

Department of Education and Lifelong Learning Early Years Centre Designation Application Assessment Tool

June 2021

1. Evaluation Process

Applications will be assessed by an “Application Review Committee” (Committee). This Committee will review all applications and will recommend Early Years Centre Designations to the Early Years Advisor.

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 and Lifelong Learning 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 – To be completed by the Department of Education and Lifelong Learning.

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 – To be completed by the Department of Education and Lifelong Learning.

The application must meet all of the following mandatory criteria to be eligible for designation as an Early Years Centre. 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 and is in good standing with the Early Learning and Child Care Board. A review of your standing with the Early Learning and Child Care Board will include the six months prior to date of 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 Centre Readiness Criteria – To be completed by Application Review Committee

Criteria	Evidence <i>The types of information to consider in rating the application</i>	Source	Comments and Rating		Weight	Score <i>Rating x weight</i>	
			Comments	Rating			
Staffing and Certification	Rating Criteria: Percentage of certified staff. Assessment Scale: <ul style="list-style-type: none"> 1-2: Does not meet minimum licensing requirements 3-5: Meets minimum licensing requirements 6-8: 60-80% of staff are certified 9-10: 90-100 % of staff certified 	Application			1.00		
Staff Support	There is evidence of staff supports in place sufficient for EYC designation: 1-5: Insufficient evidence 6-8: Evidence of adequate supports 9-10: Evidence that staff support is provided in all identified areas.	Application			0.50		
Pedagogical Leadership	<ul style="list-style-type: none"> Supervisor has a strong role in pedagogical leadership. There is evidence of a plan for staff growth and development Employee handbook is comprehensive and up to date 1-5: Insufficient evidence 6-8: Evidence of adequate supports 9-10: Evidence that that staff support is provided in all identified areas.	Application			0.75		
Physical Environment	Light and fresh air 1-5: Some full day program areas are without natural light 6-8: Some (less than 25%) of rooms used for programming during a portion (less than 50%) of the day are without natural light. 9-10: All rooms used for programming have natural light during the day.	Application			1.00		
Curriculum	Relationships	Site Visit /			1.5		
	Experiences				1.5		
	Environment				1.5		
Inclusion	Program Accepts infants 1-5: Program does not accept infants but has a plan to do so 6-8: Program accepts infants, but not consistently 9-10: Program accepts infants regularly and infants are enrolled	Application			0.50		
	Program accepts children with special / exceptional needs / vulnerable 1-5: Program does not accept children with special / exceptional needs but has a plan to do so 6-8: Program accepts children with special needs, but not consistently 9-10: Program accepts children with special needs regularly and has children with special needs enrolled presently.	Application			0.50		
Parent Engagement	Evidence of effective parent engagement, including Policy; parent body; educator / parent relationship; written parent information; Parent – Educator Meetings. <ul style="list-style-type: none"> 1-5: Low evidence of effective parent engagement 6-8: Evidence of good parent engagement 9-10: Evidence of best practices in parent engagement 	Application			0.50		
ELCC Registry	The Program participates on the Early Learning and Childcare Registry <ul style="list-style-type: none"> 1-5: Has not used the Registry within 6 months 6-8: Has used the Registry within 6 Months 9-10: Uses the Registry extensively 	Admin Data			0.25		
Policy & Administration	Evidence of Policies and Evidence Policies are communicated 1-5: Insufficient evidence 6-8: Evidence of adequate policies 9-10: Evidence that policies are provided in all identified areas and communicated.	Application			0.50		
Total Score							
Eligibility: Is the applicant eligible for designation (Total Score is above 60). Check Yes or No.						Yes	No

