

**APPLICATION FOR A LICENSE TO OPERATE A
SCHOOL AGE CHILD CARE PROGRAM**

In order to apply for a license to operate a child care program, the following must be submitted to the Child Care Facilities Board:

1. Application for a License to Operate a Child Care Program - attached
2. Comprehensive Business Plan - outline attached
3. Comprehensive Service Plan - outline attached
4. A letter from the Municipality stating the property is correctly zoned for a licensed child care facility.

Upon receipt of the application for a license, the Secretary to the Child Care Facilities Board will arrange for inspection by the Fire Marshall's Office and Division of Environmental Health. 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 major renovations are required for the proposed facility (for example, requirement for exit stairs or additional washroom facilities). **Final approval cannot be given until a satisfactory inspection report from Provincial Fire Marshall's Office (Regulation 2 [c]) and a satisfactory inspection report from Division of Environmental Health (Regulation 2 [c]) are submitted to the Child Care Facilities Board, as well as, satisfactory completion of #1 - #4, as stated above.**

Inspections may be initiated upon receipt of an Application for a License to Operate a Child Care Facility and a letter from the Municipality regarding the zoning of the property. (#1 and #4, as stated above)

All documents received by the Child Care Facilities Board in relation to the application for a license to operate a child care facility (i.e., business plan, service plan) are considered to be confidential. All documents must be received one week prior to the Child Care Facilities Board meeting to allow time for review.

POLICY FOR ISSUANCE OF A PROVISIONAL LICENSE

Upon satisfactory completion of all licensing requirements, the Child Care Facilities Board will issue a Provisional License to a new facility. A Provisional License shall expire not later than six months from the date of issue, in order to enable a facility to operate on a conditional basis. During this time, final inspection will be made by the Child Care Facilities Board Prior to licensing.

As the Board will require time to review applications and service plans, and carry out preliminary inspections for fire and health as outlined above, **owners/supervisors will be required to submit applications at least one week prior to the Child Care Facilities Board meeting** to allow for this to be carried out. As all Provisional Licenses are to be issued in the name of the supervisor, the identity and qualifications of the supervisor must be known before a Provisional License is issued.

The above policy applies to both short and long-term facilities, and any exception will be in extenuating circumstances and at the discretion of the Board.

COMPREHENSIVE BUSINESS PLAN

Applicants must submit the following information, typed and double spaced.

1. Cover Page

- legal name of business;
- date of preparation of business plan;
- name, address, and phone number of the business (centre) or contact person;

2. The Business

- Description:
 - form: sole proprietorship, partnership, corporation (profit or non-profit);
 - size: number of spaces, number of employees, size of facility;
- Management:
 - owner and/or director: names, what strengths do they bring to the business (experience, expertise, etc.).

3. The Opportunity

- The Service:

Describe what you will offer. Outline hours per day and days per week of your operation. Describe unique or innovative features. Do you have plans to modify or expand in the future?
- The Market:

Who are your potential customers?

How does your service satisfy their needs:

Are there other types of early childhood centres available in your area? Do they provide care for school age children?

Is enrollment in other centres increasing or decreasing? Why?

Strengths and weaknesses: compare your centre with theirs (size, reputation, location, cost, hours, ages of children, nature of program, etc.);

Pricing: Can you offer competitive rates?

- Promotion:

How do you plan to advertise/promote your centre?

4. Production

- Location:

What makes your location suitable?

- Facilities:

Are facilities owned or leased? State the terms.

Describe your facilities. (Be brief - detailed description will be included in service plan.)

Will renovations be required? At what cost?

What will be your capacity (number of spaces) for this centre?

- Materials and Supplies:

Detailed list to be provided in Service Plan.

- Personnel:

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.

- Set Up:

How long will it take to acquire facilities, equipment, personnel, etc., and to be ready to begin operation?

5 Financial Data

- Provide 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 to the satisfaction of the Child Care Facilities Board the applicant's ability to provide a safe and effective child care program and includes a description of:

- (1) the proposed child care program, including the child care philosophy on which the program will be based;
- (2) the delivery of the child care program;
- (3) the nature and scope of parental involvement in the child care program,
- (4) staff positions, responsibilities and qualification requirements;
- (5) administrative policies and procedures;
- (6) utilization of the indoor space and the outdoor play space of the day care facility, including furnishings and equipment.

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

Service plans are evaluated subject to Regulation 27 and in accordance with policy, procedures and guidelines found in the Child Care Facilities Act, Regulations and Guidelines. The service plan must be approved before a provisional license is issued.

