



# **Alberta Child Care**

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# **Accreditation Funding Program**

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## **GUIDE FOR LICENSED DAY CARE PROGRAMS**



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**FUNDING GUIDE UPDATES**

Any changes, updates, and/or new information to this funding guide will be posted on the website [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding).



# Introduction

Alberta Human Services promotes excellence in child care to help families get the best care for their children. Grants available through the Alberta Child Care Accreditation Funding Program support licensed day care programs to recruit and retain trained qualified staff. Alberta Human Services recognizes licensed day care programs that have achieved the accreditation standards of excellence by providing staff funding at enhanced rates.

## The Accreditation Process

Accreditation is a voluntary process that objectively assesses whether child care programs meet child care standards of excellence. Alberta Human Services contracts with an accreditation agency to support the day care program to work through the accreditation process and grant accreditation status once the program meets the standards of excellence.

**To begin the accreditation process, a licensed day care program must apply for the accreditation self-study package through the Alberta Association for the Accreditation of Early Learning and Care Services (AELCS). Only programs that have applied for a self-study are eligible to apply for accreditation funding.**

### Alberta Association for the Accreditation of Early Learning and Care Services

Suite 802 Baker Centre  
10025 - 106 Street  
Edmonton, Alberta T5J 1G4  
Telephone: 780-421-9222  
Toll-free: 1-877-552-2227  
Fax: 780-421-9229  
www.aelcs.ca

## Available Funding Supports

The types of accreditation funding are:

### 1. Staff Support Funding

This funding provides a wage top-up for paid, certified day care staff, over and above wages paid by the employer.

### 2. Benefit Contribution Grant

This grant is paid to the program to help offset the cost of the mandatory employer contributions needed to administer Staff Support Funding and the Child Care Staff Attraction Incentive Allowance.

### 3. Professional Development Grant

This funding is to assist with tuition fees and required textbooks for certified staff to obtain higher levels of certification, and with the costs of attending approved conferences or workshops.

### 4. Child Care Staff Attraction Incentive Allowance

Intended to reduce labour market pressures in child care in Alberta by attracting new staff and experienced staff back to the profession.

## Two Levels of Funding

The levels of funding available to a day care program depend on the program's accreditation status:

1. **Pre-accreditation funding:** Licensed day care programs that are not accredited, but have applied for the accreditation self-study guide and are working towards accreditation, are eligible for funding to help them meet the required standards of excellence for accreditation.

### Eligibility for Pre-Accreditation Funding

Programs must have an approved grant application for funding made to the Alberta Child Care Accreditation Funding Program and be licensed under the *Child Care Licensing Act*.

Pre-accreditation funding will continue for a maximum of 15 months by which time an accreditation site visit must be requested through the accreditation agency or pre-accreditation funding will be discontinued.

Once a site visit has been scheduled, pre-accreditation funding will continue until the accreditation decision has been made. If the accreditation agency denies accreditation, following the accreditation site visit, pre-accreditation funding will continue based on the wait time to request another site visit as determined by the accreditation agency. A request for a site visit must be submitted by the end of that wait time period.

Programs may request a three-month extension to their site visit due date to allow some extra time to meet the accreditation standards. During this time the program will receive pre-accreditation funding. The program must put this request in writing, indicating what processes are left to complete prior to scheduling a site visit. The request must be sent to:

#### Alberta Human Services

Manager, Provincial Programs  
 Alberta Child Care Accreditation Funding Program  
 Early Childhood Development Branch  
 Sterling Place  
 9940 – 106 Street  
 Edmonton, Alberta T5K 2N2

Requests for extensions can be faxed or emailed to 780-427-1258 or [hs.accredfunding@gov.ab.ca](mailto:hs.accredfunding@gov.ab.ca).

2. **Accreditation funding:** Licensed day care programs that have been officially accredited are eligible for grant funding at enhanced rates to further support the high quality of child care they provide. The accreditation funding rates will be effective from the month the accreditation certificate was signed and dated. The accreditation agency will notify the Child Care Accreditation Funding Program of the official date the accreditation certificate was signed.

### Eligibility for Accreditation Funding

Accredited day care programs must have an approved grant application for funding and be licensed under the *Child Care Licensing Act*.

Accredited day care programs must maintain their accreditation status in order to continue to receive accreditation funding. This means they need to renew their accreditation status annually and be re-accredited every three years.

If the accreditation agency denies re-accreditation following the re-accreditation site visit, accreditation funding will be replaced with pre-accreditation funding. This funding will be provided only if the program schedules another site visit in accordance with the terms and timelines of the accreditation agency.

If the program allows the accreditation status to lapse by not having the site visit for re-accreditation within the timelines scheduled, accreditation funding will be terminated. The program may re-apply for accreditation funding only after applying to the accreditation agency for a new self-study guide.

If the agency does not grant accreditation after three separate site visits, or grant re-accreditation after two site visits, the program is no longer eligible for any funding until it becomes accredited.

### Conditions

To be eligible for the accreditation funding for a calendar month, the program must provide direct child care under its licence and submit a monthly claim form.

### Accountability

Licensed day care programs must account for the expenditure of all funds they receive under the Alberta Child Care Accreditation Funding Program. They are subject to random or chosen audits by Alberta Human Services.

