

## Expanded Early Learning and Childcare Access Program

### New Early Years Center Spaces Application Form

**Instructions: Complete the Form by filling in the spaces provided. Print clearly if completing the form by hand. Additional sheets may be attached to the application if more space is required. Remember to include all additional information requested.**

**1. Applicant Information**

Name of Program or Organization					
License Number					
Physical Address of Facility					
Mailing Address					
Contact				Title	
Phone		Fax		Email	

**2. Summary of Proposed New EYC Spaces**

# Infant Spaces Approved on License	Current Enrollment		# on Wait List	# Proposed New Infant Spaces	Total # of Infant Spaces
	Part Time	Full Time			

# pre-school (22mos to school age) Spaces Approved on License	Current Enrollment		# on Wait List	# Proposed New Pre-School Spaces	Total # of Pre-School Spaces
	Part Time	Full Time			

**3. Proposed Staffing Model**

<i>Position Title / Certification Level (If appropriate)</i>	# of new positions	Wage Rate

**4. Staff Recruitment Plan**

**5. Physical Environment**

Provide 1) a current floor plan for your Center, and if space changes are proposed, 2) a floor plan depicting the proposed changes. Include things like: kitchen space; office space, staff room, and learning centers, as well as windows, doors, sleep areas, kitchen areas, bathrooms and access to outdoors.

**6. Community Demand**

Demonstrate that there is sufficient demand for the proposed additional early learning and child care spaces in the community served by your Centre.

*Sources of evidence could include the wait list from the Early Learning and Child Care Registry and information about your community.*

**A. Continuity**

Outline steps your Centre will take to ensure that additional infants can be transitioned into pre-school programming as they age.

**B. Capital Improvements**

A Capital Grant Application will be submitted (check ✓ appropriate box)

Yes

No

**C. Additional Information**

Provide any additional information which may support your application.

## Authorization

<b>Applicant (Print Name)</b>	<b>Title</b>
<b>Organization</b>	
<b>Signature</b>	<b>Date</b>

### 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 Child Care 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](mailto:asarsenault@edu.pe.ca) Fax: 902 438-4884

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

**Questions** Contact Garth Waite at [glwaite@gov.pe.ca](mailto:glwaite@gov.pe.ca) or by phone at 902-438-4880

**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 Carolyn Simpson, Director, Early Childhood Development at 902-438-4854.

**For office use only**

Date application was received:

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Date of Site Visit

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Comments:

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Recommend Approval

Do Not Recommend Approval

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Chair – EYC Application Review Committee

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Date