

Ministry of Education

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2012: ELCC 2

MEMORANDUM TO: General Managers/Commissioners, CMSMs/DSSABs
Children's Service Managers, CMSMs/DSSABs

FROM: Pam Musson
Director, Early Learning and Child Care Implementation Branch
Early Learning Division
Ministry of Education

Andrew Davis
Director, Financial Analysis and Accountability Branch
Elementary/Secondary Business and Finance Division
Ministry of Education

DATE: January 17, 2012

SUBJECT: **Child Care Business Practices Guidelines, Qs and As**
Year 3 Extended Day Fee Subsidy Guidelines, Qs and As
Year 3 Transition Funding Guidelines, Qs and As

We are pleased to provide you with the following material to support child care service system planning and the 2012 contract management process:

- Updated Child Care Business Practices Guidelines/Qs and As
- Year 3 Transition Funding Guidelines/Qs and As
- Year 3 Extended Day Fee Subsidy Guidelines/Qs and As

Changes to the guidelines against the previous versions you would have received in May 2011 have been highlighted in yellow for ease of reference.

Please contact your Child Care Advisor should you have any questions.

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Thank you.



Pam Musson



Andrew Davis

Copy: Jim Grieve, Assistant Deputy Minister, Early Learning Division, Ministry of Education
Gabriel F. Sékaly, Assistant Deputy Minister, Elementary/Secondary Business and Finance Division, Ministry of Education
Anthony Yeung, Elementary/Secondary Business and Finance Division, Ministry of Education
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