



Education and
Lifelong Learning

Éducation et
Apprentissage continu



Holman Centre
250 Water Street, Suite 101
Summerside
Prince Edward Island
Canada C1N 1B6

Centre Holman
250, rue Water, pièce 101
Summerside
Île-du-Prince-Édouard
Canada C1N 1B6

Invitation to Apply for Early Years Center Designation

Dear Owner/Operator,

Prince Edward Island is recognized across Canada as a leader in Early Learning and Child Care. The Government of Prince Edward Island is committed to the continued development of our successful Early Learning and Child Care System. A key component of the system are Early Years Centers, with 49 now active across the province.

As part of system and service growth, Government has announced the establishment of additional Early Years Centers, and the Department of Education and Lifelong Learning is currently seeking applications from existing Early Childhood Centers interested in Early Years Center Designation. The Department will be designating up to six new Early Years Centers over the next 18 months.

We are inviting your application. An Application Kit, including early years center criteria, application form and application evaluation criteria is attached. This Application Kit is also available on-line at <https://www.princeedwardisland.ca/en/inforamtion/education-and-lifelong-learning/early-years-center-designation>.

Please print and submit completed applications by **4:00 PM AST, Wednesday, February 19, 2020** to:

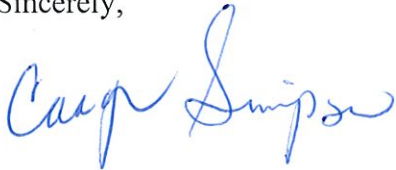
Early Years Center Designation
c/o Yvette Winchester
Early Childhood Development
Education and Lifelong Learning
Holman Centre, Main Floor
250 Water Street
Summerside, PE C1N 1B6

All applicants will be contacted to schedule a site visit to assess Early Years Center Designation readiness.

Should you have any questions please contact Doreen Gillis.
Email: degillis@gov.pe.ca Phone: 902-368-6518

Thank you for your interest in Early Years Center Designation.

Sincerely,

A handwritten signature in blue ink that reads "Carolyn Simpson". The signature is written in a cursive style with a large initial 'C'.

Carolyn Simpson

DEPARTMENT OF EDUCATION and LIFELONG LEARNING

Early Years Center Designation Application

Early Childhood Centers are invited to apply to the Department of Education and Lifelong Learning to receive a designation of Early Years Center (EYC).

Instructions

The Application has two 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.

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

- The applicant is licensed as an Early Childhood Center through the Early Learning and Child Care Board and has been fully operational and in good standing for a minimum of six months prior to this application.
- The Applicant's account with the Canada Revenue Agency is in good standing.
- The physical environment of the Center meets requirements set out for an Early Years Center designation.

Submit the completed application form, written response for Part 2 and supporting documents in paper format to:

Early Years Center Designation

c/o Yvette Winchester
Early Childhood Development
Education and Lifelong Learning
Holman Centre, Main Floor
250 Water Street
Summerside, PE C1N 1B6

All applicants will be contacted for a site visit to assess Early Years Center Designation Readiness.

Application Deadline **4:00 PM AST, February 19, 2020**
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-center-designation>

Contact: Doreen Gillis. Email: degillis@gov.pe.ca Phone: 902-368-6518

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		For-profit
Business Type	Unincorporated		Incorporated
Management Structure	Owner Operated		Board of Directors

C. Centre Information

	Spaces Approved on License	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 center is open</i>	
Holidays <i>List holidays on which your operation is closed</i>	
Vacation <i>List days / dates when your center is closed for vacation</i>	
Professional Development <i>List days / dates when your center is closed for professional development</i>	
Other <i>List other days / dates when your center 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 Center 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 center, including:
 - Staff meetings,
 - Staff job descriptions,
 - Staff in-services,
 - Staff evaluations process
 - Staff training and development plans.
- b. Indicate whether your director is currently not in the child: staff ratio for any portion of the day.

iii. Pedagogical Leadership

- a. Describe your supervisor's role in pedagogical leadership.
- b. Describe how you currently provide for staff growth and development in their early learning and child care.
- c. Provide a copy of your employee handbook.

G. Physical Environment

- a. Provide a floor plan for inside areas of your center 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 center has natural light and fresh air.
- c. Confirm whether your center is at grade level or above/below grade.
- d. Indicate whether your outdoor area is adjacent to the center 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. Indicate the number of children currently registered 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?
- b. If your center does not currently register children with special / exceptional needs or who are vulnerable, indicate why not.

ii. Infants

- a. If you are not currently accepting infants, please explain why.

iii. Early Childhood Resource Team

- a. Do you currently work with an Early Childhood Coach and/or Early Childhood Specialist? If yes, indicate the number of years your center has participated with an Early Childhood Resource team member?

I. Parent Engagement

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

J. Policies and Administration

- a. Provide a list of current policies you have in place, including but not limited to the following: human resource, hours of operation, late fees, nutrition, discipline, medication, parent expectations, home-centre communication, vacation, closures, safety, providing a healthy environment, illness of staff, illness of child, payment schedule, travel and field trips.
- 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 Carolyn Simpson, Early Years Advisor, Education and Lifelong Learning at 902-368-5509.

For office use only

Date application was received:

Date of Site Visit

Comments:

Recommend Designation

Do Not Recommend Designation

Chair – EYC Application Review
Committee

Date