

CHILDREN'S SERVICES 2017 BUSINESS CYCLE

Requirement		Deadline	Program Type
Budget Submission		November 25, 2016	<u>All Program Types</u> <ul style="list-style-type: none"> • Child care centres with fee subsidy contract • Home child care agencies with fee subsidy contract • Child and Family Programs • Special Needs Resourcing Programs
		July 7, 2017	Kindergarten / School Age before and after school programs
Wage Subsidy and Wage Improvement Utilization Form		February 15, 2017	All programs receiving wage subsidy and/or wage improvement funding
Pay Equity Year to Date Report		February 15, 2017	All programs receiving (or eligible for) pay equity
PWE Utilization Form		February 15, 2017	All programs receiving Provincial Wage Enhancement funding
Year to Date Reporting	2016 2 nd Half: Jul-Dec	January 25, 2017	Child and Family Programs
	2017 1 st Half: Jan-Jun	July 21, 2017	
	2017 2 nd Half: Jul-Dec	January 26, 2018	
Year to Date Reporting	2016 4th Qtr: Oct-Dec	January 25, 2017	Special Needs Resourcing Programs
	2017 1 st Half: Jan-Jun	July 6, 2017	
	2017 2 nd Half: Jul-Dec	January 25, 2018	
T4 Review		Consultant visit to service location after February 28, 2017	Child care centres and home child care agencies with a fee subsidy contract, child and family programs, and special needs resourcing programs
Audited Financial Statements Submission		Within 4 months of the agency's year end	<ul style="list-style-type: none"> • agencies receiving \$20,000 or more in wage grants per year (Wage Subsidy, Wage Improvement, Pay Equity, or Provincial Wage Enhancement) • agencies receiving \$30,000 or more in fee subsidy per year • Summer Day Programs receiving \$20,000 or more in Summer Day funding per year (unaudited statements required if receiving less than \$20,000) • Child and Family Programs and Special Needs Resourcing Programs receiving \$30,000 or more in funding per year

Requirement	Deadline	Program Type
Summer Day Program Letter of Intent to Operate and Other Relevant Information	May 12, 2017	<p>To remain eligible for funding in 2017, all funded summer day programs must provide Children's Services with the following by May 12, 2017:</p> <ul style="list-style-type: none"> • letter confirming TCS of the Agency's intention to operate a summer day program • confirmation of the days of service and number of children served • list of current Officers of the Board/Organization • copy of signed and dated schedule of fees charged to parents
Summer Day Program Statistics	September 22, 2017	All funded summer day programs
Health and Safety Funding Invoices	Within 12 months after receipts of advance payment	All programs receiving Health and Safety funding
Registry Information	As changes occur, forward to Consultant	All programs
	Operators to update general services and contacts/users through Online Services as needed	Agencies with a fee subsidy contract
AQI Assessment	Completed annually	All programs receiving General Operating Grant and Child and Family Programs
	Complete every 2 years	Special Needs Resourcing Programs
Financial Management Criteria	Completed every 3 years by date negotiated by Consultant	Child Care Centres and Home Child Care agencies with a fee subsidy contract, Child and Family Programs, and Special Needs Resourcing Programs
Occupancy Space Verification	August 11, 2017	All child care centres and child and family programs located in schools
Consultant Visits	Completed as per Consultant's targets	All programs visited