

## CHILDREN'S SERVICES 2020 BUSINESS CYCLE

Requirement	Deadline	Program Type
<b>Fee Stabilization Support Funding Reconciliation</b>	October 25, 2019	All programs receiving Fee Stabilization Supports funding in 2019
<b>Budget Submission</b>	November 29, 2019	Child Care Centres receiving fee subsidy Home Child Care agencies receiving fee subsidy Every Child Belongs (Special Needs Resourcing) Programs Extended Day Programs EarlyON and Indigenous-LED (Journey Together) Programs
<b>Budget Submission</b>	July 3, 2020	New Kindergarten / School Age Before and After school programs
<b>Legacy Wage Grants Reconciliation (1999 – 2005 Pay Equity)</b>	February 14, 2020	Programs receiving 1999 – 2005 PE only in 2019
<b>Legacy Wage Grants Reconciliation</b>	February 14, 2020	Home Child Care agencies receiving legacy Wage Subsidy Grant in 2019
<b>Provincial Wage Enhancement Reconciliation</b>	February 14, 2020	All programs receiving Provincial Wage Enhancement Grant funding in 2019
<b>Annual Year to Date Reporting</b> July 1 - December 31, 2019	January 24, 2020	EarlyON and Indigenous-LED (Journey Together) Programs and Every Child Belongs (Special Needs Resourcing) Programs
<b>Semi-Annual Year to Date Reporting</b> January 1 to June 30, 2020	July 17, 2020	EarlyON and Indigenous-LED (Journey Together) Programs and Every Child Belongs (Special Needs Resourcing) Programs
<b>Annual Year to Date Reporting</b> July 1 - December 31, 2020	January 22, 2021	EarlyON and Indigenous-LED (Journey Together) Programs and Every Child Belongs (Special Needs Resourcing) Programs
<b>T4 Visit</b>	Consultant visit to service location after February 28, 2020	Child Care Centres and Home Child Care Agencies receiving fee subsidy, EarlyON and Indigenous-LED (Journey Together) Programs, and Every Child Belongs (Special Needs Resourcing) Programs
<b>Occupancy Space Verification</b>	August 14, 2020	All Child Care Centres and EarlyON Programs located in schools that are part of the legacy occupancy agreement
<b>Summer Day Letter of Intent</b>	May 10, 2020	Summer Day Programs (for 2019-2021)

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<b>Summer Day Program Statistics</b>	September 21, 2020	Summer Day Programs
<b>Submission of Audited Financial Statements</b>	Within 4 months of the agency's year end	<ul style="list-style-type: none"> <li>• Agencies receiving \$30,000 or more in fee subsidy per year</li> <li>• Agencies receiving \$20,000 or more in wage grants per year (any combination of Legacy General Operating Grant Only, Minor Capital/Health and Safety, Pay Equity, General Operating Funding, Fee Stabilization Support or Provincial Wage Enhancement)</li> <li>• All EarlyON and Indigenous-LED (Journey Together) Programs regardless of funding levels</li> <li>• Agencies receiving \$20,000 or more in Summer Day funding per year (unaudited statements required if less than \$20,000 is received)</li> <li>• Agencies receiving \$20,000 or more in Every Child Belongs (Special Needs Resourcing) funding per year</li> </ul>
<b>Review Engagement Report</b>	Within 4 months of the agency's year end	Agencies receiving only Provincial Wage Enhancement or Fee Stabilization Support (Starting June 2019 Fiscal Cycle)
<b>Minor Capital/ Health and Safety Grant Invoices</b>	Within 12 months after receipts of advance payment or approval of grant	All programs that are eligible to apply for receiving Minor Capital/ Health and Safety Grant
<b>General Services Information</b> (i.e. Languages spoken by the staff, Language Immersion Program, Dietary Services and School Escort)	Ongoing, as changes occur	<p>Applies to all program types</p> <p>Agencies <u>with</u> access to Online Services are required to update General Services information and Contact/User Information through Online Services</p> <p>Agencies <u>without</u> access to Online Services should forward changes to their Consultant as they occur</p>
<b>AQI Assessment</b>	Completed: Every 2 years Every 1 year Every 1 year	Every Child Belongs (Special Needs Resourcing) Programs Group Centres Home Child Care

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<b>Child Care Operating Standards (CCOS)</b>	Completed every 2 years	Child Care Centres and Home Child Care agencies receiving fee subsidy and Every Child Belongs (Special Needs Resourcing) Programs
<b>Child Care Operating Standards (CCOS) Fees and Attendance</b>	Completed annually	Child Care Centres and Home Child Care agencies receiving fee subsidy. Extended Day Programs
<b>Centre Visits</b>	Completed annually as per agreement requirements	All programs types visited