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

Program:

The description of the child care program shall include:

- child care philosophy of program;
- approaches for developing and stimulating the social, physical, intellectual, creative, and emotional needs of children (example, through the use of activity centres, equipment, etc.)
- role of staff in facilitating children's development;
- specific philosophies of an integrated program for special needs children (if such care is provided);
- written discipline policy (see Regulation 26) specifying:
- how staff will communicate expectations, guide children's behaviour, set limits and apply consequences;

- a rationale for this policy;
- procedures for informing parents of policy;
- implementation of policy including orientation and monitoring of staff.
- organization of daily routines for each group of children for eating, individual and group activities, indoor and outdoor activities, and provision for snacks and meals.
- description of one week's activities (e.g., crafts, field trips, themes)
- methods of ensuring children's hygiene practices, for example, hand washing before and after eating;
- methods for accommodating the special needs of children with disabilities (if included in the program);
- food service approach (food provided by license holder or parents, where is it prepared?);
- sample menus for meals and snacks (minimum 2 weeks);
- meal time routines - timing of meals for groups, child wash-up procedures;
- provision for food allergies and special diets;
- emergency evacuation procedures (see Guidelines to Regulations, Monthly Fire Drills: How to Plan a Procedure).

Parental Involvement:

The nature and scope of parental involvement shall be described with regard to:

- methods of:
 - ensuring parent awareness of daily program;
 - dealing with concerns, expectations of parents;
 - communicating child's progress to parent;
- provision of parent handbook, including above information, program description, policies, and procedures.

Staffing:

The following staffing information shall be included:

- job descriptions -- duties, responsibilities and qualifications of: director/supervisor, program staff and any staff performing support functions;

- organizational chart showing reporting relationships of license holder, director/supervisor, program staff and support staff.
- designated alternate director/supervisor;
- personnel policies and procedures for:
 - staff supervision, evaluation and discipline;
 - staff orientation and training including:
 - certification
 - first aid training;
 - system for scheduling of staff, including assignment to groups, cover-off relief staff, staff breaks;
- staff handbook containing all of the above staffing information.

Administrative Policies and Procedures:

Administrative policies and procedures shall include:

- health and safety policies (approved by PEI Health and/or Fire Inspectors where applicable);
- operating policies and procedures regarding such matters as:
 - hours of operation, holiday closures, fees, late pick up, admission, fees during vacations and transportation of children;
- evidence of liability insurance coverage; \$1 million minimum coverage is required, which must extend to indoor and outdoor activities, as well as any transportation provided by the centre for field trips or outings;
- names and phone number of back-up staff;
- sample forms, such as registration form, child attendance, medication administration, accident/incident report forms and required parental approvals for emergency medical treatment and field trips (attached copies of emergency medical treatment and field trip forms are to be used by all centres).

Facility:

- A description of the facility, including:
 - indoor floor plan:
 - room dimensions
 - windows, exits
 - floor surfaces
 - storage for children's belongings
 - storage of first aid supplies
 - storage for hazardous materials and equipment
 - furnace area
 - food preparation, eating and storage areas
 - washrooms
 - water sources
 - sleeping areas
 - room layout and usage plan showing (can be included in the floor plan):
- basic furniture:
 - shelving - fixed and moveable
 - dividers
 - tables and chairs;
- utilization of the outdoor play space, including a plan showing:
 - fixed equipment
 - fencing
 - gates
 - access from building
 - list of portable equipment
 - shaded and sheltered areas
 - play and protective surfaces, for example grass, asphalt, sand, cushioning;
- inventory of indoor and outdoor equipment, toys and materials.

NOTE:

Readers are cautioned that the policies and administration guidelines are subject to change without notice, at the discretion of the Child Care Facilities Board.

SAMPLE FORM -- EMERGENCY MEDICAL FORM

In the event of a serious injury to my child, _____ , and the supervisor/staff of the _____ centre are not able to reach me (or my/our designate), I hereby give permission for the supervisor or designated staff person 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 doctor.

SIGNED: _____ (MOTHER) _____ (DATE)
_____ (FATHER) _____ (DATE)

SAMPLE FORMS - FIELD TRIPS

1. GENERAL PERMISSION FOR REGULAR TRIPS:

I, _____ , give permission for my child, _____ ,
(the rink) (Wednesday mornings)
to go to _____ , on _____ ,
(November 15) (April 1)
from _____ to _____
(name of centre)
with the staff and children of the _____ .

I understand that the staff and children will be leaving the centre at _____ (time) and
returning at _____ (time) . I also understand that they will be travelling by
(car, walking)
_____ .

Signed: _____ Date: _____

2. SPECIFIC PERMISSION FOR ONE TIME ONLY TRIPS:

I, _____, give permission for my child, _____, to go
(Rainbow Valley) (date)
to _____ on _____, with the staff and children of the
_____ centre. I understand that the children and staff will
be leaving at _____ (time) and returning at _____ (time). I also
(in a rented van, in parents' cars, etc.)
understand that the children and staff will be travelling _____.

Signed: _____ Date: _____

INCIDENT REPORT

Name of Child: _____ Date: _____

Time: _____ Where/Place: _____

Note to Parents:

Your child was not injured and this is not an injury report: this report is used when something happens which does not require significant first-aid treatment, but which may be important to your child. If you have any questions, please contact the supervisor or designate of the child care centre.

