

# \$10 a Day ChildCareBC

## Applicant Guide – 2023 Expression of Interest and Intake

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### Opportunity Overview

[ChildCareBC](#) outlines the Province’s long-term plan to build a future where families have access to affordable, inclusive, quality child care whenever and wherever they need it. In order to improve affordability for families through a \$10 a day approach to child care, the Province, through the Ministry of Education and Child Care (the Ministry), and in alignment with the terms of the Canada-British Columbia [Canada-Wide Early Learning and Child Care Agreement](#) (CW-ELCC), is again expanding the \$10 a Day ChildCareBC program. Building on the existing 12,700 \$10 a Day spaces, these new sites allow government the opportunity to engage with experienced child care providers and work together to make affordable child care a core service for B.C. families.

Becoming a \$10 a Day ChildCareBC Centre is an opportunity for child care providers to contribute their knowledge and expertise to the development of inclusive, high-quality, and affordable child care in B.C. New \$10 a Day ChildCareBC Centres will be approved to join the program under 36-month funding agreements. Licensed child care providers who meet the eligibility criteria set out in this guide are invited to apply to become a \$10 a Day ChildCareBC Centre. Successful applicants will receive individualized operational funding based on declared, verifiable, and eligible operating expenses outlined in the intake form, minus a parent fee of \$10 per day per child to be collected by the centre from the families of children in their care.

## Priority Areas

To ensure that British Columbia's economic, cultural, and geographic diversity is represented and well balanced, the Ministry will prioritize selection of sites from:

- Applicants located in communities currently without \$10 a Day child care (or with a low proportion of \$10 a Day spaces compared to population density).
- Public, not-for-profit, and Indigenous-led child care providers.
- Child care spaces for children ages 0-5. If a facility operates 0-5 spaces and multi-age spaces, they are also eligible to apply for all spaces. Licensed facilities that only provide out-of-school child care services are not eligible to apply at this time.

A facility operated by a not-for-profit society is required to meet all of the following criteria:

- Be registered in B.C. for a minimum of four years (if less than four years, the society must submit a letter of community support),
- Maintain an open membership,
- Majority elected, unpaid board members,
- Board members selected from the entire membership, and
- Most elected board members are full-time B.C. residents.

The expression of interest and intake form must contain all mandatory documentation to be assessed. If there is missing documentation, it will be considered incomplete and will not be evaluated. If there is documentation provided to verify the eligibility criteria, but it does not support the criteria, the application will not be evaluated.

## Eligibility for the \$10 a Day ChildCareBC 2023 Expression of Interest and Intake

Licensed child care providers must meet **all 12 criteria** in Section 1 of the Expression of Interest. During the application process, if one of the following criteria is not met, you will be advised that your facility is not eligible to participate in the \$10 a Day ChildCareBC initiative at this time. The criteria are as follows:

- Be in good standing with the Ministry of Education and Child Care and the Ministry of Finance.
- Be in good standing with your facility's Health Authority (a copy of your facility's Health Authority compliance report from June 2021 to present will be required). <sup>1</sup>
- All Early Childhood Educators (ECEs) must hold active valid certificates with the [Early Childhood Educator Registry](#) (if applicable).
- Be in receipt of [Child Care Operating Funding](#) or [\\$10 a Day ChildCareBC Funding](#) for a minimum of one year at the time of this EOI.
- Be approved, or your application is being processed by the Ministry, to participate in the [Child Care Fee Reduction Initiative \(CCFRI\)](#) for the 2023-24 year (if eligible to do

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<sup>1</sup> Good standing with a Health Authority is defined as: facilities that do not have ongoing or unresolved health and safety infractions confirmed by the Ministry of Health or local Health Authority.

- so) at the time of this application.
- Be approved, or your application is being processed by the Ministry, to participate in the [Early Childhood Educator Wage Enhancement Initiative](#) for the 2023-24 year (if eligible to do so) at the time of this application.
  - Have enrolled, or be willing to enrol, families eligible for the [Affordable Child Care Benefit \(ACCB\)](#).

