Universal Child Care Prototype Sites – Applicant Guide

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Key Dates to Remember

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<th>Event</th>
<th>Date</th>
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<tr>
<td>Application Period</td>
<td>June 8 to July 9, 2018</td>
</tr>
<tr>
<td>Sample Contract Available</td>
<td>June 2018</td>
</tr>
<tr>
<td>Notification of Decision</td>
<td>July / August 2018</td>
</tr>
<tr>
<td>Contract Negotiation with Successful Prototype Sites</td>
<td>August/September 2018</td>
</tr>
<tr>
<td>Public Announcement of Successful Prototype Sites</td>
<td>September/October 2018</td>
</tr>
<tr>
<td>Commencement of Prototype Sites</td>
<td>October, 2018</td>
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Opportunity Overview

*Childcare BC* is the Province’s long-term plan to introduce a universal child care system that will provide parents with access to affordable, quality child care whenever and wherever they need it. In order to test how a $10-a-day approach to child care could work, the Ministry of Children and Family Development (the Ministry), and under the terms of the Canada-British Columbia Early Learning and Child Care (ELCC) Agreement, is funding approximately 1800 licensed child care spaces at Universal Child Care Prototype Sites. These sites are government’s opportunity to engage with existing, experienced child care providers and work together to create a universal, government-funded system of child care.

Prototype Sites will open in Fall 2018 and run until March 31, 2020. Licensed child care providers who meet the eligibility criteria set out in this Guide are invited to apply to become a Prototype Site. Successful applicants will receive operational funding sufficient to cover their current sources of revenue, less the $10 a day parent fee for each space and provide information to support the development of a universal child care system.

Successful applicants will be required to participate in an evaluation of the Prototype Sites funding model that will collect information on the impacts of the funding on child care fees, program quality, and provider and family outcomes. This information will be used to inform decisions regarding future funding models as BC continues to transition to a universal child care system. Additionally, Prototype Sites will receive a Quality Improvement Grant following the first stage of the evaluation to implement recommended site-specific quality enhancements.

Becoming a Prototype Site is an opportunity for child care operators to contribute their knowledge and expertise to the development of a universal, high-quality and affordable child care system in B.C.

Who Can Apply?

Licensed child care providers must meet all of the criteria in **Section 1** of the Application to be eligible. The criteria include, but are not limited to:

- The Provider must be licensed for and providing Infant/Toddler (under 36 months) child care (either as a licensed Group Child Care facility, or as part of other licensed child care programs);
- The Provider must be in receipt of [Child Care Operating Funding (CCOF)] for at least two consecutive years at the time of this application; and
- The Provider must be approved to participate in the [Child Care Fee Reduction Initiative (CCFRI)] at the time of this application.

These criteria, along with the others listed in **Section 1** of the Application, are to ensure that selected Prototype Sites are in good standing, have experience delivering licensed child care, are prepared to share detailed financial and program information with the Ministry, and are open to offering child care to all types of families in BC.
Facilities ineligible for this project include:

- Unlicensed facilities;
- Facilities not licensed or providing care for infant/toddlers;
- Facilities with serious or multiple safety infractions with the Ministry of Health or local health authority, or facilities that owe significant debts to the Ministry;
- Facilities not in receipt of CCOF and/or not approved for CCFRI; and/or
- Facilities unable or unwilling to enroll families receiving the Child Care Subsidy (which will become the Affordable Child Care Benefit on September 1, 2018).

Please note: occasional care/drop in spaces will not be funded under this project.

**Priority Areas**

In order to meet the Province’s obligations under the ELCC Agreement, preference will be given during the selection process to licensed child care providers operating:

- A majority of spaces licensed and occupied for Infant/Toddler (under 36 months) care; and
- A non-profit facility.

Whenever possible, priority will be given to applicants serving:

- Indigenous parents and children;
- Families new to Canada (non-residents of Canada within the last 12 months);
- Young parents (parents under the age of 25);
- Francophone families;
- Families in need of extended or non-traditional hours; and/or
- Families with children who have diverse/extra-support needs and/or require an inclusive child care spaces.

In order to ensure that British Columbia’s economic, cultural and geographic diversity is represented, the Ministry will select prototype sites from:

- Urban and rural communities;
- Lower Mainland, Vancouver Island, Northern, Coastal, and Interior regions of British Columbia;
- Non-profit and private (for profit) facilities; and
- Licensed Group centres, Family Child Care, Multi-Age and In-Home Multi-Age Child Care, with a focus on Infant/Toddler Care.

