

Early Learning and Child Care Trust Fund

Application Guidelines

*Early Learning and Child Care Project Review Board, Inc.
Comité d'examen du projet d'apprentissage et de garde des jeunes enfants, Inc.*

*P.O. Box 22024, Fredericton, NB E3A 5T6 • C.P. 22024 Fredericton (N.-B.) E3A 5T6
1-877-992-9898*

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Early Learning and Child Care Trust Fund

Application Guidelines

Please refer to these Guidelines when completing the funding application.

Introduction

An Early Learning and Child Care Trust Fund was created by the Government of New Brunswick to promote learning and development in early childhood, support the training and labour force participation of parents, and support parents in the care and nurturing of their children by improving early learning and child care programs and services.

The Early Learning and Child Care Project Review Board is responsible for disbursing funds from the Trust Fund to child care operators, recognized post-secondary institutions and individuals currently employed in an approved child care facility in New Brunswick for approved projects related to the:

- Development and implementation of early learning and child care curriculum;
- Training for child care workers; and/or
- Creation of new rural, infant, and extended hours child care spaces.

All funding applications will be reviewed by the Early Learning and Child Care Project Review Board. A Project Review Coordinator supports the Review Board and is available to assist organizations in the completion of funding applications. If required, licensing information and employment status will be verified with the Department of Social Development.

Early Learning and Child Care Curriculum

High quality programming or curriculum is an important determinant in the quality of child care and early learning opportunities. It encourages exploration and play, and promotes children's overall development. It responds to children's differing abilities and interests, builds on their strengths and can help them make a successful transition into the school system.

Funding for the early learning child care curriculum was awarded in the fall of 2007 to successful applicants. The Early Learning and Child Care Trust Fund is no longer accepting applications for curriculum development.

Training Assistance for the Early Childhood Education (ECE) Certificate or Diploma – General Information

Training of child care staff in child development and early childhood education is an important determinant of the quality of care children receive. Child care workers must be warm and emotionally engaged with children but also have the necessary knowledge, skills and abilities to stimulate their overall development.

Funding is available to:

A) staff currently employed in an approved child care facility who are working towards their ECE Certificate or Diploma on a part time basis for courses (part of the ECE program) completed on or after January 1, 2007; or

B) ECE graduates who completed their ECE Certificate or Diploma after January 1, 2007 and are now working in an approved child care facility.

The funding is available for eligible course tuition fees not already paid by other sources, including Early Childhood Care and Education New Brunswick (ECCENB) Association's Reimbursement Project, Employment Insurance or Distance Education Training Initiative (2003-2007). Funding from the Early Learning and Child Care Trust Fund and other sources can not exceed the actual cost of tuition.

If you did not receive 100% funding from the sources above then **up to \$3,000 per person** is available on a reimbursement basis for tuition fees only.

Eligible applicants will receive a tax receipt (T4A) for the funding amount.

This is a one time funding amount and individuals are only eligible to receive funding under either A or B, not both.

A) Training Assistance for the ECE Certificate or Diploma – current staff working towards their ECE Certificate or Diploma

Funding of up to **\$3,000 per person** is available to offset the cost of courses taken on a part-time basis. Proof of successful completion of the course (official transcript), a receipt providing the cost of the course, and proof of employment (letter from the director or pay stub) must be provided to the Early Learning and Child Care Project Review Board before any funds are distributed. All costs must be paid by the applicant in advance as this funding is available on a reimbursement basis. Courses already 100% funded by other sources such as:

- Early Childhood Care and Education New Brunswick (ECCENB) Association's Reimbursement Project
- Employment Insurance
- Distance Education Training Initiative (2003-2007)

are **not** eligible for reimbursement from the Early Learning and Child Care Trust Fund. If the funding sources above did not pay the entire cost of tuition then the balance of the fees may be eligible for funding under the Early Learning and Child Care Trust Fund.

Eligible applicants will receive a tax receipt (T4A) for the funding amount.

This funding is retroactive to individuals who completed courses as part of the ECE Certificate or Diploma on or after January 1, 2007.