If a licensed day care program does not spend all the funds it receives, it must report the difference to the Alberta Child Care Accreditation Funding Program. This amount will then be recovered from subsequent payments by reducing the payment by the amount owing. The details of this adjustment will be indicated on the monthly Payment Summary Statement.

To report unspent funds or un-receipted expenditures, use the Return Grant Funding Form located on the website [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding).

If a licensed day care program falsely obtains funds, fails to provide proper receipts or fails to return any funding not transferred to staff, the amounts will be adjusted by Alberta Human Services and eligibility for funding may be terminated.

If a staff member believes that they did not receive the staff support funding wage top-up to which they are entitled, they should raise the matter directly with the employer. If the staff member is not satisfied with the result of this discussion they should contact Employment Standards Compliance at 1-877-427-3731.

## OVERVIEW OF FUNDING

Effective April 1, 2013

Funding Types	Pre-Accreditation Funding	Accreditation Funding
1. Staff Support Funding <sup>1</sup>		
Child Development Assistant	\$1.44/hr	\$2.14/hr
Child Development Worker	\$2.70/hr	\$4.05/hr
Child Development Supervisor	\$4.42/hr	\$6.62/hr
2. Benefit Contribution Grant	16% of Staff Support Funding	16% of Staff Support Funding
	16% of Child Care Staff Attraction Incentive Allowance	16% of Child Care Staff Attraction Incentive Allowance
3. Professional Development Grant <sup>2</sup>	up to \$1,000/yr	up to \$1,000/yr
4. Child Care Staff Attraction Incentive Allowance <sup>3</sup>	New Staff     \$2,500 Returning Staff up to \$5,000	New Staff     \$2,500 Returning Staff up to \$5,000

<sup>1</sup> Based on direct child care hours claimed up to 181 hours per month inclusive of up to eight hours of programming/accreditation planning (and administrative hours for the Alternate/Program Supervisor).

<sup>2</sup> Available for staff certified as Child Development Assistants and Child Development Workers.

<sup>3</sup> Available for staff certified as Child Development Workers and Child Development Supervisors.

## 1. Staff Support Funding

This funding is a wage top-up for paid, certified staff working in licensed day care programs that are responsible for direct child care and for program supervisors/alternate supervisors for the on-site supervision of the daily operation of the day care program. Staff must be paid at least minimum wage, before the wage top-up is added to their pay. Funding is paid to a monthly maximum of 181 direct child care hours (or administrative hours for program/alternate supervisors). For those staff who work in both day care and out-of-school programs, the monthly maximum is 181 cumulative child care hours for day care and out-of-school care combined.

**NOTE:** Under Federal and Provincial law, the Staff Support Funding Grant (wage top-up) paid to child care programs is considered a “wage”. The child care program must transfer this wage top-up, and any other mandatory employer payroll contributions to each staff member over and above his or her regular salary, vacation pay, statutory holiday pay, bonuses and/or increments in accordance with the Alberta Employment Standards Code. For further information contact Employment Standards at 1-877-427-3731. (The Benefit Contribution Grant is paid to child care programs to offset the costs associated with these mandatory employer contributions and addressed in the next section of this Funding Guide.)

### Pre-Accreditation Funding

Funding rates are based on the certification level of the day care staff working in a program participating in accreditation and approved for funding:

CERTIFICATION LEVEL	FUNDING LEVEL
Child Development Assistant	\$1.44/hour
Child Development Worker	\$2.70/hour
Child Development Supervisor	\$4.42/hour

### Accreditation Funding

Funding rates are based on the certification level of the day care staff working in a program participating in accreditation and approved for funding:

CERTIFICATION LEVEL	FUNDING LEVEL
Child Development Assistant	\$2.14/hour
Child Development Worker	\$4.05/hour
Child Development Supervisor	\$6.62/hour

### Conditions

- An approved Accreditation Funding Grant Application and Supplementary Form A for each staff member must be submitted.
- A completed Supplementary Form A must be submitted for each certified staff member by the end of the month in which they were hired; at least once every 12 month period; and when there is a change in the employee’s wage/salary. Failure to do so may result in the suspension of Professional Development Funding, until the Supplementary Form A is submitted.
- Staff must be paid at least minimum wage before the wage top-up is added to their pay.

- Staff Support Funding is paid each calendar month based on the direct child care hours reported on the monthly claim form (up to 181 hours, which may include up to eight hours for programming and meeting/maintaining accreditation standards). Administrative hours for alternate/program supervisors are eligible for this funding also.
- Staff who claim direct child care hours in day care in addition to an out-of-school care program will receive funding for a maximum of 181 cumulative hours for both programs.

**NOTE:** For day care programs that are co-located with an out-of-school care program, the claim forms for the two programs must be submitted together so that the appropriate Staff Support Funding is calculated for staff who work in both programs.

- Direct child care hours must be recorded on staff attendance records and kept for audit purposes. A breakdown of administrative hours and programming/planning hours must also be maintained for audit purposes.
- All eligible staff members must sign the monthly claim form with their employer to verify the hours they worked in direct child care, including up to eight hours of accreditation and program planning or administrative hours for program/alternate supervisors. They must sign **after** the hours are recorded on the claim form.

