

## Child Care Service Information

Name of Service			
Licensee		Administrator(s)	
Address		City/Town	
Province <b>NL</b>	Postal Code:	Telephone	
Email address		Incorporation Number	
Region	<input type="checkbox"/> Metro	<input type="checkbox"/> Central East	<input type="checkbox"/> Western <input type="checkbox"/> Labrador
Type of Service	<input type="checkbox"/> Child Care Centre <input type="checkbox"/> Family Child Care	Type of Program	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Days of Operation <small>CHECK ALL THAT APPLY</small>	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat
Hours of Operation	Service Age Range		
Number of Licensed Spaces	Number of Children Enrolled		

## Project Description

**Brief description of the proposed project including project schedule:**

1. Will you be receiving contribution towards this project from other sources (including in-kind):  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Will this project be done in partnership with another group:  Yes  No

If yes, please provide details: \_\_\_\_\_

3. Will any other group or organization benefit from this project:  Yes  No

If yes, please provide details: \_\_\_\_\_

4. Do you owe any money to the Government of Newfoundland and Labrador:  Yes  No

If yes, are there arrangements for repayment:  Yes  No

## Application Details

Waivered Item	Regulation, Policy # or Guideline	Copy of 3 quotes from incorporated contractors attached Y/N	Approximate Cost (rounded to the nearest \$)
Corded landline telephone	CCR s 23(1); ELCD-2017-I6		
Food preparation area	CCR s 35(1); ELCD-2017-K10		
Outdoor play area	CCR s 39(1)(a); ELCD-2017-K13		
Walls of indoor area	CCR s 56(4); ELCD-2017-N1		
Homeroom square meters	CCR s 58(3); ELCD-2017-N2		
Windows	CCR s 58(4); ELCD-2017-N2		
Infant and toddler washrooms	CCR s 58(6); ELCD-2017-N4		
Administration area	CCR s 59(1); ELCD-2017-N3		
Toilet and washbasin per child	CCR s 60(1)(b); ELCD-2017-N4		
Children's washroom	CCR s 60(4); ELCD-2017-N4		
Employee's washroom	CCR s 60(5); ELCD-2017-N4		
Dwelling house accessible to the service	CCR s 61; ELCD-2017-N1		
Outdoor play area square meters for a facility in which a child care service is operated	CCR s 62(1); ELCD-2017-O1		
Additional Items that May be Considered		Copy of 3 quotes Y/N	Cost
Deficiency(ies) identified by SNL plan review	NBCC Part 3		
Fire alarm systems	NBCC 3.2.4		
Sprinkler system	NFPA 13		
Interconnected smoke alarms for Family Child Care	FLS 2.1		
Window egress for Family Child Care	FLS 1.1		

**Total:**

**Items to be included as part of the application:**

<b>Additional Information to Include</b>
Documentation of waiver(s) or the deficiency that has been identified by a government inspector
Copy of three quotes for purchase of equipment and/or from incorporated contractors to address each waiver or deficiency
Letter of Incorporation
For all child care services operating in a leased space an approval letter from the landlord lender for the work to be completed
<b>Additional information for applications requesting \$25,000 or less:</b>
i) Audited Financial Statement - a financial statement that has been audited by an independent Chartered Accountant, or
ii) Notice to Reader - a Notice to Reader is an unaudited financial statement prepared by a Chartered Accountant. Since the financial statement has not been audited or reviewed, it does not have the level of reliability associated with audits or review engagements, or
iii) Internally prepared financial statements - financial statements are made up of five components: an Income Statement, a Statement of Changes in Equity, a Balance Sheet, a Statement of Cash Flows, and Notes to Financial Statements.
<b>Additional information for applications requesting \$25,000 to \$100,000</b>
i) Audited Financial Statement (see definition above), or
ii) Unaudited financial statements – a financial statement that has not been subjected to an independent verification and review process (e.g., a Review Engagement which is a report issued by a Chartered Accountant which expresses that the financial statements are free from material misstatement, and a
iii) Detailed project work plan
<b>Additional information for applications requesting more than \$100,000</b>
i) Audited Financial Statement (see definition above), and a
ii) Detailed project work plan
iii) Approval letter from lender (e.g., bank or whomever holds the mortgage on the property) for the work to be completed
iv) Proof of insurance for the renovation period
<b>For not-for-profit child care services, the following is required:</b>
i) List of current board members
ii) Proof of Directors' Liability Insurance
iii) Most recent annual report

**Applicant’s Declaration/Consent and Disclosure**

I confirm the information given in this application is, to the best of my knowledge and ability, complete, true and correct. I acknowledge that failure not to disclose relevant information may result in cancellation of this application by the Department of Education and Early Childhood Development (EECD).

I certify that financial assistance from EECD is a significant factor in the decision to proceed with this project.

I certify that neither the applicant, affiliated/associated companies nor its officers are involved in any litigation, or in any proceedings before any government board, commission, agency or tribunal which have not been disclosed in writing as an attachment to this application.

I authorize EECD to access, at any reasonable time, the site and premises of the facility described in the application.

I confirm that, if this application is approved, legal documentation may be requested including, but not limited to: By-Laws, Certificate of Good Standing, Certificate of Secretary under seal for current shareholders/directors or unanimous shareholder consent, Unanimous Shareholders’ Agreement, Demand Note, General security Agreement and /or property or other mortgage documentation.

I agree that any overpayments will be applied against future payments or repayment arrangements established as determined by EECD or the Government of Newfoundland and Labrador, Including interception processes used to pay outstanding debts to the Crown.

Applicant hereby agrees that should a “Letter of Offer” result from this application, that offer shall include an Agreement to make public the financing amount and name of the recipient together with the purpose and other information pertaining to employment created.

**Signatures**

Name of Authorized Signing Officer (print): \_\_\_\_\_

Signature of Authorized Signing Officer: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY NOTICE**

The information collected on this form is collected under the authority of the *Child Care Act* and the *Access to Information and Protection of Privacy Act (ATIPPA)* and is used solely for the purposes of administration/operation of regulated child care program and services provided by the Early Learning and Child Development Division. This information is kept confidential and held securely as required by *ATIPPA*. If you have any questions about the collection or use of this information, please contact the Information Management Division of the Department of Education and Early Childhood Development at 709-729-6281.