With the goal of increasing the number of child care workers with an ECE Certificate or Diploma, funding will be available to individuals who meet the following criteria:

1. Are currently employed in an approved child care facility in New Brunswick.
2. Are not receiving 100% funding from Early Childhood Care and Education New Brunswick Association's Reimbursement Project; Employment Insurance, or the Distance Education Training Initiative (2003-2007) for these courses.
3. Have paid for the course fees in advance. Funds will only be paid once the applicant has provided the Early Learning and Child Care Project Review Board with an official transcript from the training institution stating the final grade and a copy of the receipt (required to verify the eligible amount). If the course was not successfully completed then **no** funding for the cost of the course will be provided.
4. Are enrolled in the ECE Certificate at one of the following New Brunswick training institutions recognized by the Department of Social Development :
 - Academy of Learning (Saint John, Miramichi and Bathurst)
 - Atlantic Business College (Moncton and Fredericton)
 - New Brunswick Community College (NBCC)
 - Oulton College

- Union of New Brunswick Indians (UNBI) Training Institute; or
- the ECE Diploma offered through New Brunswick Community College.

Currently, only the ECE Diploma offered through the New Brunswick Community College is eligible for reimbursement from the Early Learning and Child Care Trust Fund.

Note: the Early Learning and Child Care Project Review Board reserves the right to verify completion of the course with the training institution and employment status with the child care facility named on the application form. The Board may also verify if funding was received from the other sources mentioned above.

B) Training Assistance for the ECE Certificate or Diploma– recent graduates working in an approved child care facility

Funding of **up to \$3,000 per person** is available to offset the tuition cost of the one year ECE Certificate or Diploma taken on a full or part-time basis. Completion of the ECE Certificate or Diploma must have occurred on or after January 1, 2007. Proof of graduation (copy of the certificate), a receipt providing the cost of the certificate, and proof of employment (letter from the director or pay stub) must be provided to the Early Learning and Child Care Project Review Board before any funds are distributed.

All costs must be paid by the applicant in advance as this funding is available on a reimbursement basis. Courses already 100% funded by other sources such as:

- Early Childhood Care and Education New Brunswick (ECCENB) Association's Reimbursement Project
- Employment Insurance
- Distance Education Training Initiative (2003-2007)

are **not** eligible for reimbursement from the Early Learning and Child Care Trust Fund. If the funding sources above did not pay the entire cost of tuition then the balance of the fees may be eligible for funding under the Early Learning and Child Care Trust Fund.

Eligible applicants will receive a tax receipt (T4A) for the funding amount.

This funding is retroactive to individuals who completed the ECE Certificate or Diploma on or after January 1, 2007.

With the goal of increasing the number of child care workers with an Early Childhood Education (ECE) Certificate or Diploma, funding will be available to individuals who meet the following criteria:

1. Are currently employed in an approved child care facility in New Brunswick.
2. Are not receiving 100% funding from Early Childhood Care and Education New Brunswick Association's Reimbursement Project; Employment Insurance, or the Distance Education Training Initiative (2003-2007) for these courses.
3. Have paid for the ECE Certificate or Diploma in advance. Funds will only be paid once the applicant has provided the Early Learning and Child Care Project Review Board with proof of graduation, a receipt providing the cost of tuition and proof of employment in an approved child care facility in New Brunswick.
4. Have completed the ECE Certificate at one of the following New Brunswick training institutions recognized by the Department of Social Development:

- Academy of Learning (Saint John, Miramichi and Bathurst)
- Atlantic Business College (Moncton and Fredericton)
- New Brunswick Community College (NBCC)
- Oulton College
- Union of New Brunswick Indians (UNBI) Training Institute; or
- the ECE Diploma offered through New Brunswick Community College.

Currently, only the ECE Diploma offered through the New Brunswick Community College is eligible for reimbursement from the Early Learning and Child Care Trust Fund.

Note: the Early Learning and Child Care Project Review Board reserves the right to verify completion of the ECE Certificate or Diploma with the training institution and employment status with the child care facility named on the application form. The Board may also verify if funding was received from the other sources mentioned above.

Creation of new rural, infant and extended hours child care spaces

Many families have difficulty finding regulated child care in rural areas or for children under the age of two. Families who work shift-work also have difficulty accessing regulated care for their children during extended hours such as evenings and weekends.

