

DEPARTMENT OF EDUCATION AND EARLY YEARS  
**EARLY CHILDHOOD, PRESCHOOL AND SCHOOL AGE CHILD  
CENTRE**

**LICENCE APPLICATION GUIDELINES**

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**General Information**

- Upon receipt of the application for a licence, the Resource to the Early Learning and Child Care Board will arrange for the Fire Marshal, or an inspector, appointed under the *Fire Prevention Act* R.S.P.E.I. 1988, Cap.F-11, to inspect the premises of the centre in accordance with the *Fire Prevention Act* and regulations.
- Upon receipt of the application for a licence, the Resource to the Early Learning and Child Care Board will arrange for an inspection in accordance with the *Public Health Act* R.S.P.E.I. 1988, Cap. P-30.1.
- The time frame for completion of inspections depends on the length of the waiting list for inspections at the time of the application. Also, final approval may be delayed if renovations are required for the proposed facility (for example, requirement for exit stairs or additional washroom facilities).

**Comprehensive Business Plan**

Applicant(s) must submit the following information, typed and double spaced:

Description of the Business: Sole Proprietorship, Corporation, or Partnership.

**Sole Proprietorship**

If the applicant is a sole proprietorship, please submit a copy of a valid declaration filed respecting the sole proprietorship, in accordance with section 53 of the *Partnership Act* R.S.P.E.I. 1988, Cap. P-1, if applicable.

**Corporation**

If the applicant is a corporation, please submit a

- (i) statement of the corporate status of the applicant, and
- (ii) a copy of the letters patent or articles of the corporation.

**Partnership**

If the applicant is a partnership, please submit a copy of a valid declaration filed respecting the

	partnership in accordance with section 48 of the <i>Partnership Act R.S.P.E.I. 1988, Cap. P-1</i>
Floor Plan	Include clearly defined dimensions of proposed space and intended use.
Management	Please describe the management structure: names, what strengths they bring to the business (experience, expertise, etc.).
Opportunity	<p><b>The Service:</b>  Describe what you will offer.  Describe unique or innovative features.  Do you have plans to modify or expand in the future?</p> <p><b>The Market:</b>  Who are your potential clients?  How does your service satisfy their needs?  Are there other types of early learning and child care centres available in your area? If so, what services are they providing?  Is enrolment in other centres increasing or decreasing? Why?  Strengths and challenges: compare your centre with theirs (size, reputation, location, cost, hours, ages of children, nature of program, etc.).</p> <p><b>Pricing:</b>  Can you offer competitive rates?  What are your rates?</p> <p><b>Promotion:</b>  How do you plan to advertise/promote your business?</p>
Service	<p><b>Location:</b>  What makes your location suitable?</p> <p><b>Facilities:</b>  Are facilities owned or leased? State the terms.  Will renovations be required? At what cost?</p> <p><b>Personnel:</b>  How many staff do you plan to hire?  Will owner be included in child-staff ratio?  What additional skills or training will be required for your staff?  What will be the cost of training?  List the compensation and benefits that will be provided for each position.  Include salaries, benefits, overtime, and cost for substitutes.</p> <p><b>Set Up:</b>  How long will it take to acquire facilities, equipment, personnel, etc., and to be</p>

	ready to begin operation?
Financial Data	Provide a detailed statement of projected income and expenses for your first year of operation, including cash flow trends.

### Comprehensive Service Plan

A comprehensive service plan is a written service plan that demonstrates the applicant's ability to provide a safe and effective early learning and child care program and includes a description of:

- (i) the early learning and child care philosophy under which the services will be provided;
- (ii) a description of how the services will meet the developmental needs of children;
- (iii) the proposed utilization of the centre premises, indoors and outdoors, to provide services;
- (iv) the proposed utilization of community resources to provide services;
- (v) the proposed nature and scope of parental involvement in the services provided at the centre, and
- (vi) a process for ongoing evaluation and improvement of the services.

Service plans shall be organized with a Table of Contents according to the format outlined below.

Service plans are evaluated for compliance with the *Early Learning and Child Care Act and Regulations*.

In order to determine the applicant's ability to provide a safe and effective early learning and child care program, the following information and format is required in the service plan.

