

Expanded Early Learning and Child Care Access Program

Application Guidelines

January 19, 2018

About the Program

The Expanded Early Learning and Child Care Access Program is one initiative under the 2017-2020 Canada-PEI Agreement on Early Learning and Child Care. The purpose of this Program is to help the Early Learning and Child Care sector to increase the number of licensed early learning and childcare spaces in our province. The goal of this program is to improve access to licensed early learning and childcare programming for all Island children. Special attention will be given to improving access for children who are from lower-income families, indigenous families, new comer families where English is an additional language; lone-parent families, families in underserved communities; families whose parents work non-standard hours; and/or children who have limited or no access to early learning and child care programs and/or services in their official language.

Program Streams

There are four streams under this program. This booklet includes application guidelines for each of the four streams.

1. **New EYC Spaces.** Designated Early Years Centers are invited to apply to increase the number of infant and pre-school spaces in their programs.
https://www.princeedwardisland.ca/sites/default/files/forms/new_eyc_spaces_application_form.pdf
2. **Alternate Hours Grant.** Licensed Early Childhood Centers are invited to apply for this funding grant to help them to extend their hours of operation to improve access to early learning and child care for children whose parents work non-standard hours and / or seasonally.
https://www.princeedwardisland.ca/sites/default/files/forms/alternate_hours_application_form.pdf
3. **Innovation Grants.** Applications for special projects which take an innovative approach to increasing access to licensed Early Learning and Child Care spaces for Island children are invited. Special emphasis will be placed on projects which improve access for children who are from lower-income families, indigenous families, new comer families where English is an additional language; lone-parent families, families in underserved communities; families whose parents work non-standard hours; and/or who have limited or no access to early learning and child care programs and/or services in their official language.
https://www.princeedwardisland.ca/sites/default/files/forms/innovation_grant_application_form.pdf
4. **Capital Grants.** Capital Grants are available to licensed Early Childhood Centres who are adding spaces and need to expand, renovate or purchase equipment.
https://www.princeedwardisland.ca/sites/default/files/forms/capital_grant_application_form.pdf

Important Information

Deadline 4:00 PM AST, Feb 9, 2018.
Submission Completed forms may be dropped, mailed, emailed or faxed to:

Expanded Early Learning and Childcare Access Program
c/o Aimee Arsenault
Department of Education, Early Learning and Culture

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

Email: asarsenault@edu.pe.ca

Fax: 902 438-488

Forms & Info <https://www.princeedwardisland.ca/en/information/education-early-learning-and-culture/canada-pe-bilateral-agreement>

Questions Contact Garth Waite at glwaite@gov.pe.ca or by phone at 902-438-4880

Stream 1: New Early Years Centre Spaces Grant

Purpose The purpose of this funding initiative is to increase the number of infant and pre-school spaces at designated Early Years Centers across the province.

Eligibility: Designated Early Years Centers are invited to apply for funding to support additional infant and pre-school spaces.

Review Criteria

<i>Mandatory Criteria</i>	<i>Weighted Criteria</i>
<ul style="list-style-type: none"> • Only designated Early Years Centers are eligible to apply for additional EYC spaces. • All applications to expand spaces must include provision to increase the number of infant spaces, unless such an increase would negatively affect capacity to transition infants into pre-school programming. • Centers must demonstrate capacity to transition additional infants into its pre-school programming as they age. • Centers must demonstrate that the physical environment will meet or exceed all requirements. 	<ul style="list-style-type: none"> • Evidence of community demand for additional proposed spaces. • Cost effectiveness. • Evidence that quality and safety will be enhanced or maintained at an acceptable level.

Questions and Answers

Q: I wish to apply for additional spaces at my EYC, however, the Center is currently licensed for 50 spaces, which is the maximum allowed under the current Early Learning and Childcare Regulations. Can I apply to add spaces above this number?

A: The Early Learning and Childcare Regulations are under review. Pending this review, the maximum number of licensed spaces may be increased. We will accept proposals to add spaces above the current maximum of 50, however, final approval of proposals to create additional spaces will only be made after the Early Learning and Childcare Regulations are finalized.