**Should you be invited to participate in the next stage of the process:**

- Using the Excel Ministry template applicable to your organization, provide the actual expenses of your facility for the previous 12 months and a budget forecast for the upcoming 12 months according to the eligible expenses as per the \$10 a Day ChildCareBC Policy and Procedures Manual - 2023 Intake. Both actual expenses and forecasted budget must be verified (signed) by the designated representative for your organization i.e., your expense authority. Copies of the Excel templates and Policy and Procedures Manual can be found on the [2023 Intake web page](#).
- At the time of the intake form, provide the financial statements for your facility (at a minimum, the income statement<sup>2</sup> and balance sheet<sup>3</sup>) for your prior fiscal year. The document must be verified (signed) by the designated representative for your organization i.e., your expense authority.
- For home-based providers:** Be able to operate a separate business bank account to be exclusively used for revenue and allowable expenses under the \$10 a Day ChildCareBC funding agreement.
- Be willing and able to accommodate and assist with an economic analysis on the cost of child care in various business models through provision of your current business financials at the Ministry's request (this information is sought for research purposes only).
- Have liability insurance coverage for a minimum of \$2,000,000.

**Please Note:** occasional care/drop-in child care spaces are not eligible for funding at this time.

## Overview of Two Stage Expression of Interest Process

The \$10 a Day expansion is comprised of a two-stage selection process:

### Stage One: Expression of Interest

- Facilities in selected communities are invited to complete an Expression of Interest.
- Expression of Interest responses must meet the 12 eligibility criteria and will be evaluated on Priority Area criteria.

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<sup>2</sup> An income statement assesses the profit or loss (revenue less expenditures) over a period of time.

<sup>3</sup> A balance sheet shows the financial position (assets, liabilities, and equity) of the business at a specific point in time.

- Selected facilities will be invited to Stage Two and receive further instructions. An invitation to Stage Two of the process does not guarantee that a facility will join the \$10 a Day program at this time.

### **Stage Two: Intake Form**

- Facilities complete an online intake form.
- Intake forms are screened and further evaluated on the Priority Area criteria and the additional information provided during Stage Two.
- Successful applicants are then invited to enter into negotiations with the Province.

## **Expression of Interest Overview**

The Expression of Interest has **five sections** described below.

### **Section 1: Eligibility**

Applicants will be asked to demonstrate their eligibility by confirming they meet the 12 criteria.

- Applicants will upload all licenses and health authority compliance reports applicable to the facility for which they are applying.

### **Section 2: Applicant Information**

- Applicants will be asked to input organization and facility information (e.g. physical addresses, contact information, etc.).

### **Section 3: Additional Organization Information**

- Applicants will be asked to confirm their organization type (e.g., sole proprietor, not-for-profit, Indigenous-led).

### **Section 4: Child Care Facility Information**

- Applicants will be asked for the numbers of licensed and operational spaces at the facility.
  - Licensed spaces is defined as the total number of child care spaces allowed at the facility under the Community Care and Assisted Living Act facility license.
  - Operational spaces is defined as the total number of enrolled and vacant spaces at a facility that may be occupied by a child during the times that the facility offers child care.

## Section 5: Land and/or Facility Space

- Applicants will be asked to identify if they own, lease, or rent their facility space. Lease or rental agreements that include payments made by the facility must be with an organization that is arms-length from the facility.
- Applicants will be asked to identify if they operate in a personal residence.

## Expression of Interest Checklist

- ✓ All applicable facility health authority licenses
- ✓ A copy of your facility health authority compliance report (from July 2021 to the current date)
- ✓ Submitted online Expression of Interest

## How to respond to the Expression of Interest

1. Complete the [online Expression of Interest](#) providing required supporting documentation **no later than 11:59 a.m. on July 28, 2023.**
  - a. You can navigate through the application by hitting “continue” and “back” at the bottom of the screen.
    - i. **Do not use your browser’s “back button”** as this will log you out of the application entirely.
  - b. The table of contents can be displayed on the top left-hand corner of the application screen by clicking on the three horizontal lines.
    - i. This can be used to view the progress of your application.
    - ii. Use the table of contents to navigate within your application. \*Note you can only navigate to sections you have already begun or fully completed.
  - c. You cannot stop filling out your application and resume at a later date.
  - d. Once completed and submitted, save a copy of your application for your records (applicants will have the ability to download and save their application, along with receiving a copy to the email address they provided in the application).

**Submission of an Expression of Interest does not guarantee funding, and applicants should not make business decisions on the basis of this program until they have successfully negotiated and executed a funding agreement with the Ministry.**

## Intake Form Overview

The intake form has **six sections** described below.

### Section 1: Applicant Information

- Applicants will be asked to input organization and facility information (e.g., mailing addresses, contact information, organization information, etc.).

## **Section 2: Land and/or Facility Space**

- Applicants will be asked to provide details of their facility location and lease or rental arrangements.
- Applicants will be asked to upload verification documentation (e.g. lease agreement).