The Program	<p>The description of the early learning and child care program shall include:</p> <ul style="list-style-type: none"> <li>- the early learning and child care philosophy under which the services will be provided</li> <li>- approaches for developing and stimulating child development, including the physical, social, intellectual, language, creative and emotional needs of children</li> <li>- specific philosophies of an integrated program for children with exceptional needs</li> <li>- a behaviour management policy that demonstrates a positive approach to behaviour management and guidance; is reasonable and in accordance with circumstances and ages of children; and prohibits physical punishment, verbal or emotional abuse and denial of necessities</li> <li>- description of how behaviour management policies are communicated to parents of children receiving services at</li> </ul>
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	<p>the centre</p> <ul style="list-style-type: none"> <li>- description of how behaviour management policies are communicated to staff members of the centre; how will you ensure staff members comply with the policy?</li> <li>- organization of daily routines for each group of children for eating, individual and group activities, indoor and outdoor activities, toileting, nap/rest time, transitions</li> <li>- detailed description of a curriculum framework used for programming</li> <li>- description of one week's programming</li> <li>- methods for inclusion of children with exceptional needs</li> <li>- methods of ensuring children's hygiene practices, for example, hand washing before and after eating</li> <li>- food service approach (food provided by licence holder or parents, where is it prepared?)</li> <li>- sample menus for meals and snacks (minimum 2 weeks)</li> <li>- meal time routines – timing of meals and snacks, provision for children with food allergies and special diets</li> <li>- description of emergency evacuation procedures, including staff orientation to procedures and schedule for practicing procedures</li> <li>- description of procedure followed for accident or illness involving a child</li> <li>- description of storage and administration of medication (both indoors and when outdoors)</li> </ul>
Parental Involvement	<p>The nature and scope of parental involvement shall be described with regard to methods of:</p> <ul style="list-style-type: none"> <li>- ensuring parent awareness of daily program;</li> <li>- dealing with concerns, expectations of parents;</li> <li>- communicating child's progress to parent;</li> <li>- please submit a copy of your parent handbook</li> <li>- the proposed nature and scope of parental involvement in the services provided at the centre</li> <li>- a process for ongoing evaluation and improvement of the services</li> </ul>
Administrative Policies and Procedures	<p>Please submit the following:</p> <ul style="list-style-type: none"> <li>- health and safety policies not previously submitted: diapering (if applicable), transportation of children, activities off premises, staff illness</li> </ul>

	<ul style="list-style-type: none"> <li>- operating policies and procedures regarding such matters as: hours of operation, holiday closures, fees (including acceptable methods of payment), late pick up, admission, fees during vacations, policy for termination of child's space and transportation of children;</li> <li>- copy of forms: registration, child attendance, medication, administration, accident/incident report, emergency medical treatment, field trips (Sample forms are included in Appendix A)</li> </ul>
Premises and Equipment	<p>A description of the facility, including:</p> <ul style="list-style-type: none"> <li>- indoor floor plan:</li> <li>- room dimensions</li> <li>- windows – exposure to natural light</li> <li>- exits</li> <li>- floor surfaces</li> <li>- storage for children's belongings</li> <li>- storage of first aid supplies</li> <li>- storage for hazardous materials and equipment</li> <li>- storage of children's records</li> <li>- storage of staff files</li> <li>- storage of other staff records</li> <li>- furnace/ utility area</li> <li>- food preparation, eating and storage areas</li> <li>- washrooms</li> <li>- water sources</li> <li>- sleeping areas</li> <li>- room layout and usage plan showing (can be included in the floor plan)</li> <li>- basic furniture: <ul style="list-style-type: none"> <li>- shelving - fixed and moveable</li> <li>- dividers</li> <li>- tables and chairs</li> </ul> </li> <li>- utilization of the outdoor play space, including a plan showing: <ul style="list-style-type: none"> <li>- fixed equipment</li> <li>- fencing</li> <li>- gates</li> <li>- access from building</li> <li>- list of portable equipment</li> <li>- shaded and sheltered areas</li> <li>- play and protective surfaces, for example grass, asphalt, sand, cushioning</li> </ul> </li> </ul>

	- inventory of indoor and outdoor equipment, toys and materials
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### Staffing Plan

The following staffing information shall be included:

- a list of staff member positions and responsibilities
- certification levels of staff
- copy of first aid certification for staff
- personnel policies and procedures for staff supervision, evaluation, and discipline
- an orientation process for staff members with respect to the policies and procedures of the centre
- a description of how the applicant will screen staff members
- policy for use of substitute staff
- names and phone numbers of substitute staff
- a copy of the staff handbook for the centre
- proposed schedule for staff – including assignment to groups and provision for breaks
- 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 centre

Note: The *Early Learning and Child Care Act and Regulations* defines associated persons as:

- (a) a person who resides in a residence in which a centre is operated;
- (b) a staff member\*;
- (c) an individual operator
- (d) where the operator is a partnership of individuals, each individual partner;
- (e) where the operator is a corporation or a partnership that includes a corporation, the shareholders and directors of the corporation.

