

**2012-13
CHILD CARE
HEALTH AND SAFETY
FUNDING GUIDELINE
for
First Nations**

Ministry of Education
Early Learning Division

April 2012

1. WHAT IS HEALTH AND SAFETY FUNDING?

Health and safety funding, also known as repairs and maintenance, is to support licensed child care centres and private-home day care agencies that are not in compliance with licensing requirements (or may be at risk of not being in compliance with licensing requirements) under the *Day Nurseries Act* (DNA). It is the ministry's expectation that service providers will continue to comply with the ministry's licensing requirements under the DNA as well as health and safety practices, the upkeep of equipment, property repairs and maintenance.

The ministry recognizes the need to address health and safety pressures while balancing the service providers' responsibility to comply with health and safety requirements under the DNA. In 2012-13, First Nations can submit in-year health and safety funding requests to the ministry through a streamlined application process. This process is described in more detail in sections three through five.

2. WHAT CAN HEALTH AND SAFETY FUNDING BE USED FOR?

Common priority health and safety issues pertaining to the following that may be eligible for this funding include:

Food Preparation

Addition, repair or replacement of:

- hand washing sink in the kitchen
- dishwasher or hot water booster
- major appliances

Washrooms

Addition, repair or replacement of:

- fixtures
- partitions
- flooring materials
- change table

Major Systems

Addition, improvement, repair or replacement of:

- leaking roof
- building foundation
- heating/cooling system
- ventilation system
- sump pump
- emergency lighting
- accessibility
- windows or doors
- asbestos removal or encapsulation
- wiring upgrades

Play Area

Addition, repair or replacement of:

- damaged walls/peeling paint that may contain lead
- windows
- damaged/worn flooring material or ceiling
- damaged/worn outdoor play equipment/safety surfacing
- fencing
- drinking water system
- heating system

Code Compliance

- Ontario Fire Code orders/recommendations
- Ontario Building Code orders/recommendations
- Public Health Code orders/recommendations

Note1: This above list is only a guide and not an exhaustive list.

Note2: Health and safety funding cannot be used for program expansion.

3. HOW DOES THE APPLICATION PROCESS WORK FOR HEALTH AND SAFETY FUNDING?

First Nations are required to submit a health and safety funding application to the ministry, which must include the following three components:

- A completed copy of the attached **2012-13 Health and Safety Funding Request Form**;
- Proof of the estimated cost for each health and safety project:
 - One quote or proof of the estimated cost is required for each project with a total cost below \$10,000;
 - Three quotes or proof of the estimates cost are required for each project with a total cost above \$10,000;
 - Proof of purchase (receipt or invoice) is required for projects where the cost was covered by the First Nation after April 1, 2012 and before the distribution of this guideline.
- A copy of independent documentation that supports the need for each health and safety project from one or more of the following sources:
 - Summary of Day Nursery Licensing Requirements and Recommendations Report or Day Nursery or Private Home Day Care Licensing Checklist;
 - Health Canada Inspection Report;
 - Fire Inspection Report; and/or
 - Building Inspection Report.

Once your application is complete, it can be mailed, emailed or faxed to:

Kaysee McCracken
Ministry of Education
Early Learning and Child Care Implementation Branch
900 Bay St., Mowat Block 24th Floor
Toronto, ON
P: (416) 212-5927
F: (416) 314-7836
E: ELCCIB@ontario.ca

Please notify Kaysee McCracken and your Child Care Advisor by email or phone once you have submitted your health and safety application by mail or fax to ensure that it has or will be received. **Applications for 2012-13 child care health and safety funding will be accepted until August 31, 2012.**

The ministry recognizes that emergency health and safety requirements may arise at any point in time. Contact your Child Care Advisor should you require funding to address an emergency health and safety requirement after the August 31, 2012 deadline.

4. WHAT HAPPENS AFTER I SUBMIT MY APPLICATION FOR HEALTH AND SAFETY FUNDING?

As limited funding is available to address health and safety requirements, the ministry will be unable to provide funding for every request submitted. Approval of health and safety funding requests is based on priority situations.

Applications for 2012-13 child care health and safety funding will be reviewed on an on-going basis as they are received by the ministry. First Nations will receive notification regarding the status of their health and safety application within 20 business days after the ministry receives the request. A letter indicating the status of your request will be sent to you by email. If your First Nation is approved for health and safety funding, an amendment to your 2012-13 child care service agreement will be sent to you by email for signature.

3. WHAT ARE THE EXPENDITURE REQUIREMENTS FOR HEALTH AND SAFETY FUNDING?

Health and safety projects must be completed by March 31, 2013. In addition, any health and safety funding received in the 2012-13 fiscal year must be spent by March 31, 2013.

Health and safety funding can only be used to address health and safety requirements in licensed child care centres and/or licensed private-home day care agencies. Health and safety funding for licensed private-home day care agencies must be used to purchase portable items that improve health and safety for children. The portable nature of the equipment will enable the items to be transferred to another private-home day care agency, as required. Examples of portable safety items may include Canadian Standard Association (CSA) approved infant equipment such as playpens, highchairs, safety gates, child safety locks, first aid kits and fire extinguishers.

First Nations should retain all supporting documentation related to health and safety projects. The ministry may request, at any time, documentation (e.g., contracts, invoices, receipts) related to approved health and safety projects.

4. WHAT ARE THE PAYMENT REQUIREMENTS FOR HEALTH AND SAFETY FUNDING?

One-time health and safety requests are funded through detail code A375- Repairs and Maintenance. Approved health and safety funding will flow in two payments. First Nations that receive approval for 2012-13 child care health and safety funding are required to submit the following documents prior to receiving each health and safety payment:

- **Payment 1**- 75% of the total approved health and safety funding amount will flow upon receipt of the amended child care agreement by the ministry.
- **Payment 2**- 25% of the total approved health and safety funding amount will flow upon receipt of the child care health and safety "Statement of Conformity and Attestation Form" by the ministry indicating that the approved project(s) have been completed.

Health and safety funding will flow to First Nations as part of the regular monthly child care payments. The timing of these payments will depend on when the ministry receives your amended agreement and Statement of Conformity and Attestation Form and the next scheduled payment.

Any questions regarding the ministry's 2012-13 health and safety funding process can be directed to your Child Care Advisor.