Q: How many new EYC spaces are available under this stream?

A: The Available funding will support the creation of approximately 15-17 new infant spaces and approximately 40-50 new pre-school spaces within existing EYC's. These spaces are in addition to other infant and pre-school spaces being created through a number of other processes.

Q: Is there a maximum or minimum number of spaces my EYC is eligible to apply for?

A: At a minimum, applications will be required to create new infant spaces. With infant staffing ratios at 1:3, typical applications will propose at least 3 additional infant spaces. In order to ensure space within your program for the infants to transition into, typical applications will propose an additional 5-8 pre-school spaces, depending on the staffing ratio at the Center.

Q: What additional information should I consider including in my application?

A: Provide any additional contextual or factual information to support your proposal which may not be included elsewhere in the application or which helps explain why the proposal may vary from some of the required or weighted criteria.

Q: Are there situations where a Center may be eligible to apply to create new pre-school spaces without also adding new infant spaces?

A: There may be some limited instances where Centers may not be required to create additional spaces. For example, some EYC's currently operate with 12 infant spaces (through grandfathering provisions). For those Centers, addition of new infant spaces may create a bottle neck affecting infant transition to pre-school programming.

Stream 2 Alternate Hours Demonstration Sites

Purpose: The purpose of the “Alternate Hours Demonstration Site” Program is to assist Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) to extend their hours of operation to improve access to early learning and childcare programming for children whose parents work non-standard hours and / or seasonally and to assess various approaches to alternate hours programming to inform future planning and programming.

Eligibility: Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) are eligible for this program.

Guidelines

- Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) are eligible to receive the “Alternate Hours Grant”.
- The scope of the Grant includes payment of wages and wage related costs to a maximum of the rate paid at the ECE 3 level, as well as payment for additional meals provided by the Center to extend hours of operation.
- The target population for the grant includes Infants and pre-school children whose parents work non-standard hours and / or seasonally.
- Alternate hours funded under this grant are in addition to the hours of operation approved under the Center’s current license. At this time, Center’s may apply to extend their licensed hours of operation to any times between 5:00 am – 9:00 pm, Sunday to Saturday weekly.
- Participating centers will agree to participate in evaluation of the “Alternate Hours Program”.

Review Criteria

<i>Mandatory</i>	<i>Weighted</i>
<ul style="list-style-type: none"> • Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) are eligible for the Alternate Hours Grant. • The grant includes only licensed infant and pre-school early learning and child care spaces. • Applications to operate alternate hours outside of the 5:00 am – 9:00 pm time slot, Sunday to Saturday weekly, will not be considered at this time. • Centers must demonstrate that the proposal meets current licensing requirements. • Centers must agree to participate in evaluation of the “Alternate Hours Program”. 	<ul style="list-style-type: none"> • The degree to which the Center demonstrates demand for access to “alternate hours” of child care for children whose parents work non-standard hours and / or seasonally. • Cost effectiveness of the proposal • Demonstration of how quality and safety will be enhanced or maintained at an acceptable level.

Questions and Answers

Q: It appears that there may be an interest among parents in my center and or community to participate in an “Alternate Hours” service at my Center. What happens if this service is not filled or sufficiently utilized to justify continuation?

A: As with many changes, it may take some time before there is full uptake for a new service or approach. Funding under this program will assist licensed centers to develop and evaluate alternate hours programming options at their center for families involved in shift work or seasonal employment in their community. There will be an evaluation component for this program to help identify approaches that work and support shared learning for the sector. Over time, a sustainable level of program demand will need to be realized to support continuation of alternate hours programming.

Q: Is there a minimum amount of “Alternate Hours” programming time required?

A: There is not set minimum. It will be up to individual Centers to determine the best approach for their Center in light of family and community needs.

Q: How much extra work will be required to participate in program evaluation?