- The financial Payment Summary Statement from Alberta Human Services outlines all payments made to the day care program and includes each staff member's name and the funding paid for him or her.
- The employer must ensure that the appropriate deductions are taken from employees' Staff Support Funding and that these and the employer's contributions are submitted to the appropriate agency (i.e., federal government and WCB).
- The employer is also required to calculate and pay staff the appropriate vacation and general holiday pay on the Staff Support Funding in accordance with the *Alberta Employment Standards Code*.
- A separate line item on each staff member's pay stub must clearly identify the Staff Support Funding amount as a Government of Alberta contribution (i.e., not as a "bonus" or "overtime").
- Certified, paid staff working under an inclusive contractual agreement with the Child and Family Services Authority are eligible for Staff Support Funding and may be claimed on the monthly claim form.
- Staff members whose income is funded by another program (such as Program Unit Funding through Alberta Education, therapists and assistants paid through other organizations) are not eligible for Staff Support Funding for their hours worked with children. Those hours must **not** be claimed on the monthly claim form.
- Volunteers, unpaid staff and staff not certified by Alberta Human Services are not eligible for Staff Support Funding.
- For co-located licensed day care and out-of-school care programs, hours must be claimed separately under each respective program. This means that staff hours worked with school-aged children cannot be claimed on the day care claim form.

### Important Notes

- The only hours that may be claimed are:
  - direct child care hours;
  - eight hours of accreditation/program planning; and
  - administrative hours only for persons employed as program/alternate supervisors, responsible for the on-site supervision of the daily operation of the child care program.
- Hours may **not** be claimed for:
  - vacation time;
  - statutory holidays when the program is closed;
  - time spent cleaning or cooking;
  - hours worked doing the following positions: payroll, administrative/office support and maintenance; and
  - administrative hours worked by an executive director or owner who is not employed as the program/alternate supervisor.
- A maximum of eight hours each month may be claimed, if the staff member is assigned programming responsibilities or is a member of the program's accreditation team working on accreditation planning; and only if the staff member worked these hours in the claimed month. A breakdown of these hours must be maintained for audit purposes.

### Definition of Direct Child Care Hours

- Hours when primary staff are directly responsible for the care and supervision of children. It also includes up to eight hours per month for programming and meeting/maintaining accreditation standards. It excludes vacation days, sick days and training time.

### Definition of Administrative Hours

- Hours worked by the program/alternate supervisor outside of direct child care, but related to the on-site supervision of the daily operation of the day care program. Administrative hours worked by an executive director or owner who is not employed as the program/alternate supervisor are **not** allowed to be claimed.

### Accountability

- The employee payroll records must reflect all payments for this funding.
- Any funding that could not be transferred to the eligible staff member must be reported to the Alberta Child Care Accreditation Funding Program using the Return Grant Funding Form.
- The operator must keep accurate records to support all hours claimed on the monthly claim form. Failure to do so may result in the recovery of the funding.

## 2. Benefit Contribution Grant

The Benefit Contribution Grant is paid to eligible licensed day care programs to offset the cost of the mandatory employer payroll contributions such as Canada Pension Plan, Employment Insurance and Workers' Compensation Board (WCB) premiums, general holiday pay (statutory holidays) and vacation pay associated with Staff Support Funding and the Staff Attraction Incentive Allowance.

### Pre-Accreditation and Accreditation Funding

This funding is calculated and paid monthly at the rate of 16 per cent of the total Staff Support Funding and the Staff Attraction Incentive Allowance issued on that month's payment.

The financial Payment Summary Statement from Alberta Human Services indicates the total amount of the Benefit Contribution Grant paid to the program on behalf of all eligible staff members that were paid Staff Support Funding.

### Conditions

- The employer is required to calculate and pay staff the appropriate vacation and general holiday pay on the Staff Support Funding and the Staff Attraction Incentive Allowance in accordance with the Alberta *Employment Standards Code*.
- Under Federal and Provincial law, the Staff Support Funding Grant (wage top-up) paid to child care programs is considered a "wage". The child care program must transfer this wage top-up, and any other mandatory employer payroll contributions to each staff member over and above his or her regular salary, vacation pay, statutory holiday pay, bonuses and/or increments in accordance with the Alberta Employment Standards Code. For further information contact Employment Standards at 1-877-427-3731.
- The employer must ensure that the appropriate deductions are taken from employees' Staff Support Funding and the Staff Attraction Incentive Allowance, and that these and the employer's contributions are submitted to the appropriate agency (i.e., federal government and WCB).





## 4. Professional Development Grant

The Professional Development Grant is available to paid day care program staff, certified as Child Development Assistants or Child Development Workers, to help obtain higher levels of certification, and attend approved conferences and workshops.

### Pre-Accreditation and Accreditation Funding

Professional Development Grant funding is provided to paid day care staff certified as Child Development Assistants or Child Development Workers. Day care staff certified as Child Development Supervisors are eligible for the Professional Development Grant for Child Development Supervisors available through the Alberta Child Care Association, or the Skills Investment Bursary (available through Alberta Human Services).

To be eligible for the Professional Development Grant the applicant must be a Canadian Citizen or hold Canadian permanent resident status.

Use of the full amount of the Professional Development Grant is limited to post-secondary tuition and required course textbooks to get to the next level of child care certification.

Eligible staff may choose to use up to 50% of the grant funding to which they are entitled towards registration fees for approved child care conferences and workshops. Approved conferences and workshops are those related to early childhood and school age care.

Funding amounts for the Professional Development Grant are based on the number of hours claimed for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received.