This incentive funding may be used for: the purchase of necessary equipment and supplies (e.g. cribs, high-chairs, toys, program materials); renovations to the facility to accommodate new spaces; or to offset the costs of hiring additional staff for the new spaces. New spaces may be funded under more than one category based on eligibility.

Applicants must demonstrate that they:

- Are approved in compliance with Regulation 83-85 of the *New Brunswick Family Services Act* or can provide evidence that they have submitted an application to the New Brunswick Department of Social Development to meet licensing requirements;
- Are committed to making the new child care spaces available within six months of receiving funding; and
- Are committed to maintaining the new child care spaces for a minimum of two years.

Improving the availability of these types of child care spaces is a key priority under the Early Learning and Child Care Trust Fund. To that end, one-time incentive funding is available as follows:

Day Care Centres:

- One-time incentive funding of \$2,500 **per space** is available to approved Day Care Centres to create new **infant** child care spaces.
- One-time incentive funding of \$7,500 **per facility** is available to approved Day Care Centres to create new child care spaces during **extended hours** that support families who work shift work (after 7:30 p.m. or on weekends). Facilities must submit their hours of operation as outlined in their parent handbook and on their *Request for Renewal – Day Care* form (or *Application for Approval Day Care Center* form) submitted to the Department of Social Development. A minimum of 8 new spaces must be created.
- One-time incentive funding of \$5,000 **per facility** is available to approved Day Care Centres to create new child care spaces in **rural** New Brunswick. Rural is defined as any physical location outside of the eight cities identified by the Department of Local Government. The cities are: Bathurst, Campbellton, Dieppe, Edmundston, Fredericton, Miramichi, Moncton and Saint John. A minimum of 5 new spaces must be created.

Community Day Care Homes:

- One-time incentive funding of \$2,500 **per space** is available to approved Community Day Care Homes to create new **infant** child care spaces.
- One-time incentive funding of \$5,000 **per facility** is available to approved Community Day Care Homes to create new child care spaces during **extended hours** that support families who work shift work (after 7:30 p.m. or on weekends). Facilities must submit their hours of operation as outlined in their parent handbook and on their *Request for Renewal – Community Day Care Home* form (or *Application for Approval Community Day Care Home* form) submitted to the Department of Social Development. A minimum of 3 new spaces must be created.
- One-time incentive funding of \$3,000 **per facility** is available to approved Community Day Care Homes to create new child care spaces in **rural** New Brunswick. Rural is defined as any physical location outside of the eight cities identified by the Department of Local Government. The cities are: Bathurst, Campbellton, Dieppe, Edmundston, Fredericton, Miramichi, Moncton and Saint John. A minimum of 3 new spaces must be created.

Please note:

Existing facilities that require a renovation to complete the expansion - if approved, 50% of the eligible funding will be disbursed immediately and the remaining 50% will be paid once the renovation is complete and a new Certificate of Approval is received reflecting the increase in approved spaces. If the renovation does not result in an increase to the number of approved spaces then all funds provided from the Early Learning and Child Care Trust Fund must be returned immediately.

New facilities: New child care facilities must submit the **Early Learning and Child Care Trust Fund Application for Project Funding** and their Certificate of Approval from the Department of Social Development before their application will be reviewed and eligible funding is disbursed.

If approved, and funded spaces are not occupied by the end of six months from the approval date or date of opening, the facility owner will repay an amount proportional to the number of unoccupied spaces.

Application Process

Organizations or individuals interested in applying for project funding must submit a detailed application to the Early Learning and Child Care Project Review Board.

Funding applications are available from the Early Learning and Child Care Project Review Coordinator at 1-877-992-9898 or on-line at the Government of New Brunswick's website at <http://www.gnb.ca/0017/ELCC/trustfundindex-e.asp>.

Applicants will be advised in writing on final decisions regarding their application.

Please mail completed applications to:

**Early Learning and Child Care Trust Fund
P. O. Box 22024
Fredericton, New Brunswick
E3A 5T6**

**Telephone: 1-877-992-9898
Email: ELCCAGJE@nb.sympatico.ca**