## **Section 3: Child Care Facility Information**

- Applicants will be asked for licensed and operational space information at the facility.
  - Licensed spaces is defined as the total number of child care spaces allowed at the facility under the Community Care and Assisted Living Act facility license.
  - Operational spaces is defined as the total number of enrolled and vacant spaces at a facility that may be occupied by a child at the facility during the times that the facility offers child care.

## **Section 4: Facility Profile**

- Applicants will be asked to provide demographic information for their facility (e.g., programming, learning practices, and evaluation frameworks).
- Applicants will be asked to provide all ECE Certification numbers.

## **Section 5: Financial Information**

- Applicants will be asked to upload their completed eligible expenses in the Ministry-approved Excel template.
  - Applicants will provide, using the Excel Ministry template applicable to their organization, actual expenses of their facility for the previous 12 months and a budget forecast for the upcoming 12 months. The document must be verified (signed) by the designated representative for the organization (i.e., expense authority).
  - Templates are located on the \$10 a Day ChildCareBC website for applicants to download, input their information, and upload completed spreadsheets within the intake form. The Ministry will use the submitted information to negotiate a funding agreement. Select the link that coincides with your organizational type:
    - [Eligible Expenses Form not-for-profit providers](#)
    - [Eligible Expenses Form private providers](#)
    - [Eligible Expenses Form home-based providers](#)

- Applicants will provide financial statements for their facility (at a minimum, the income statement<sup>4</sup> and balance sheet<sup>5</sup>) for their prior fiscal year. The documents must be verified (signed) by the designated representative for the organization (i.e., expense authority).

### **Section 6: Policy and Procedures Manual and Inclusion Policy**

- Applicants will be asked to upload their current policy and procedures manual.
- Applicants will be asked to upload their current inclusion policy.

#### **For home-based providers with mortgages:**

The Ministry will use the following calculation to determine the percentage of mortgage payments considered an eligible expense:

Proportional Use Calculation:

**Full payment x space used % x time used % = business-related expense amount**

*E.g., \$30,000 x 50% of the space x 35% of the time = \$5,250 yearly approved eligible expense*

\*Within the home-based providers Excel template, a calculator has been embedded into the spreadsheet to assist with the proportional use calculation.

#### **Young Parent Program Providers:**

The \$10 a Day ChildCareBC Program supports and accepts facilities that are registered in the [Young Parent Program](#) (YPP) through the Ministry of Education and Child Care.

If you provide this program at your facility, please note the expenses related to this within your eligible expenses Excel template. On the spreadsheet, you will see a secondary tab at the bottom of the Excel workbook entitled “YPP expenses.” In this tab, please enter your actual current yearly expenses and projected yearly operating budget for your YPP program.

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<sup>4</sup> An income statement assesses the profit or loss (revenue less expenditures) over a period of time.

<sup>5</sup> A balance sheet shows the financial position (assets, liabilities and equity) of the business at a specific point in time.

## Intake Form Checklist

\*Note: all documents must be uploaded through the application portal before submitting your intake form.

- ✓ A copy of your rental or lease agreement (If applicable)
- ✓ For a not-for-profit society in existence for less than four years, a letter of community support
- ✓ Last 12 months of actuals and upcoming 12-month budget forecast using the Ministry-prescribed Excel template signed by an authorized representative for the organization
- ✓ Internally reported financial statements (income statement and balance sheet) for your organization's previous fiscal year signed by an authorized representative for the organization
- ✓ A copy of your facility policy and procedures manual
- ✓ A copy of your facility inclusion policy
- ✓ Submitted online intake form

## Obligations

Applicants are required to read and understand the [\\$10 a Day ChildCareBC Policy and Procedures Manual](#) before submitting their intake form.

## Parent Fees

Parent fees at all \$10 a Day ChildCareBC Centres will be capped as follows, as described in Schedule B of the funding agreement, for all care types and for all families:

Enrolment	Maximum Fee
Full days (4 hours or more), 5 days a week*	\$200/month
Full days (4 hours or more), 1 to 4 days a week	\$10/day to a maximum of \$200/month
Half days (less than 4 hours), 5 days a week	\$140/month
Half days (less than 4 hours), 1 to 4 days a week	\$7/day to a maximum of \$140/month

\*Full time as per existing hours of service; does not include extended hours (before 6 a.m., after 7 p.m., or overnight service).

**Child care operators are required to continue collecting parent fees as per the above table, whether directly from parents, or from the Affordable Child Care Benefit (as applicable), or a combination of both.**

## Key Contacts

For more information please visit the [\\$10 a Day ChildCareBC website](#) or contact the program team at [10aDayCentres@gov.bc.ca](mailto:10aDayCentres@gov.bc.ca)