Please note: All licensed child care spaces at each Prototype Site will be funded; however, a limited number of School-Age Child Care spaces will be selected in order to maintain priority for supporting licensed Infant/Toddler child care, as required under the terms of the ELCC Agreement. The number of facilities selected that also offer Out-of-School child care will be limited under this program.
Guiding Principles

1. The Ministry will approach and work with Universal Child Care Prototype Sites in the spirit of cooperation and collaboration.
2. No Child Care Provider is financially worse off as a result of participating in the Universal Child Care Prototype Sites Project.
3. No family is financially worse off as a result of attending a Universal Child Care Prototype Site.
4. Child Care Providers will have access to a dedicated ministry liaison to provide information and support, where and when needed.
5. The child care provided at Prototype sites is accessible and responsive to diverse needs.
6. Universal Child Care Prototype Site Providers and the Ministry will work together to develop and evaluate a funding model for Universal Child Care that benefits both child care providers and families.
7. Information gathered through this program will be used to research the delivery of child care under different funding models and in different BC communities with diverse needs in order to inform future decisions regarding implementation of a universally accessible system of child care.

Commitments

For the term of the Prototype Site contract (which will run until March 31, 2020), the Ministry will:
1. Provide individualized quarterly or monthly (depending on the child care provider’s preference) operational funding to replace:
   o The child care provider’s current revenue from parent fees (other than a maximum fee of $10 per day per child for a full-time space);
   o the Child Care Operating Fund (CCOF), including the Child Care Fee Reduction Initiative (CCFRI); and
   o Other sources of revenue (excluding fundraising and in-kind supports, extended hours, and Drop-in/Occasional Care).
2. Provide an additional 5% on top of the total Prototype Site contract funding (detailed in item #1), in recognition of additional administration requirements, including reporting, waitlist management, and time and resource commitments required to participate in the evaluation process.
3. In March 2019, provide a one-time Quality Improvement Grant to each Prototype Site, in an amount to be determined by MCFD.
4. On April 1, 2019, increase individualized operational funding to each participating site by an amount equal to a 5% increase to the facility’s base CCOF rate, as specified in the facility’s 2018/19 CCOF Funding Agreement, to account for inflationary costs.
5. Provide assistance to Prototype Sites to meet reporting requirements and other responsibilities through a dedicated liaison.

For the term of the Prototype Site contract ending March 31, 2020, the Prototype Site will:
1. Enter into a Funding Agreement with the Province of BC represented by the Ministry of Children and Family Development.
2. Reduce parent fees to a maximum of $10 per day, per full-time space to a maximum of $200 per month for full-time monthly enrolment, exclusive of expenses for voluntary activities such as field trips.
3. Complete monthly Prototype Site reports (which will replace current CCOF enrollment reports).
4. Be willing to provide services to families who receive the Child Care Subsidy Program (or the Affordable Child Care Benefit as of September 2018).
5. Participate in the evaluation process, which may include in-person visits, staff and voluntary parent surveys, focus group sessions and other opportunities to provide feedback.
6. Implement the one-time Quality Improvement Grant enhancements to improve the provision of child care in accordance with recommendations through the 2018/19 evaluation process.
7. Communicate to families of children in their care that they are participating in Childcare BC as a Universal Child Care Prototype Site, explain the benefits for them (i.e. a maximum parent fee of $200 per child/month) and share information that they may apply for the Affordable Child Care Benefit to further reduce their monthly child care fee (if eligible).
8. Share Province approved information with families, including inviting families to participate in the evaluation process (note – family participation in the evaluation process will be voluntary).

Universal Child Care Prototype Sites Funding

Operational funding for Universal Child Care Prototype Sites will come from two sources:

1. Monthly or quarterly (at the child care provider’s discretion) operating funding from MCFD; and
2. Parent Fees (up to a maximum of $10/day for a full-time child care space or a maximum of $200/month).

Monthly or Quarterly funding from the Ministry

The Ministry will issue regularly scheduled, individualized operating funding payments to each Prototype Site for the term of the contract (up to March 31, 2020).