HOURS CLAIMED EACH MONTH FOR TWO PREVIOUS CONSECUTIVE MONTHS	PROFESSIONAL DEVELOPMENT GRANT LIMIT
Fewer than 28	Not eligible
28 to 79	Up to \$250 per fiscal year
80 or more	Up to \$1,000 per fiscal year

The fiscal year is April 1 to March 31.

Note: Approved conferences and workshops are paid up to 50% of the applicants' eligible grant limit.

For those staff with claimed hours worked in both day care and out-of-school care programs:

TOTAL COMBINED HOURS IN OUT-OF-SCHOOL CARE AND DAY CARE	PROFESSIONAL DEVELOPMENT GRANT LIMIT
Fewer than 28	Not eligible
28 to 79	Up to \$250 per fiscal year
80 or more total but 79 or less in day care	Up to \$600 per fiscal year
80 or more in day care	Up to \$1,000 per fiscal year

The fiscal year is April 1 to March 31.

Note: Approved conferences and workshops are paid up to 50% of the applicants' eligible grant limit.

### Conditions

- An Accreditation Funding Grant Application and Supplementary Form B must be submitted and approved by the Alberta Child Care Accreditation Funding Program. The most current forms are always available online at [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding).
- The applicant must complete all information on the form. Incomplete applications will not be processed and will be returned for completion.
- In order to be eligible for this funding, eligible certified staff must have worked at least 28 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received.
- Unused funding from the Professional Development Grant is not transferable from one staff member to another, and it may not be carried over to the next fiscal year. The fiscal year is April 1 to March 31.
- A staff member may apply for a portion of their total Professional Development funding more than once during the year, until the grant limit for which they are eligible has been reached.

- The funding must be used for exactly what was approved on the Supplementary Form B. A receipt must be kept by the day care program that indicates the expenditure and matches the amount and payment date as indicated on the Supplementary Form B.
- The day care program receives the grant funding on behalf of the staff member and it must be transferred to him or her.
- The Professional Development Grant may not be requested if another grant or bursary has been awarded (e.g., from Student Finance) for the same purpose.
- The grant will not be processed unless a Supplementary Form A has been submitted within the last 12 months.

### Important Notes

- The Professional Development Grant is approved for each fiscal year (April 1 to March 31), based on the date the payment was made for the expenditure. It is not based on the date the service/product was received or course was taken.

For example, if a post-secondary course is taken in April 2010, but it was paid for in January 2010, the Professional Development Grant applies to the fiscal year ending March 31, 2010.

- The Supplementary Form B must be submitted in the fiscal year to which the funding is to be applied. The deadline for submitting the Supplementary Form B is February 15, of the current fiscal year, for all expenditures in that fiscal year.

**NOTE: Supplementary Form Bs received between February 15 and March 31 will not be approved for funding.**

For example, if the Supplementary Form B is submitted in March 2010 for an expenditure made in February 2010, the funding will not be approved, as it was not received by the February 15 deadline.

- When staff apply for course textbooks, proof of course registration and the names of the required textbook(s) must be submitted with the Supplementary Form B.

### Accountability

- A staff member who receives the Professional Development Grant may keep the original receipts, but copies must be given to the day care program to verify the expenditure of this grant funding.
- The day care program must retain a copy of all receipts supporting the Professional Development Grant payments made to the program. If copies are not kept, the funding will be recovered.
- The day care program has the discretion to transfer the funding to the staff member before obtaining receipts for the expenditure, but if receipts are not obtained, the funding must be returned using the Return Grant Funding Form.
- Any funding that is spent without supporting receipts, that is not transferred to the staff member, or that is used for a purpose other than what was requested and approved on the Supplementary Form B, must be reported to the Alberta Child Care Accreditation Funding Program by using the Return Grant Funding Form.

### Other Funding Programs

All paid, certified day care staff, including Child Development Supervisors, may be eligible to apply for these funding programs:

#### 1. Professional Development Grant Funding for Child Development Supervisors

This grant for child development supervisors is for the purpose of enhancing child care program leadership skills through child care conferences and workshops and credit administration courses offered at recognized post-secondary institutions in Alberta.

**Note:** The grant maximum provided is up to \$350 per fiscal year.

For further information, contact the Alberta Child Care Association at 1-877-421-9937.

#### 2. Skills Investment Bursary

Several types of training supports are available for individuals studying on a part or full-time basis. Please call 310-0000 and ask to be connected to the nearest office responsible for providing Financial Supports for Training. You can also access further information online at [www.work.alberta.ca](http://www.work.alberta.ca).

## 5. Child Care Staff Attraction Incentive Allowance

The Staff Attraction Incentive Allowance is one tool that, in addition to other strategies, is intended to address labour market pressures in child care, in Alberta. It is available to support the recruitment of staff certified or eligible for certification as Child Development Workers and Child Development Supervisors, as well as high school students that have accessed the Child Care Career Scholarship.

### Conditions

- Pre-accredited and accredited child care programs currently receiving funding under the Alberta Child Care Accreditation Funding Program may apply for this incentive.

### Staff Attraction Incentive Allowance (New Child Development Workers and Child Development Supervisors)

- Day care programs applying for the Staff Attraction Incentive Allowance for staff new to child care must ensure that staff members recruited to positions under this initiative:
  - are Canadian citizens or permanent residents of Canada;
  - are new to the child care profession;
  - are certified or eligible for certification as Child Development Workers or Child Development Supervisors; and
  - will be working full-time (minimum of 80 hours per month in day care program with the exception of approved time off by the employer, such as vacation) for at least a year.
- Eligible day care programs will receive \$2,500 at the end of 12 months of continuous employment for the new staff member. This funding must then be transferred to the staff.