NOTIFICATION OF PARENT OR GUARDIAN:

Who was notified: _____ How: _____ Time: _____

Comment: _____

DESCRIPTION:

What happened? _____

ADDITIONAL COMMENTS OR INFORMATION:

Signature of Supervisor or Designate: _____

Date: _____

Permission to reprint this report granted by Daybreak Parent Child Centre, St. John's, NF

INJURY REPORT

Name of Child: _____ Date: _____

Time: _____ Where/Place: _____

NOTIFICATION OF PARENT OR GUARDIAN:

Who was notified: _____ How: _____ Time: _____

Comment: _____

DESCRIPTION:

What happened? _____

What part of the body was involved? _____

Was the skin broken? Yes No Bruised? Yes No Bleeding? Yes No

If so, describe: _____

Was breathing impaired? Yes No If so, where and how? _____

Was child unconscious, dizzy, etc? If so, describe: _____

Was first-aid measures were taken and by whom? _____

Did the person applying first-aid hold a valid first-aid certificate? Yes No

Signature of Supervisor or Designate: _____

Witness: _____

Date: _____

Permission to reprint this report granted by Daybreak Parent Child Centre, St. John's, NF

Note to Staff:

This report form is used to report injuries or when the staff feels that an injury may have occurred based on the circumstances. For example, if a child falls from a high place, or is struck on the head, but no bruising or abrasion shows up before the child leaves the child care centre, the teacher will still use an injury report. If injury occurs, parents are contacted before the child goes home, if possible, and the injury report is sent home with the child. Injury reports are reviewed by the supervisor or designate, with a copy to the child's file.

Sometimes children ask to have band-aids or ice applied for minor scrapes and bruises. The teacher can apply there as she sees fit, but this does not mean that the child has been injured. If the child is involved in an incident which does not result in injury, even if first aid is applied, the parent will receive an incident report, not an injury report. Incident reports are reviewed by the supervisor with a copy to the child's file.

EARLY CHILDHOOD DEVELOPMENT ASSOCIATION

MISSION STATEMENT

The Early Childhood Development Association of Prince Edward Island is a provincial non-profit organization committed to promoting physical, emotional, social, cognitive and creative development of young children.

The Early Childhood Development Association was organized in 1974, and incorporated as a non-profit organization in 1975. The ECDA de-centralized into 4 Regional Chapters, one in West Prince Region, East Prince Region, Queens County and Kings County.

The ECDA is governed by a Provincial Executive. Individual membership generally numbers around 100, and is open to all those interested in the field of early childhood.

GOALS:

1. To provide and exchange information with parents, the public and professionals concerning the education and care of young children.
2. To provide information, facilities communications and develop professionalism within the membership.
3. To support the activities of other organizations concerned with young children.

**EARLY CHILDHOOD DEVELOPMENT ASSOCIATION OF PEI
81 PRINCE STREET, CHARLOTTETOWN, PE, C1A 4R3
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2000-2001**

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THE EARLY CHILDHOOD DEVELOPMENT EQUIPMENT LIBRARY

The Early Childhood Development Equipment Library is a pool of resource equipment available to operators of licensed child care centres. The equipment Library was established by the Department of Health and Social Services in 1975 as the result of a proposal presented to the Minister by representatives of the Early Childhood Development Association.

According to the original contract, the Equipment Library was to be owned and funded by the Department of Health and Social Services, and managed by volunteers from the ECDA. In September, 1981, the Minister of Health and Social Services transferred the ownership and complete responsibility of the Library to the ECDA. The Department continues to support the Library with an annual grant.

The Library was established for 3 main reasons:

1. To encourage the initiation of new programs by off-setting start-up costs;
2. To keep operators abreast of developments in the field of child development equipment;
3. To improve the overall quality of child care in the province by assisting in the provision of equipment.

The equipment in the Library is managed by the 4 regional chapters of the Early Childhood Development Association. Each chapter has the responsibility of ordering, maintaining, and distributing the materials. With regional management, operators across the province have easy access to equipment.

There is no charge for the use of the equipment; however, borrowers are responsible for any loss or damage while the equipment is in their facility.

A sampling of units in the Library include:

Housekeeping, blocks, games, doll houses, science equipment, "ride-em" equipment, books, carpentry tools, furniture, train sets, flannel and chalk boards, lego, music, rhythm band equipment, puppetry, learning kits.

ECDA LIABILITY INSURANCE POLICY

As required in Regulation 2 of the Regulations to the Child Care Facilities Act, "An applicant for a license shall on initial application, 2(c) on request, provide evidence, in the form of copies of certificates of adequate coverage for liability insurance extending to both indoor and outdoor activities conducted by the facility ..."

According to Guideline 4 for this regulation, "the Child Care Facilities Board considers \$1 Million to be adequate coverage for liability insurance for child care facilities. This coverage must extend to indoor and outdoor activities, as well as any transportation provided by the centre for field trips or outings.

The Early Childhood Development Association's Liability Insurance Policy has \$1 Million coverage, and is available to all licensed centres who are members of the Association. The yearly cost for centre membership is \$50 for a type I Centre and \$25 for a Type II Centre. Insurance premiums are quoted yearly.

This policy is presently administered by:

Cindy Donahue
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(Phone: 902-853-3876)