



DEPARTMENT OF EDUCATION and EARLY YEARS

Early Years Centre Designation Application

Early Childhood Centres are invited to apply to the Department of Education and Early Years to receive a designation of Early Years Centre (EYC).

Instructions

The Application has three parts.

- Part 1. Enter information for Part 1 directly into the form. Remember to print clearly if completing the form by hand.
- Part 2. Please prepare a typed or written response to the questions and provide the supporting documents requested.
- Part 3. Please prepare a five to eight-minute video documenting your indoor and outdoor learning environments.

Please note, the following mandatory requirements must be met in order for your application to be considered:

- The application must be completed and signed. Electronic signatures will not be accepted.
- The complete application must be received by the submission deadline below.
- 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.
- The Applicant's account with the Canada Revenue Agency is in good standing.

Please note, providing examples where appropriate will strengthen your submission.

Submit the completed application form, including Parts 1, 2 and 3 to:

Early Years Centre Designation

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



All applicants will be contacted regarding three site visits to assess Early Years Centre Designation Readiness.

Application Deadline **4:00 PM AST, September 29, 2023**
Applications received after the deadline will not be considered.

Questions For more information, visit

<https://www.princeedwardisland.ca/en/information/education-and-lifelong-learning/early-years-centre-designation>

Contact: Doreen Gillis.

Email: degillis@gov.pe.ca

Phone: 902-393-3325



Part 1: Applicant Profile

Instructions: Complete Part 1 by filling in the spaces provided. Print clearly if completing the form by hand.

A. Applicant Information

Name of Early Childhood Centre					
License Number					
Physical Address of Facility					
Mailing Address					
Phone		Fax		Email	

Contact		Title	
Phone		Fax	

B. Operation Profile

	<i>Please Check Appropriate Boxes</i>		
Organization Type	Non-profit/not-for-profit	<input type="checkbox"/>	For-profit
Business Type	Unincorporated	<input type="checkbox"/>	Incorporated
Management	Owner Operated	<input type="checkbox"/>	Board of Directors

C. Centre Information

	Spaces Approved on	Current Enrollment	
		Part Time	Full Time
Infant (0-22 mos)			
Toddler (22-36 mos)			
Pre-school (37 mos - school entry)			



D. Current parent fees per day per age group:

	Full Time Rate	Part Time Rate
Infant (0-22 mos)		
Toddler (22-36 mos)		
Pre-school (37 mos - school entry)		

E. Hours of Operation

Weekly Hours of Operation <i>List days of the week and hours of the day which your Centre is open</i>	
Holidays <i>List holidays on which your operation is closed</i>	
Vacation <i>List days / dates when your Centre is closed for vacation</i>	
Professional Development <i>List days / dates when your Centre is closed for professional development</i>	
Other <i>List other days / dates when your Centre is closed and explain</i>	



Part 2: Centre Profile

Instructions – Part 2

Complete Part 2 by providing a detailed written response to the questions provided. Attach your written response along with all supporting documentation to the Application Form.

Definitions

Employee Role

A “supervisor” (S) means a person who works on site at the early childhood Centre and supervises the day-to-day activities.

A “certified early childhood educator” (CECE) means a person who is employed at the early childhood Centre who spends 100% of their day providing early learning services directly to the children.

A “special needs assistant” (SNA) is a person who has been employed to provide additional support to children with special needs.

A “special needs assistant/certified early childhood educator” (SNA / CECE) a person who is employed in a combination of roles.

“Other staff” (OS) could include kitchen staff, maintenance staff, bookkeepers, and administrative assistants.

“Certification Levels”

“Early Childhood Educator 1” – ECE 1 (entry level early childhood training)

“Early Childhood Educator 2” – ECE 11 (1 year early childhood certification)

“Early Childhood Educator 3” – ECE 111 (2 year early childhood diploma)

“Early Childhood Supervisor” – ECE Supervisor (early childhood supervisor certificate)

“Early Childhood Director” – ECE Director (early childhood director certificate)



F. Employees

i. Early Childhood Centre Staff

- a. Provide the following information for all staff.
 - Employee Name
 - Employee Role
 - Certification Level
 - Years of Experience as Certified Early Childhood Educator
 - Average Hours of Work per Week
 - Hourly Wage Rate
- b. In cases of dual roles, indicate the average hours and the hourly rate for both roles.
- c. Do employees have a membership with a professional association, and if not, why not?

ii. Staff Support

- a. Describe the type of staff supports which are in place at your Centre including:
 - Staff meetings;
 - Staff job descriptions;
 - Staff in-services;
 - Staff evaluations process; and
 - Staff training and development plans.

iii. Pedagogical Leadership

- a. Describe your supervisor's practice with pedagogical leadership.
- b. Describe how you currently provide for staff growth and development.
- c. Provide a copy of your employee handbook.

G. Physical Environment

- a. Provide a floor plan for inside areas of your Centre indicating: kitchen space; office space, staff room, learning centers, as well as windows, doors, sleep areas, kitchen areas, bathrooms and access to outdoors.
- b. Confirm whether your Centre has natural light and fresh air.
- c. Confirm whether your Centre is at grade level or above/below grade.



- d. Indicate whether your outdoor area is adjacent to the Centre or whether you access an alternate playground.
- e. Indicate whether your Centre is barrier free and if your program space is accessible to all children.

H. Program

i. Inclusion

- a. Does your Centre, or has your Centre, register children who have special / exceptional needs or who are vulnerable, are from newcomer families, and/or are from families supported by the Child Care Subsidy Program?
 - If yes, please provide the current inclusion strategy;
 - If no, please provide a proposed inclusion strategy.

ii. Infants

- a. If you are not currently accepting infants?
 - If yes, please provide the details of your programming (e.g. structure of children's day, nap and meal plans)
 - If no, please provide your proposed plan to incorporate infant programming.

I. Parent Engagement

- a. Describe your Centre's parent engagement practices in general.
- b. Outline how you provide information to parents on how their child is progressing through the program? For example, do you have formal parent-educator meetings and if so, outline the process?
- c. Please provide a copy of your parent handbook.
- d. Does your Centre use the Early Learning Child Care Registry to fill vacancies? If not, why not?



Part 3: Video Submission

Instructions – Part 3

The purpose of part 3 is to virtually bring the members of the Selection Committee into your centre, providing them a tour of all aspects of your environment, both indoors and out. Please provide a five to eight minute video, with limited commentary, documenting your indoor and outdoor environment.

Other

- a. Provide a copy of any policies/documents that have not already been included within your Staffing and Parenting Handbooks.
- b. Provide confirmation that your organization is in good standing with the Canada Revenue Agency.
- c. What changes, if any, will be required to adapt to the Early Years Centre annual schedule (open year- round, Monday to Friday, and full days)?

Early Childhood Centre Representative

Signature

Date

PRIVACY STATEMENT: Personal information on this form is collected under Section 31(c) of Prince Edward Island's Freedom of Information and Protection of Privacy Act and will be used to determine and verify, in conjunction with other supporting documents, certified child care staff's eligibility for the Certified Child Care Staff Wage Enhancement, as well as statistical information. If you have any questions about this collection of personal information you may contact Doreen Gillis, Director of Early Years Division, Education and Early Years at 902-368-4733.



For office use only

Date application was received:

Date of Site Visits

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	Requirements met?	
	Yes	No
1. The application is complete and signed		
2. The application was received at the prescribed location by the deadline		
3. The applicant Early Childhood Program is licensed as an Early Childhood Centre through the Early Learning and Child Care Board 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)		

Comments:



Recommend Designation

Do Not Recommend Designation

Chair – EYC Application
Review Committee

Date