The amount of operational funding issued to each site will be based on declared, verified operating revenue and expenses provided in the application, less $10/day parent fees to be collected by the provider from the families of children in their care, based on the number of licensed child care spaces at the approved site.

On April 1, 2019, MCFD will increase ongoing individualized operating funding to each participating site equal to a 5% increase to the facility’s base CCOF rate, as specified in the facility’s 2018/19 CCOF Funding Agreement, to account for inflationary costs.

For the duration of their contract, Prototype Sites will not be eligible for CCOF or CCFRI given that operating funding will be delivered through the Prototype Site contracts.

Prototype Sites may still access other Ministry child care capital funding programs, based on the eligibility requirements of these programs.

Prototype Sites may apply for additional funds to cover the cost of a bona fide, unexpected, unplanned expense such as a significant and unanticipated rent/mortgage increase (the policy will be provided to selected Prototype Sites under the terms of their contract with the Ministry). Such requests will be reviewed on a case by case basis.
Parent Fees

Parent fees at all Prototype Sites will be capped as follows for all care types, and for all families:

<table>
<thead>
<tr>
<th>Enrolment</th>
<th>Maximum Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full days (4 hours or more), full time (M-F)</td>
<td>$200/month</td>
</tr>
<tr>
<td>Full days, part time (e.g. full day, 3x per week)</td>
<td>$10/day</td>
</tr>
<tr>
<td>Half days (four hours or less), full time (M-F)</td>
<td>$140/month</td>
</tr>
<tr>
<td>Half days, part time (e.g. half day, 3x per week)</td>
<td>$7/day</td>
</tr>
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The Affordable Child Care Benefit (previously Child Care Subsidy) launching September 1, 2018

All Prototype Sites must accept families receiving the Affordable Child Care Benefit.

Families earning a pre-tax annual family income of $111,000 or less may apply for additional support through the Affordable Child Care Benefit. Families earning $45,000 (pre-tax) in family income or less per year may be eligible to receive a benefit up to $10/day (which will result in their receiving free child care), and families earning $45,000 to $111,000 (pre-tax) in family income may be eligible to receive a pro-rated benefit, resulting in them paying less than $10/day.

Application Scoring Matrix

Each application will be evaluated as follows:

<table>
<thead>
<tr>
<th>Application Section</th>
<th>Maximum Score</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eligibility</td>
<td>Pass/Fail</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Business Information</td>
<td>Not scored</td>
<td></td>
</tr>
<tr>
<td>3. Facility Profile</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>4. Financial Information</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>5. Supporting Financial Documents</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>6. Facility that meets a demographic and/or geographic need in order to achieve an appropriately diverse representation</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Maximum Score</strong></td>
<td><strong>50</strong></td>
<td><strong>100%</strong></td>
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How to Apply

1. Complete and save a copy of the Universal Child Care Prototype Site Application.
2. Collect supporting documentation (see checklist at the end of this Guide).
3. Submit the application and supporting documents as attachments to MCF.Prototype@gov.bc.ca no later than 11:59pm (PST), July 9, 2018.
4. Save a copy for your records.

Please note:
- If arrangements need to be made to submit your documentation through a method other than e-mail, please contact the Ministry at 1 888 338-6622 (option 5).
- A sample contract will be made available to applicants in June 2018. The Prototype Sites will be selected and contracts negotiated during summer 2018.
- Applicants not selected for this initiative may request a debriefing session with Ministry staff after the conclusion of the selection process.

Submission of an application does not guarantee funding, and applicants should not make business decisions on the basis of this program until they receive written notification from the Ministry of the decision regarding their application.

Applicants will be notified of the Ministry’s decision regarding their application in August 2018. For successful applicants, contracts will be drafted and negotiated in late July and August 2018.

The Ministry intends to publically announce the successful Prototype Sites in September 2018. Under the terms of their contract, approved sites will be required to coordinate any public announcements regarding this program in advance with the Ministry.

Application Honorarium

The Ministry recognizes that completing the application process to become a Universal Child Care Prototype Site represents a valuable investment of time and effort on behalf of child care providers. Therefore all applicants who meet all the criteria in Section 1 (Eligibility) and complete all the information in the application with complete supporting information will receive a $100 honorarium.

Honorariums will be issued to each eligible applicant after July 9, 2018.