### Staff Attraction Incentive Allowance (Experienced Child Development Workers and Child Development Supervisors)

- Day care programs applying for the Staff Attraction Incentive Allowance for Child Development Workers and Child Development Supervisors returning to the field must ensure that staff members recruited to positions under this initiative:
  - are Canadian citizens or permanent residents of Canada;
  - have previously worked in a licensed or approved child care program for a minimum of six months (excludes practicums);
  - have been out of the child care profession for at least six months prior to the commencement date on the Supplementary Form C;
  - are certified or eligible for certification as Child Development Workers or Child Development Supervisors;
  - are not child care staff members currently on maternity leave, leave of absence or special leave, or currently working full- or part-time in a licensed or approved child care program in Alberta; and
  - will be working full-time (minimum of 80 hours per month in a day care program with the exception of approved time off by the employer, such as vacation) for at least a year.
- Eligible day care programs will receive \$2,500 at the end of 12 months of continuous employment for the returning staff member to a maximum of \$5,000 over two years. This funding must then be transferred to the staff.

### Application and Processing

- Completed Accreditation Funding Grant Application and Supplementary Form C **must be submitted within 60 days of the employee's commencement.** Both the employer and day care staff are required to sign the Supplementary Form C and submit it to the Alberta Child Care Accreditation Funding Program.

### Payments

- The allowance will be paid to the program on the day care worker's behalf. The day care program must transfer this amount to the staff member on their next pay cheque.

- Payments will not be pro-rated should the approved staff leave prior to the 12-month commitment period. However, staff can work at more than one pre-accredited or accredited child care program to meet the 12-month commitment period as long as a Supplementary Form C is completed at each centre.
- A 16 per cent benefit contribution grant will be made to the program to offset the cost of the mandatory employer contributions. Vacation and general holiday pay must be calculated on the allowance and be paid to staff in accordance with the *Alberta Employment Standards Code*.

### Accountability

- Day care programs must maintain payroll and payment records to confirm that payments were transferred to the employee.





# How to Apply for Pre/Accreditation Funding

To receive accreditation funding, your program will need to apply for the accreditation self-study package through the accreditation agency. Once an application has been made to the accreditation agency, the program must complete and submit the Accreditation Funding Grant Application together with the Supplementary Form A (and any other applicable supplementary forms) to the Alberta Child Care Accreditation Funding Program. Forms are available online at [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding).

If the licensed day care program has already applied for, and is receiving, funding, a new Accreditation Funding Grant Application is not required.

If the day care program is co-located with an accredited out-of-school care program, the day care program must participate separately in the day care accreditation process in order to be eligible for day care accreditation funding.

The day care program's licence holder representative is responsible for signing and dating the grant application and supplementary forms. Some supplementary forms require a staff member's co-signature, depending on the type of grant funding requested. Refer to the specific sections in this guide for information about the conditions and reporting requirements for each grant type.

If there is a change in the licence holder, as with an asset sale, the new licence holder must complete and submit a new grant application with the Supplementary Form As to the Alberta Child Care Accreditation Funding Program.

A new grant application is also required if the day care program relocates.

Incomplete applications or forms will not be processed and will be returned to the program. Funding will not be back-dated for late or missing documents.

Please submit only one copy of your completed grant application and Supplementary Form As via fax or mail to:

**Alberta Human Services**

Alberta Child Care Accreditation Funding  
Program  
Sterling Place  
9940 – 106 Street  
Edmonton, Alberta T5K 2N2  
Fax: 780-427-1258

**Note:** When faxing any documents, it is important to keep the Fax Transmission Confirmation indicating the fax was successfully transmitted and received.

Programs will be notified of their funding approvals in writing. Payments will be attached to the processing of the monthly claim form; an incomplete claim form will result in funding not being paid.

For further information about accreditation funding, contact the:

**Alberta Child Care Accreditation  
Funding Program**

Telephone: 780-422-1119  
Toll-free: 1-800-661-9754  
Email: [hs.accredfunding@gov.ab.ca](mailto:hs.accredfunding@gov.ab.ca)  
or visit [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding)



# Buying or Selling Day Care Programs

It is critical that the Alberta Child Care Accreditation Funding Program be notified by the buyer or seller prior to any purchasing, selling or relocation of a day care program so that information regarding the accountability and responsibilities associated with the funding may be communicated.

**If a child care program has any change in its identity, ownership, business structure or legal status, it needs to immediately notify the accreditation agency and the accreditation funding program, because the change may impact the program's accreditation application or status.**

## What is a share sale?

- A share sale occurs when shares of the company or membership interests are bought or transferred from one holding to another. This could range from one share to 100% of the shares. The entity/licence holder continues to be owned by the share holders and the transfers or sales of shares have no impact on the licensing of the business.

**Note:** when you purchase shares in the company you also accept the history and liabilities, known or unknown, that come with the business.

## What is an asset sale?

- An asset sale occurs when a business sells its assets (equipment, furniture, real estate, inventory, accounts receivables, etc.) to another entity. The new entity is a new business and is independent of the old operation. The new operator would have to meet all business and licensing requirements set out by the licensing authority and the respective municipal government.

