level of the facility.</i> • <i>Site has ability to incorporate safe drop off and pick up</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Suitability concern details:</p>		
<p>Are there local government bylaws or provincial requirements that may prohibit child care from being included in the project?</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>The property must be zoned for operation in accordance with any applicable municipal bylaws</i> • <i>The property must have parking in accordance with any applicable municipal bylaws.</i> • <i>The property must adhere to the Planning Act Subdivision and Development Regulations if not located within a municipality with an official plan and bylaws.</i> 	<input type="checkbox"/>	<input type="checkbox"/>

Suitability concern details:		
<p>Can the proposed project facility be developed and constructed to meet licensing requirements for indoor activity space?</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>There must be 3.5 square metres of indoor activity space per child</i> • <i>There must be 4 square metres of indoor activity space per child in an infant group size larger than 6</i> • <i>Indoor activity space must not include hallways, closets, entryways, kitchens, washrooms, storage or dedicated sleep space for infants</i> • <i>Dedicated sleep space for an infant group size larger than 6.</i> • <i>Layout conducive to the effective supervision of children</i> • <i>Space in compliance with the Fire Prevention Act and regulations</i> • <i>Locked enclosures to store hazardous or poisonous materials</i> • <i>Sanitary food preparation area in compliance with Public Health Act and regulations</i> • <i>All rooms used for programming have natural light during the day</i> 	<input type="checkbox"/>	<input type="checkbox"/>
Suitability concern details:		
<p>Will the project site have an adjacent outdoor space that could meet licensing requirements for usable and available outside space?</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>There must be 7 square metres of outdoor activity space per child</i> • <i>Outdoor space is adjacent to the licensed centre and designed to support all children's autonomy, social emotional well-being, culture and diversity, movement, and learning*</i> • <i>Outdoor space is securely enclosed on all sides</i> 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • <i>Separate outdoor learning environment for infants</i> <p><i>*ideally the outdoor space will be adjacent, exemptions may be considered according to the Early Learning and Child Care Act Regulations</i></p>		
Suitability concern details:		
Will the project be constructed within a multipurpose facility or include plans for multiple uses for the property such as office space or housing?	<input type="checkbox"/>	<input type="checkbox"/>
Suitability concern details:		
<p>Will the proposed project provide any of the following priority child care services?</p> <ul style="list-style-type: none"> • Care for infants (age 0-22 months) or toddlers (age 23 months – 3 years) • Extended hours of care: Centre will be operational outside of standard operating hours (Monday to Friday, 7 am to 6 pm) and/or on weekends. • Care for children of parents working at an adjacent business or facility (workplace child care) 	<input type="checkbox"/>	<input type="checkbox"/>
Suitability concern details:		
Can the proposed project facility be committed to child care for at least 20 years?	<input type="checkbox"/>	<input type="checkbox"/>
Suitability concern details:		
Are there other considerations that may impact the inclusion of child care in the proposed project?	<input type="checkbox"/>	<input type="checkbox"/>
Suitability concern details:		

Section 2: Project Owner Commentary

This section is for project owners to provide any additional context and considerations for their project.

Section 4: Review Committee Context and Considerations

This section will be completed by the review committee, including the Department of Education and Early Years, using the PEI Early Years Centre Location Suitability Tool Rating Form to provide additional context and considerations and determine overall suitability of the project.

Data Supporting Child Care Needs in Project Region

- Total number of infants (0-22 months), toddlers (22-36 months), preschool (36 months – 5 years), and school age (5-12 years) children in the geographic area
- Total number of licensed child care spaces for infants (0-22 months), toddlers (22-36 months), preschool (36 months – 5 years), and school age (5-12 years) children in the geographic area
- Number of children on the Early Learning and Child Care Registry for the geographic area
- Number of new child care spaces in development in the geographic area
- Any data or survey information from centres or parents in the geographic area
- Any government commitments related to number of licensed centres, number of spaces, and age categories for licensed spaces (i.e. infant, toddler, preschool or school-age)

Considerations Related to Project Information Provided

- Additional information such as municipal zoning information, licensing information, past learnings from previous successful projects, potential operators, potential licensed capacity
- Considerations for engagement in the area and population
- Considerations on specific needs in the area that may be relevant to the project type – for example, in a hospital extended hours of care may be preferred/needed to support the workforce

Rating Guidelines for Scoring

This information will be reviewed and evaluated by a review committee using a weighted score on the following criteria:

- Project site suitability and key considerations from project applicant
 - Healthy, safe, and secure project site for children, families, and early childhood staff
 - Accessible to the general public
 - Accessible or can be modified to accommodate those with physical accessibility requirements
 - Compliance with local government bylaws or provincial requirements
 - Meets licensing requirements for indoor and outdoor activity space
 - Whether the project will be constructed within a multi-purpose facility or include plans for multiple uses for the property
 - Whether the following priority child care series will be offered:
 - Care for infants (age 0-22 months) or toddlers (age 23 months – 3 years)
 - Extended hours
 - Care for children of parents working at an adjacent business or facility
 - Proposed number of new spaces to be created through the project.
 - Proposed number of new infant (age 0-22 months) or toddler (age 22-26 months) spaces to be created through the project.
 - Commitment to making the project facility available for at least 20 years
- Review committee considerations
 - Number of infants (0-22 months), toddlers (22-36 months), preschool (36 months – 5 years), and school age children (5-12 years) in the geographic area.
 - Number of licensed child care spaces for infants (0-22 months), toddlers (22-36 months), preschool (36 months – 5 years), and school age children (5-12 years) in the geographic area.
 - Number of children on the Early Learning and Child Care Registry for the geographic area.
 - Number of new child care spaces in development in the geographic area.
 - Data or survey information from centres or parents in the geographic area.
 - Government commitments related to number of licensed centres, number of spaces, and age categories for licensed spaces (i.e. infant, toddler, preschool or school-age, where applicable)
 - Additional information such as municipal zoning information, licensing information, past learnings from previous successful projects, potential operators, potential licensed capacity
 - Not-for-profit status of the Early Years Centre operator involved in the project
 - Considerations for engagement in the area and population
 - Considerations on specific needs in the area that may be relevant to the project type