A: Center management and staff may be invited to participate in various evaluation activities to assess how the program is working, to identify opportunities for quality improvement, and to share learnings. This may include providing some basic administrative information and participating in a small number of surveys and or focus groups.

Stream 3 Access Innovation Demonstration Grant – to increase access to Licensed Early Learning and Child Care

Purpose: The purpose of the “Access Innovation Demonstration Grant” is to support the Early Learning and Child Care sector to increase access to licensed early learning and childcare programming for children, particularly those from lower-income families, indigenous families, new comer families where English is an additional language; lone-parent families, families in underserved communities; families whose parents work non-standard hours; and/or who have limited or no access to early learning and child care programs and/or services in their official language.

Eligibility: Anyone may apply for an “Access Innovation Grant” to increase access to licensed Early Learning and Child Care.

Guidelines: Expenses related to project administration and coordination for the period of the proposed project may be eligible under this grant, provided the applicant can demonstrate the requirement for these investments and provide a plan for sustainability following the completion of the project. Innovation grants do not provide long term funding for administration, coordination, and or development beyond the period of the project.

Projects of more than one year duration will be considered, however, projects must be completed by March 31, 2020.

Review Criteria

<i>Mandatory Criteria</i>	<i>Weighted Criteria</i>
<ul style="list-style-type: none"> • To be eligible, new spaces must be created within a Licensed Early Childhood Centre (including Early Years Centres, Preschool Centres and Family Home Centres) • All applications to expand spaces must include provision to increase the number of infant spaces unless such an increase would negatively affect capacity to transition infants into pre-school programming. • Centers must demonstrate capacity to transition additional infants into its pre-school programming as they age. • Centers must demonstrate that the physical environment will meet or exceed all requirements. <p style="text-align: right;"><i>(Continued – next page)</i></p>	<ul style="list-style-type: none"> • Responsiveness to community needs and demands for additional early learning and child care spaces. • Responsiveness to the needs of lower-income families, indigenous families, new comer families where English is an additional language; lone-parent families, families in underserved communities; families whose parents work non-standard hours; and/or who have limited or no access to early learning and child care programs and/or services in their official language. • Cost effectiveness of the proposed approach. <p style="text-align: right;"><i>(Continued – next page)</i></p>

<i>Mandatory Criteria</i>	<i>Weighted Criteria</i>
<ul style="list-style-type: none"> • Proposals including costs related to administration, coordination and development must clearly demonstrate how these investments will support the creation of new early learning and childcare spaces. • Proposals including costs related to administration, coordination and development must clearly demonstrate that new spaces created under the project are sustainable upon completion of the project within the PEI Department of Education and Early Learning policy framework and program delivery model for Early Learning and Childcare. 	<ul style="list-style-type: none"> • Demonstration that quality and safety will be enhanced or maintained at an acceptable level. • Evaluation Plan to demonstrate whether the project was completed as planned, whether the project realized the expected results, and whether learnings from the project can be generalized (spread) provincially.

Stream 4 Capital Grant

Purpose: The purpose of the “Capital Grant” is to assist Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) who are adding spaces and need to expand, renovate or purchase equipment.

Eligibility: Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) are eligible to for the Capital Grant.

Guidelines

- Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) are eligible to receive the “Capital Grant”.
- The scope of the Grant includes
 - Capital improvements, including expansion, renovation or modification of indoor / outdoor environment to a maximum of \$10,000.
 - Equipment, such as cribs or change tables to support the creation of new infant spaces to a maximum of \$6,000 per application.
- Approved expenses incurred between April 1 2017 and March 31, 2018 are eligible for reimbursement under the grant.

Review Criteria

<i>Mandatory</i>	<i>Weighted</i>
<ul style="list-style-type: none">• Licensed Early Childhood Centres (including Early Years Centres, Preschool Centres and Family Home Centres) are eligible for the Capital Grant.	<ul style="list-style-type: none">• Evidence that the proposed capital improvements and equipment costs are consistent with requirements and plans to increase licensed child care spaces and or expand “alternate hours”.• Cost effectiveness of the proposal.