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

## Appendix A: Sample Forms

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1. Field Trip Consent Form
2. Emergency Consent Form
3. Emergency Medical Form
4. Incident Accident Report
5. Permission to Administer Medication

## FIELD TRIP CONSENT FORM

I \_\_\_\_\_ give permission for my child \_\_\_\_\_  
(Name of Parent or Guardian)

to travel to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

I understand my child will be travelling with \_\_\_\_\_  
(Name of Staff Person, Volunteer)

by \_\_\_\_\_. Staff and Children will leave the centre at  
(Transportation: e.g. personal vehicle, walking)

\_\_\_\_\_ and returning to the centre at approximately \_\_\_\_\_.  
(Time) (Time)

Notes:

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\_\_\_\_\_  
Parent Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



## Emergency Consent Form

[Insert Centre Name]	
Full Name of Child _____	Date of Birth _____
Male or Female _____	
Address _____	
Home Phone: _____	
Parent /Guardian _____	Relationship _____
Home Phone _____	Cell Phone _____
	Work Phone _____
Parent /Guardian _____	Relationship _____
Home Phone _____	Cell Phone _____
	Work Phone _____
Emergency Contact _____	Phone _____
Child's Doctor _____	Phone _____
Child's Dentist _____	Phone _____
Allergies/medications/health conditions _____	
_____	
<p>It is the policy of <u>name of centre</u> to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we cannot contact parents/guardians and we need to get immediate medical assistance for the child. Our procedure is to take the child to the nearest emergency service.</p> <p>Please sign the consent below so that we can take appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.</p> <p>I hereby give consent for my child, _____, when ill or injured, to be taken to the nearest emergency centre by the staff at [Insert Centre Name] when I cannot be contacted.</p> <p>I hereby give consent for my child, _____, to receive medical treatment if necessary.</p> <p>Date: _____ Signature of Parent/Guardian _____</p> <p>Signature of Administrator/Director _____</p>	

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## Emergency Medical Form

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Name of Child: \_\_\_\_\_

In the event of a serious injury to my child, and the staff of [Centre Name] are unable to reach me (or my emergency contacts), I hereby give permission for [Centre Name] to act on my behalf in obtaining and/or authorizing emergency medical treatment for my child. I understand that any treatment would be on the advice of a qualified medical physician.

Father: \_\_\_\_\_  
Print Signature Date

Mother: \_\_\_\_\_  
Print Signature Date

Guardian: \_\_\_\_\_  
(if applicable) Print Signature Date

Health Card # \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

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## Incident Report

<b>Incident/Accident Report</b>		
	Name of Child Involved in the Incident/Accident:	
	Staff Person Who Addressed the Incident/Accident	
	Date of Incident/Accident	
	Time of Day	
	Setting	
	<i>Detailed Description of the Accident/Incident</i>	
	<i>Course of Action Taken or Treatment Provided</i>	
	<i>Additional Comments</i>	
	Report Filed By:	
Parent/Guardian Signature:		

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## Permission to Administer Medication

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I hereby give my permission to the staff of [Centre Name] to administer:

\_\_\_\_\_  
Name of medication

\_\_\_\_\_  
Prescription number

to my child, \_\_\_\_\_, according to the medical physician's  
instructions printed on the prescription container or on the request for administration of non-  
prescription medication completed by the physician.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

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## Appendix B: Early Childhood Development Association

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### EARLY CHILDHOOD DEVELOPMENT ASSOCIATION

## About the ECDA

#### **We are:**

A provincial, non-profit organization committed to promoting and supporting quality early childhood development programs and services for our Island's children and families. The Early Childhood Development Association of PEI was formed in 1974. Annual membership is approximately 420 certified early childhood professionals.

We are Affiliate Members of the [Canadian Child Care Federation](#).

#### **We provide:**

- information and guidance linking early childhood knowledge and information to those who need it;
- resources and professional development opportunities for early childhood educators;
- a voice representing healthy child development for PEI children aged 0 years to 8, their families and those educating them;

#### **We work with:**

- Early childhood professionals
- Provincial and Municipal Governments and Opposition parties
- Parents and grandparents
- Other early years professionals
- Community and various organizations

#### **Why:**

- To support Early Childhood Educators to deliver high quality early learning and child care services and programs for all of PEI's children. Helping families make the early years count.