**Note:** In an asset sale the liabilities remain with the seller.



**What happens to your program's accreditation status and grant funding if you:**

	Purchase a pre-accredited program through a share sale?	Purchase an accredited program through a share sale?	Purchase a pre-accredited program through an asset sale?	Purchase an accredited program through an asset sale?*	Move a pre-accredited program to a new location?	Move an accredited program to a new location?
Accreditation Status	N/A	Remains accredited	N/A	Remains accredited with a grace period of six months	N/A	Remains accredited with a grace period of six months
Program must notify accreditation agency of sale or change.	Yes	Yes	Yes	Yes	Yes	Yes
Program must apply to Accreditation Agency for new self-study	No	No	Yes	No – within six months program must apply for an accreditation site visit.	No	No.
Funding Status	No change	No change	New program	No change for six months. If program is not accredited following the site visit, the program reverts to pre-accreditation funding status.	No change.	No change.
Program must notify Alberta Child Care Accreditation Funding Program of sale or change.	Yes	Yes	Yes	Yes	Yes	Yes
Program must complete a new grant funding application with the Alberta Child Care Accreditation Funding Program	No	No	Yes	Yes	Yes	No
Number of months your program can receive pre-accreditation grant funding while working on your accreditation self-study.	From the date the first program applied for their self-study - remainder of the 15 months with up to two additional three month extensions (upon written request to the Alberta Child Care Accreditation Funding Program).	N/A	From the date the new program applied for their self-study - 15 months with up to two additional three month extensions (upon written request to the Alberta Child Care Accreditation Funding Program).	N/A	Remainder of the 15 months left with up to two additional three month extensions (upon written request to the Alberta Child Care Accreditation Funding Program).	N/A

**\*NOTE:** If the licence holder change occurs within six months from the program's last accreditation or re-accreditation site visit, then the program will not be required to undergo another site visit to maintain accreditation status. A new accreditation certificate will be issued under the new licence holder's name.



# Common Questions and Answers

## Staff Support Funding

### Q. Who is eligible to receive Staff Support Funding?

- A. Staff Support Funding is for paid, certified staff who provide direct child care, including program/alternate supervisors' administrative hours, up to a maximum of 181 hours per month.

### Q. What salary do I indicate on the Supplementary Form A?

- A. State the hourly wage being paid from the employer, not including the wage top-up. Please convert monthly salaries to an hourly wage. A new Supplementary Form A must be submitted for each certified staff member receiving Staff Support Funding upon hiring, at least once per fiscal year (April to March), and/or when the wage/salary changes.

### Q. When will I receive my Staff Support Funding?

- A. Staff Support Funding is paid to the licensed day care program each calendar month, based on the hours reported on the monthly claim form for the previous month.

### Q. When can my program expect to receive the accredited rate for Staff Support Funding?

- A. The accredited rate is effective the month your program was accredited as indicated on the accreditation certificate. For example, if your program was accredited effective October 15, 2012, you will receive the accredited rate for claimed hours worked in October 2012.

### Q. What is the maximum number of hours I can claim each month if I work in both day care and out-of-school care?

- A. All hours worked in both day care and out-of-school care must be recorded on the claim forms. However, the maximum hours funded is 181 hours per month combined for hours worked in day care and out-of-school care.

## Professional Development Grant

### Q. Who is eligible for the Professional Development Grant?

- A. Paid day care staff certified as Child Development Assistants or Child Development Workers. Professional Development Grant funding for Child Development Supervisors is available through the Alberta Child Care Association (1-877-421-9937). Staff must have worked at least 28 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received. A Supplementary Form A for the staff member must have been submitted within the last 12 months.



**Q. What can I spend the Professional Development Grant on?**

- A.** The Professional Development Grant is only approved for post-secondary tuition and required course textbooks to help obtain a higher level of certification (specify the name of the course, location, post-secondary institution, name of books, cost, and date paid). Other costs, such as registration or student fees, are not eligible. Approved conferences and workshops are also eligible for this funding.

**Q. How do staff know what conferences and workshops are approved?**

- A.** Approved conferences and workshops are those that are related to early childhood and school age care. If you are unsure about a particular conference or workshop, contact the Alberta Child Care Accreditation Funding Program.

**Q. Can staff combine their Professional Development Grant to pay the cost of an approved workshop?**

- A.** Yes. If arrangements are made to hold an approved workshop that will be attended by multiple staff, written consent must be obtained by each staff agreeing to “pool” their funding and be approved by the Alberta Child Care Accreditation Funding Program. Staff that agree to pool their funding must attend the workshop and sign a Supplementary Form B.

**Q. Can the Professional Development Grant be used for first aid training?**

- A.** No. The responsibility for first aid training lies with the individual.

**Q. How much funding can I apply for?**

- A.** To be eligible for the total funding of \$1,000 per year, you must have worked at least 80 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received. To be eligible for \$250 per year in funding, you must have worked 28 to 79 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received. Approved conferences and workshops are paid up to 50% of the applicant’s eligible grant limit.

**Q. How much funding can I apply for if I work in an out-of-school care and a day care program?**

- A.** If you are certified as a Child Development Assistant or Child Development Worker, you are eligible for \$250 in funding if you have worked 28 to 79 claimed hours in both programs. If you have worked 80 or more hours total, but 79 or fewer hours in day care, you are eligible for the total out-of-school care funding of \$600 per fiscal year. If you have worked 80 or more hours in day care, you are eligible to apply for the day care professional development grant of \$1,000 per fiscal year. Approved conferences and workshops are paid up to 50% of the applicant’s eligible grant limit.