Application: A Step by Step Guide

Form Instructions

The downloaded application form can be viewed via Adobe PDF Reader or Acrobat PDF Reader. Ensure you have the most up to date version of the PDF Reader. Please email the saved and completed Application form along with any supporting documentation to MCF.Prototype@gov.bc.ca by July 9, 2018.

Section 1 – Eligibility (Pass/Fail)

Applicants must meet all of the criteria in this section in order to be considered. By checking each box in this section, you are confirming that your facility meets the stated criteria, and providing consent for the
Ministry to verify this information with other available data sources, (e.g. Early Childhood Educator Registry, Health Authority data, CCOF/CCFRI program data, etc.).

**Section 2 – Business Information (not scored)**

This information will help the Ministry understand your facility’s business model, your staffing compliment, what your parent fee covers, and what (if any) optional services you offer to families. In this application, “parent fee” are defined as the fees the Contractor charges for an Enrolled child to occupy a space for Child Care Services at the Contractor's Facility (exclusive of optional fees for activities such as field trips or extra-curricular activities, and exclusive of fees for Extended Hours and for Occasional Child Care Services).

This section is not given a score in the selection process; however, it may be referred to by the Selection Committee when final site selections are made to ensure demographic and geographic diversity in the selected pool of sites. This means that the Selection Committee may refer to this section to ensure the selected Prototype Sites are representative of provincial demographics, care types, and geographic regions.

**Section 3 – Facility Profile (25 marks; 50% of total score)**

This section is worth 50% of the total score. Please ensure you have devoted the appropriate time and resources to completing this section.

It is important to highlight the following in this section:

- A profile of the families served by your facility;
- Any cultural programming or supports your facility provides;
- Any additional inclusion supports your facility provides for the families you serve;
- Description of your facility's early learning approach/programming;
- A description of how your facility supports and links to your local community;
- A description of how your facility is connected to the greater child care community; and
- A description of what is unique about your facility that can help government to develop a universal model of child care.

**Section 4 – Financial Information (10 marks; 20% of total score)**

This section is worth 20 percent of your total score. Please be as complete and accurate as possible when listing your average monthly revenue and expenses over the last 12 months. Should your child care facility be selected as a prototype site, the Ministry will base your facility’s payments (monthly or quarterly) on the information in this section.

Please include financial documents that will verify the revenue and expenses you have indicated in this section. For example:

- Audited financial statements;
- Financial statements signed by your authorized representative (e.g. bookkeeper); and/or
- Financial statements reviewed by a Certified Public Accountant.

**Note:** The supporting financial documentation must confirm what has been listed under “Revenue” and “Expenses” in your Application.
Please include:

- Any regular expenses for the operation of your facility; and
- Any regular sources of revenue.

Do not include:

- Fund-raising revenue generated for specific events or causes (e.g. a bake sale to fund a trip to the museum);
- Volunteer contributions; and/or
- Expenses not from the budget of your facility (for example, if you are in a mixed use space like a church or recreation centre, only include the portion of rental payments attributed to your operating budget).

Application Checklist

- Completed Application form
- Financial Statements and Records that verify the revenue and expenses listed in Section 4 of your completed Application form
- A copy of your facility’s Policies and Procedures
- Liability Insurance Certificate, or if your facility does not currently have Liability Insurance coverage for $2,000,000, documentation of application or eligibility for such coverage.

Definition of Key Terms

**Child Care Facility/Prototype Site** means the child care centre for which a valid child care facility licence has been issued under the [Community Care and Assisted Living Act](#).

**Families new to Canada** are families that were non-residents of Canada within the last 12 months.

**Fund Raising** means singular fund-raising event driven by the Child Care Facility (e.g. a silent auction) for a specific goal (e.g. new playground equipment).

**Inclusive** means no children are excluded from the program for reasons other than what is restricted under the Child Care Licensing Regulations.

**In-kind supports** means a non-monetary exchange of goods or services (e.g. art supplies in exchange for advertising the supplier to parents).

**Optional Fee/Service** means a fee or program that a parent may choose for their child for an additional cost but is not mandatory for enrollment.

**Parent Fee** means the fees the Contractor charges for an enrolled child to occupy a space for Child Care Services at the Contractor’s Facility (exclusive of optional fees for activities such as field trips or extra-curricular activities, and exclusive of fees for Extended Hours and, for Drop-in/Occasional Child Care Services).

**Young Family** means a family where the parent(s)/caregiver(s) of the child are under 25 years of age.