



Guide to Developing a Child Day Care Centre



**Saskatchewan
Community Resources
and Employment**

Early Learning and
Child Care Branch

Guide to Developing a Child Care Centre in Saskatchewan

Thank you for expressing an interest in developing a licensed Child Care Centre. We hope this information will assist you with your decision to become involved in developing a new centre for your community.

All Child Care Centres must be licensed by Early Learning and Child Care Branch, Saskatchewan Community Resources and Employment

The major objectives of the Saskatchewan Child Day Care Program are to promote the growth and development of children and to support the provision of child care services to Saskatchewan families.

A centre may provide services to children ranging in age from six weeks up to and including 12 years of age. A centre may be licensed to provide care for up to a maximum of 90 children.



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How Do We Begin?

If your community is interested in developing a centre, **your first step is to submit a letter of intent** to the Program Manager of the Early Learning and Child Care Branch nearest you. A Community Program Consultant will then be assigned to assist you through the development and licensing process.

The letter of intent must include the following information:

- an explanation of why your community needs child care services and an overview of the community to be served;
- a description of the kind of families the centre will serve (for example, rural families with seasonal child care needs; students receiving upgrading; teen parents attending high schools; families needing work place child care; or shift workers requiring flexible hours of care);
- identification of the parents, agencies, services and community members who will be involved with the development of the centre;
- estimation of the numbers and ages of children who will receive child care;
- request for government funding, if applicable.

Government Funding

Under *The Child Care Act* and *The Child Care Regulations, 2001*, a **non-profit** licensed centre may be eligible to receive government funding. Start-up

grants, early childhood services grants and parent subsidy funds must be approved by the Early Learning and Child Care Branch.

Groundwork

A Child Care Centre is a licensed facility operated by a child care organization or municipality. A child care organization may be:

- a corporation that is incorporated, registered and operated under *The Business Corporations Act*;
- a corporation that is incorporated, registered and operated under *The Non-Profit Corporations Act*;
- a co-operative that is incorporated, registered and operated under *The Co-operatives Act*;
- a municipality;
- a partnership, where all the partners are individuals; or
- an individual.

For further information about forming an organization contact:

**Economic Development
Business and Co-operative Inquiries Office
Tel: 1-800-265-2001**





Parental Involvement

One of the major emphasis of the Child Day Care Program is parental involvement in the care of their children. *The Child Care Act* requires centres to have parental involvement by either a parent board of directors or a parent advisory committee. By being actively involved, parents help develop the kind of child care service they want for their children.

Fees

The child care fees are determined by the centre's board of directors or private operator. Operating expenditures must be estimated before setting fees. A centre cannot always count on full occupancy particularly during vacation periods. All parents must be charged the same fees with respect to the same service.

There are important considerations in determining what the fees will be at a centre:

- the revenue from the total of all the fees must be sufficient to cover the monthly operating costs of the centre; and
- the fee charged should be affordable to the families in the community.

Budget Considerations

The development of a centre requires a great deal of planning, organizing and hard work. One of the keys to the long-term viability of the operation is financial planning. The importance of developing a sound

operating budget for a new centre cannot be overemphasized. Your consultant will assist you with this.

The following operating expenditures must be considered when developing the budget:

- wages and benefits form the largest single expenditure, having well-paid, educated staff contributes significantly to quality care;
- professional development and resource materials;
- administration costs such as office supplies, a telephone, accounting, audit and banking fees, insurance premiums (liability, transportation, fire and theft), advertising;
- rent/mortgage and utilities;
- equipment purchases and replenishment of program supplies;
- nutrition expenditures;
- cleaning, toiletry, first aid materials and miscellaneous supplies.

The Child Care Building

Child Care Centres should be easily accessible to the families who need them preferably in their own residential neighbourhood. The location of the building must be approved by the local zoning authority, meet provincial fire and health requirements and meet The Child Care Regulations, 2001. The amount of usable floor space available will determine the number of licensed child care spaces. A safe outdoor play area with sufficient space must be adjacent to the building.



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If the centre is located in a multi-purpose building, children should preferably have their own private entrance. Exclusive use of the space must be available during child care hours.



The interior of the child care building will greatly influence the program provided. If the rooms are spacious and comfortable, the children and staff are more likely to relax, feel secure and interact easily with one another. The children's safety must be kept in mind to allow for freedom during activities and easier supervision of the children.

Staff

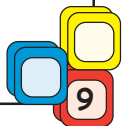
The centre director and child care workers need to have the required skills, knowledge and competencies to provide developmentally appropriate programs and environments for children. The centre director must meet or exceed the qualifications of an Early Childhood Educator III, which is equivalent to a two year diploma in early childhood education. Child care workers are also required to have specific training in early childhood. Check with your consultant with regard to further detail about training requirements, exemptions and hours of work.

Issuing A Child Care Centre Licence

The development process of a centre requires several months of planning before the licence can be issued and the child care services begin. Your consultant is available to assist through the complete process of the development and licensing, to ensure all of the requirements are met.

For more information about Child Care in Saskatchewan, visit our website at:

<http://www.dcre.gov.sk.ca/services/Childdaycare/choosing.html>





Early Learning and Child Care Branch

Regina Central Office
1920 Broad Street
Regina, SK S4P 3V6
Telephone: 787-7467 **or**

Centre Region

Saskatoon Regional Office
122 - 3rd Avenue North
Saskatoon, SK S7K 2H6
Telephone: 933-6071

Northeast Region

Prince Albert Regional Office
800 Central Avenue, Box 3003
Prince Albert, SK S6V 4V1
Telephone: 953-2392

Northwest Region

Meadow Lake Regional Office
Unit 5, 101 Railway Place
Meadow Lake, SK S9X 1X6
Telephone: 236-7692

Southeast Region

Yorkton Regional Office
72 Smith Street East
Yorkton, SK S3N 2Y4
Telephone: 786-5770

Weyburn Regional Office
110 Souris Avenue N.E.
Weyburn, SK S4H 2Z9
Telephone: 848-2497

Southwest Region

Regina Regional Office
2045 Broad Street
Regina, SK S4P 3V6
Telephone: 787-4980

Moose Jaw Regional Office
36 Athabasca Street West
Moose Jaw, SK S6H 6V2
Telephone: 694-3644