**Q. Do I apply for the Professional Development Grant in the year that I am taking the course, or when I have paid for the course?**

- A.** You must apply for the Professional Development Grant in the fiscal year in which you paid for the course. The fiscal year is April 1 to March 31. Funding will be applied towards the fiscal year in which the expenditure was made.

**Q. Do I need to include the receipts with my Professional Development Grant application to ensure approval?**

- A.** No, receipts do not have to be sent with the application, but they must be kept on file at the program and be made available to Alberta Human Services when requested.

**Q. When is the cut-off for submitting applications for the Professional Development Grant?**

- A.** The Supplementary Form B must be received by the Alberta Child Care Accreditation Funding Program office by February 15.

**Q. Once my application for the Professional Development Grant is approved, how and when do I receive my money?**

- A.** Funding for the Professional Development Grant is paid directly to the licensed day care program upon the next processing of its monthly Claim and Report Form. When you have provided a receipt to the owner/operator of the program, you are reimbursed for items approved on your application form. The program has the discretion to transfer the grant funding prior to obtaining the receipt from you.

**Staff Attraction Incentive Allowance**

**Q. Why was the Staff Attraction Incentive Allowance implemented?**

- A.** The Staff Attraction Incentive Allowance is intended to help owners and operators recruit trained staff.

**Q. Who is eligible?**

- A.** New and returning child care staff who are certified or are eligible for certification as Child Development Workers or Child Development Supervisors qualify for the allowance. In order to qualify for the \$5,000 allowance, eligible staff must also have a minimum of six months of previous child care professional experience. The \$2,500 allowance is for employees who have never before worked in the child care field or have less than six months of previous child care experience.

**Q. Who can apply?**

- A.** Licensed pre-accredited and accredited day care programs.

**Q. How do I apply for the allowance?**

- A.** Day care programs must submit an updated Accreditation Funding Grant Application and Supplementary Form C to the Alberta Child Care Accreditation Funding Program **within 60 days of the new employee's commencement.** Both the employer and employee are required to sign the Supplementary Form C. Applications are available on the Alberta Human Services website at [www.humanservices.alberta.ca/childcare](http://www.humanservices.alberta.ca/childcare).

**Q. Will a contract/agreement need to be signed in order to receive the allowance?**

- A.** Yes. The eligible staff member hired is required to sign the Supplementary Form C indicating his or her commitment to work for the child care program a minimum of 80 hours each month for a one or two-year period.

**Q. How is the allowance paid?**

- A.** The allowance will be paid to the day care program. After the completion of one year of continuous service, the program is responsible for transferring these funds to the employee. A 16 per cent benefit contribution payment will also be made to the program to offset the costs related to the mandatory employer contributions for day care staff.

**Q. How long must you be out of the child care field to be eligible for the allowance?**

- A.** For the \$5,000 allowance, the Child Development Worker or Child Development Supervisor must have been out of the child care profession for a minimum of six months prior to the date of employment.

**Q. When recruiting-back trained staff, how much previous child care work experience should an operator/owner look for?**

**A.** For the \$5,000 allowance, a minimum of six months work experience in licensed or approved child care is required. This does not include a practicum.

**Q. If I currently live in another province and move to Alberta, will I be eligible to receive this allowance?**

**A.** Yes, as long as you and the day care program meet the eligibility requirements.

**Q. Are people wishing to return to work from maternity leave eligible for the allowance?**

**A.** No. Individuals returning from maternity leave, leave of absence or special leave, or working full or part-time in a child care program in Alberta are not eligible for the allowance as they still have employment status.

**Q. Do Child Development Workers and Child Development Supervisors have to stay with the same employer for the two years?**

**A.** No. Approved applicants may work in more than one child care program during the two-year period as long as the break in service is no longer than one month, and if this occurs, the applicant must work an extra month to account for the missing month. The new day care program will need to complete a Supplementary Form C and notify the Alberta Child Care Accreditation Funding Program of these changes.

**Q. If staff do not complete a full year of employment will the allowance be pro-rated?**

**A.** No. Payments will not be pro-rated should an individual leave prior to the 12-month commitment period.

**Q. After a two-year commitment and receipt of the total \$5,000, can staff quit for six months and then return to the child care field and apply for the allowance again?**

**A.** No.



# Claims Procedures

**Programs can submit their claim online starting the first of every month.** Please refer to the document entitled “Online Claims System Handbook” for additional information, available online at [www.humanservices.alberta.ca/claims](http://www.humanservices.alberta.ca/claims).

## Definition of Direct Child Care Hours

Hours when primary staff are directly responsible for the care and supervision of children under the licensed day care program. It also includes up to eight hours per month for programming and meeting/maintaining accreditation standards. It excludes vacation days, sick days and training time.

## PROGRAM/ALTERNATE SUPERVISORS

Break down total hours worked for Program/Alternate Supervisors into Direct Child Care versus Administrative hours. Administrative hours are those outside of direct child care but related to the on-site supervision of the daily operation of the day care program.

Direct child care hours must be recorded on staff attendance records. A breakdown of administrative hours and programming/planning hours must also be maintained for audit purposes.

