

CHILDREN'S SERVICES 2018 BUSINESS CYCLE

Requirement	Deadline	Program Type
Budget Submission	November 24, 2017	Child Care Centres receiving fee subsidy Home Child Care agencies receiving fee subsidy Special Needs Resourcing Programs
	October 27, 2017	Child and Family Programs
	July 6, 2018	New Kindergarten / School Age Before and After school programs
Legacy Wage Grants Reconciliation (Wage Subsidy, Wage Improvement, 1999 – 2005 Pay Equity)	February 16, 2018	Programs receiving legacy wage grants in 2017
Provincial Wage Enhancement Reconciliation	February 16, 2018	All programs receiving Provincial Wage Enhancement Grant funding in 2017
Semi-Annual Year to Date Reporting July 1 - December 31, 2017	January 26, 2018	Child and Family Programs and Special Needs Resourcing Programs
Semi-Annual Year to Date Reporting January 1 to June 30, 2018	July 20, 2018	
Semi-Annual Year to Date Reporting July 1 - December 31, 2018	January 25, 2019	
T4 Visit	Consultant visit to service location after February 28, 2018	Child Care Centres and Home Child Care Agencies receiving fee subsidy, Child and Family Programs, and Special Needs Resourcing Programs
Submission of Audited Financial Statements	Within 4 months of the agency's year end	<ul style="list-style-type: none"> • Agencies receiving \$30,000 or more in fee subsidy per year • Agencies receiving \$20,000 or more in wage grants per year (any combination of Wage Subsidy, Wage Improvement, Pay Equity, or Provincial Wage Enhancement) • All Child and Family Programs regardless of funding levels • Agencies receiving \$20,000 or more in Summer Day funding per year (unaudited statements required if less than \$20,000 is received) • Agencies receiving \$20,000 or more in Special Needs Resourcing funding per year

Requirement	Deadline	Program Type
Letter of Intent to Operate Summer Day Program and Supporting Documentation	May 11, 2018	Summer Day Programs must provide the following to remain eligible for funding in 2018: <ul style="list-style-type: none"> • letter confirming the Agency's intention to operate a summer day program in 2018; • confirmation of the days of service and number of children served for 2018; • list of current Officers of the Board/Organization; and • copy of signed and dated 2018 Schedule of Fees charged to parents
Summer Day Program Statistics	September 21, 2018	Summer Day Programs
Health and Safety Grant Invoices	Within 12 months after receipts of advance payment or approval of grant	All programs that are eligible to apply for receiving Health and Safety Grant
General Services Information (i.e. Languages spoken by the staff, Language Immersion Program, Dietary Services and School Escort)	Ongoing, as changes occur	Applies to all program types Agencies with access to Online Services are required to update General Services information and Contact/User Information through Online Services Agencies without access to Online Services should forward changes to their Consultant as they occur
AQI Assessment	Completed every two years	Special Needs Resourcing Programs
Financial Management Criteria	Completed every three years	Child Care Centres and Home Child Care agencies receiving fee subsidy and Special Needs Resourcing Programs
Occupancy Space Verification	August 10, 2018	All Child Care Centres and Child and Family Programs located in schools
Centre Visits	Completed annually as per agreement requirements	All programs types visited
Capital Funding for Community Child Care Expansion	Application submitted by November 30, 2017	Non-profit Child Care Centres outside of schools for the expansion of infant, toddler and preschool age groups
	Approval of Project Agreements by December 2017	
	Construction completed by December 2018	