

DEPARTMENT OF EDUCATION AND LIFELONG LEARNING

EARLY LEARNING AND CHILD CARE

TRANSFER OR ASSIGNMENT OF LICENCE

APPLICATION FORM

Collection of Personal Information

The information collected on this form will be used for licensing under the Early Learning and Child Care Act and Regulations. The information is collected under the authority of the Early Learning and Child Care Board and managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any question about the collection, use or disclosure of your personal information, please contact the Early Learning and Child Care Board, Department of Education, Early Learning and Culture, 902-368-6513.

General Instructions:

- Please PRINT all information clearly.
- Complete all sections of the Transfer or Assignment Application Form.
- Transferee or Assignee and Associated Persons must submit a copy of a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of the application¹.
- Incomplete or illegible applications will not be processed.

PART A: CENTRE INFORMATION

CATEGORY OF LICENSE (check only one category):

- Early Childhood Centre
- Family Home Centre
- Preschool Centre
- School-Age Child Centre

¹ Except where the Early Learning and Child Care Board was provided with such a statement respecting the associated person of the centre within the 3 years preceding the date of the renewal application.

Part A: Section 1 – Centre Information	
Name of Centre:	
Licence#:	
Civic Address of Centre:	
Mailing Address if Different from Above:	
Telephone Number:	Email Address:

Part A: Section 2 – Program Information
Sessions (check most appropriate): <input type="checkbox"/> Full Day <input type="checkbox"/> ½ Day (Morning Only) <input type="checkbox"/> ½ Day (Afternoon Only) <input type="checkbox"/> Before or After School <input type="checkbox"/> Before or After School/School Closures
Hours of Operation: _____
Days of Operation (specify): _____
Months of Operation (specify): _____
Enrollment: Total Number of Children Centre Operator Will Allow Per Session: _____
Will The Centre Register Children (check all that apply): <input type="checkbox"/> Birth – 22 Months <input type="checkbox"/> 22 Months – 3 Years <input type="checkbox"/> 3 Years – School Age <input type="checkbox"/> School Age

PART B: TO BE COMPLETED BY CURRENT OPERATOR

Part B: Section 1 – Current Operator Information	
Name of Operator or Contact Person if Operator is a Corporation:	
Telephone Number (include area code):	Email Address:

Part B: Section 2 – Statement of Intent to Transfer or Assign a Licence
I, _____, intend to transfer/assign licence number _____ Name of Operator
to _____, effective on _____. Name of Transferre/Assignee Proposed Date
Operator Name: _____ Please Print
Operator Signature: _____

Part B: Section 3 – Current Centre Governance (indicate only one):	
<input type="checkbox"/> Private Owner	Name: _____ Address: _____ Registered with Corporate /Business Names Registry (Yes/No): _____
<input type="checkbox"/> Partnership (list all partners)	Organization Name: _____ Name: _____ Address: _____ Name: _____ Address: _____ Name: _____ Address: _____ Legal Status: _____

() Corporation	Organization Name: _____
Officer (1)	Name: _____ Address: _____
Officer (2)	Name: _____ Address: _____
	Legal Status: _____

PART C: TO BE COMPLETED BY THE TRANSFEREE OR ASSIGNEE

Part C: Section 1 – Transferee or Assignee Information	
Name of Transferee/Assignee or Contact Person if Transferee/Assignee is a Corporation:	
Telephone Number (include area code):	Email Address:

Part C: Section 2 – Centre Governance (indicate only one):	
() Private Owner	Name: _____
	Address: _____
	Legal Status: _____
() Partnership (list all partners)	Organization Name: _____
	Name: _____ Address: _____
	Name: _____ Address: _____
	Name: _____ Address: _____
	Legal Status: _____

() Corporation	Organization Name: _____
Officer (1)	Name: _____ Address: _____
Officer (2)	Name: _____ Address: _____
	Legal Status: _____

Part C: Section 3 – Changes
<p>Please indicate if there will be any change to information contained in documentation which was submitted as part of the most recent licence application or renewal application. Should the Centre have changes to any of the following areas please attach a statement of the changes.</p> <p>There have been changes to the Business Plan: No ___ Yes ___ If yes, a statement of change(s) is attached ___.</p> <p>There have been changes to the Service Plan: No ___ Yes ___ If yes, a statement of change(s) is attached ___.</p> <p>There have been changes to the plans, policies and/or procedures in place to operate the centre and provide services: No ___ Yes ___ If yes, a statement of change(s) is attached ___.</p> <p>There have been changes to the floor plan of the centre: No ___ Yes ___ If yes, a statement of change(s) is attached ___.</p> <p>Note: Where the Transferee or Assignee does not intend to modify any of the above noted items, a written statement indicating this must be submitted with this application.</p>

Part C: Section 4 – Staffing Plan
<p>The following staffing information shall be included:</p> <ul style="list-style-type: none"> - a list of staff member* positions and responsibilities - certification levels of staff - for non-certified staff, a statement of training completed - copy of first aid certification for staff - copy of food safety certification for staff who require this level of training

- names and phone numbers of substitute staff
- a copy of the results of a criminal record check and vulnerable sector search conducted in the Canadian Police Information Centre system, dated not earlier than six months prior to the date of the application, with respect to every associated person of the centre²

*“Staff Member” means an individual who works at a centre in either an employment or volunteer capacity.

Part C: Section 5 – Liability Insurance

The Transferee or Assignee shall have liability insurance for the centre with coverage of at least \$2,000,000. Please submit a copy of the liability insurance certificate for the centre.

Part C: Section 6 – Transfer/Assignment Fee

The application fee to transfer or assign a licence to operate a centre is \$50.

The required fee may be paid by cheque or money order made payable to the *Minister of Finance*.

The required fee is due with the completed application.

PART D: TO BE COMPLETED BY BOTH CURRENT OPERATOR AND TRANSFEREE OR ASSIGNEE

Part D: Section 1 – Declaration and Consent to Share Information

I declare that all information given on this application is true, correct and complete to the best of my knowledge and I hereby authorize the Registrar to the Early Learning and Child Care Board to verify the above information.

Date:	Signature of Operator:
Date:	Signature of Transferee or Assignee:

² Except where the Early Learning and Child Care Board was provided with such a statement respecting the associated person of the centre within the 3 years preceding the date of the renewal application.

Is your application complete? Check all that apply.

Note: Only completed transfer or assignment of licence applications are reviewed by the Registrar to the Early Learning and Child Care Board. Incomplete or illegible renewal applications will not be processed.

- Statement of Change(s) is attached.
- Staffing Plan is attached.
- Written verification of required liability insurance is attached.
- Criminal Background Checks and Vulnerable Sector Searches are attached
- Required documentation for a corporation, partnership, or sole proprietorship is attached.
- Application fee is paid.
- This transfer or assignment of licence application form is signed and dated by both the current operator and the transferee or assignee.

Send completed application to: Early Learning and Child Care Board
Department of Education and Lifelong Learning
P.O. Box 2000, 3 Brighton Road
Charlottetown, PE
C1A 7N8

For Office Use Only	
Transfer or Assignment of Licence Application Received: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> Email Date:	Attached Documents:
<input type="checkbox"/> Application Fee	Staff Signature:
Transfer or Assignment of Licence Application Report Prepared: Date: Staff Signature:	
Date of most recent Fire Inspection: Date of most recent Environmental Health Inspection: Date of most recent Early Learning and Child Care Board inspection:	
Written notice of Early Learning and Child Care Board decision provided to: Operator: Date: Tranferee/Assignee: Date: Staff Signature:	