## EMPLOYED CERTIFIED STAFF

Staff names on the previous month’s claim will automatically be listed in the online claim for the next month’s claim.

If a staff does not appear on the online claim, but worked at your program, please add the new staff using their certification number and birthdate.

Only claim the hours directly worked with children as a primary staff member in accordance to the Child Care Licensing Regulation and supported by staff attendance records.

Up to eight hours per staff member may be claimed for time spent on program planning and meeting/maintaining accreditation standards and may be added under “Child Care Hours”. A breakdown of these hours must be maintained for audit purposes.

Certified staff working under an inclusive child care contract with the CFSA may claim direct child care hours.

Make sure to input a termination date for all staff who have left the day care program’s employment so that they do not appear on the claim form the following month.

## IMPORTANT INFORMATION

Requests for funding adjustments must be made in writing no later than one month after the claim payment. Adjustment requests after one month will not be processed.

If you have any questions related to claiming staff hours on your online claim form, please contact the Child Care Claims Unit at 1-855-638-6121.

## Position Code Definitions for the Day Care Program Monthly Claim Form

POSITION CODE	POSITION TYPE	DEFINITION
01	Program/Alternate Supervisor	<ul style="list-style-type: none"> <li>This position type is defined in the Child Care Licensing Regulation as “a staff member of a child care program whose duty is to provide, at the program premises, supervision of the daily provision of the child care program”.</li> <li>Only hours that are paid by the employer may be claimed under this position code. Other unpaid child care hours must be listed under the Volunteer code (code 05).</li> </ul> <p><i>NOTE: Typically, owner/operators engaged in some direct child care who are primarily responsible for business administration but are NOT considered the “alternate/program director” should NOT be coded as Position Code 01.</i></p>
02	Child Care Worker	<ul style="list-style-type: none"> <li>This position type is defined as a paid full-time or permanent part-time employee whose primary duty is child care and is actively engaged in the supervision, safety, well-being and development of children.</li> <li>Only paid hours directly worked with children may be claimed under this Position Code. Unpaid child care hours must be listed under the volunteer code (code 05).</li> <li>Hours in support functions may NOT be claimed (e.g., janitorial services, cooking).</li> </ul>
03	Support	<ul style="list-style-type: none"> <li>This position type is defined as a paid employee who is hired to perform primarily support functions such as cooking, cleaning and administrative functions separate from those of the Program/Alternate Director.</li> <li>This position type may apply to owners/operators whose main duty is business administration and some direct child care with the condition that only direct child care hours are claimed.</li> <li>Unpaid child care hours must be listed under the volunteer code (code 05).</li> <li><b>Only hours worked in direct child care may be claimed.</b></li> </ul>
04	Relief	<ul style="list-style-type: none"> <li>This position type is defined as a paid staff member who is hired in a temporary position and/or is assigned irregular hours based on need by the employer.</li> <li>Only paid hours directly worked with children may be claimed under this Position Code. Unpaid child care hours must be listed under the volunteer code (code 05).</li> </ul>
05	Volunteer	<ul style="list-style-type: none"> <li>This position type is defined as any unpaid staff member who has directly worked with children and has a Child Care Staff Certification Registration number. This includes owners/operators who work directly with children but do not receive a salary.</li> </ul>

**NOTE:** It is critical to ensure all unpaid/volunteer hours in direct child care be coded as “05”. If one staff member has a combination of paid and unpaid direct child care hours, then only submit their direct child care hours under 01.

Two Position Codes between 01 to 04 for the same (paid) staff person are not permitted on the monthly claim form. For paid employees in direct child care, please list the ONE Position Code (01-04) that best fits the definition above with respect to their job responsibilities.



# Forms

**Accreditation Funding Grant Application**

**Supplementary Form A: Staff Support Funding and Benefit Contribution Grant**

**Supplementary Form B: Professional Development Grant**

**Supplementary Form C: Child Care Staff Attraction Incentive Allowance**

**Return Grant Funding Form**

**NOTE:** These forms are available online at [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding)

**This guide describes the various funding options available to licensed day care programs through the Alberta Child Care Accreditation Funding Program. It provides the conditions of funding and information about how licensed day care programs and staff may receive this funding.**

For additional information, contact:

**Alberta Human Services**

Alberta Child Care Accreditation Funding Program

Sterling Place

9940 – 106 Street

Edmonton, Alberta T5K 2N2

Tel: 780-422-1119 (in Edmonton)

Toll-free: 1-800-661-9754 (in Alberta)

Fax: 780-427-1258

Email: [hs.accredfunding@gov.ab.ca](mailto:hs.accredfunding@gov.ab.ca)

Website: [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding)

**Important Information**

When faxing any documents, it is important to keep Fax Transmission Confirmations indicating that the fax was successfully transmitted and received.

**For applications or questions about becoming accredited, contact:**

Alberta Association for the Accreditation of Early Learning and Care Services (AELCS). Call 1-877-552-2227 or in the Edmonton area at 780-421-9222, or visit online at [www.aelcs.ca](http://www.aelcs.ca).

**For information about funding available for contracted family day home agencies,** refer to the *Alberta Child Care Accreditation Funding Program—Guide for Contracted Family Day Home Agencies*.

**For information about funding available for licensed out-of-school care programs,** refer to the *Alberta Child Care Accreditation Funding Program—Guide for Licensed Out-of-School Care Programs*.