



One-time Quality Improvement Grant Application Handbook

Introduction

What is the One-time Quality Improvement Grant?

To support the Government of New Brunswick's commitment to create more affordable, accessible, inclusive and high-quality early learning and child care services, a One-time Quality Improvement Grant has been established to increase the quality of the indoor and outdoor learning environment for children, including materials and equipment.

To achieve higher quality, early learning and child care facilities need financial resources to purchase quality materials and classroom furnishings that help to ensure children's health and safety and promote their learning and development.

Eligibility requirements

Applicants must meet the following criteria:

- Be in current good standing with licensing and regulations with the Department of Education and Early Childhood Development; the facility must not currently be under investigation for any reason.
- Offer early learning and child care services for children aged five and under;
- Choose and deliver services using the New Brunswick Curriculum Framework for Early Learning and Child Care- English OR the Curriculum éducatif des services de garde francophone;
- Provide proof of registration with New Brunswick Corporate Registry

Requirements and responsibilities

One-time Quality Improvement Grant must:

- Only be spent on enhancing the quality of preschool services for children ages 0-5.
- **Use at least 50%** of the funding to enhance or create more natural outdoor play spaces for children that align with one of the two recognized New Brunswick Early Learning and Child Care Curriculum Frameworks. **Note:** Before and after photos of the outdoor environment (with no children in them) are a requirement of the One-time Quality Improvement Grant Report.
- Spend the funding on items that are identified in the One-time Quality Improvement Grant Application.
- Ensure all purchased items (materials, equipment or furnishings):
 - (a) Comply with licensing requirements set out under the Family Services Act, Regulation 83-85 and the New Brunswick Child Day Care Facilities Operator Standards.
 - (b) Align with one of the two recognized New Brunswick Early Learning and Child Care Curriculum Frameworks.
- Only be spent for improvements at the licensed facility specified in the application.

Reporting/accountability

- Must maintain records/receipts on the use of the One-time Quality Improvement Grant funding.
- Must submit the One-time Quality Improvement Grant Report (See Appendix B) and maintain compliance with the One-time Quality Improvement Grant criteria.

Creation of new spaces or construction

- Infant spaces: To support the creation of new infant spaces, facilities should apply to the Early Learning and Child Care Trust Fund for the \$2500 per infant space in accordance with the criteria set out by the Early Learning and Child Care Trust Fund. The One-time Quality Improvement Grant funding will be available as additional support for purchasing equipment and materials.
- New Construction: One-time Quality Improvement Grant funding must not be used to support new construction; however it may be accessed to renovate within an existing building or physical structure. ***Must meet all licensing requirements.**

Distribution of funding

- The One-time Quality Improvement Grant funding amount is based on the number of approved applications and will be a **minimum** of \$180 per approved preschool space (0-5 years) for Early Learning and Child Care Centres and \$120 per approved preschool space (0-5 years) for Community Day Care Homes.
- One-time Quality Improvement Grant funding will be distributed after the application deadline and all applications have been processed.
- The One-time Quality Improvement Grant Report must be submitted to the attention of the Improvement Grant Coordinator by **September 1, 2018**.

Please note: The deadline to apply for the One-time Quality Improvement Grant is **February 9, 2018**. No applications will be accepted after this date.

Use of funding

For a list of suggested items that may be purchased under the One-time Quality Improvement Grant funding criteria, please refer to appendix A. This list is intended to guide you in identifying items that may be purchased to support you in enhancing the quality of the services you provide for children and families. This is not an exhaustive list of all the materials and equipment that may be considered, and applicants should also refer to resources that will align with the values and principles of one of the two recognized curriculums (New Brunswick Early Learning and Child Care Curriculum Framework-English or Curriculum éducatif pour les services de garde francophones) that have been chosen to implement.

Please note:

- The One-time Quality Improvement Grant cannot be used to pay for items that were previously purchased prior to the approval of your application.
- The One-time Quality Improvement Grant funding is to support the improvement of quality and must not be used to meet licensing requirements (new or renewal).
- The One-time Quality Improvement Grant may be used to support access to the Introduction to Early Childhood Education online training and the pending Child Care Registry therefore, funding may be used to purchase a computer up to a maximum of \$1000.

One-time Quality Improvement Grant funding may not be used for:

- Replacement of playground fencing
- Purchase of stationary climbing equipment
- Facility maintenance, such as repairs for electrical or plumbing problems
- Security system
- Building maintenance, such as replacement of roof or siding
- Repairs of damage due to neglect of property and/or premises
- Compensation of staff- wages, benefits, bonuses, travel and lodging
- Office equipment and administrative supplies
- Washing machine/dryer
- Televisions, DVD players, and electronic tablets
- Children's field trips
- Promotional materials
- Vehicle related expenses

One-time Quality Improvement Grant application process

To apply for the One-time Quality Improvement Grant, applicants must:

A. Ensure that the application for the One-time Quality Improvement Grant is complete by:

- Referring to the recommended resources detailed in appendix A to reflect with staff, families, and children on ideas for quality improvements to the indoor and outdoor environments;
- Identifying what you would like to improve in your indoor and outdoor environment, and how it links to the curriculum framework;
- Creating an action plan that describes what you plan on doing, what materials you will need, when you will have it completed by, and the estimated cost;
- Ensuring that approval of any proposed renovations meet licensing requirements.

B. Email or mail the completed and signed application, along with all business related documents, to the Department of Education and Early Childhood Development.

Contact information

Mailing Address:

Education and Early Childhood Development
One-time Quality Improvement Grant
Place 2000, P.O. Box 6000
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