

Ministry of Education
Mowat Block
900 Bay St.
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation
Édifice Mowat
900, rue Bay
Queen's Park
Toronto ON M7A 1L2



2012: ELCC5

MEMORANDUM TO: Chiefs of First Nations with Child Care Agreements
Child Care Administrators

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 & Finance Division
Ministry of Education

DATE: April 25, 2012

SUBJECT: **2012-13 Child Care Service Agreement Package**

We were pleased that so many of you were able to join us for the First Nations Gathering on March 22 and 23 in Toronto. As discussed at the Gathering, we look forward to working with you to modernize Ontario's child care system so that it better reflects the needs of children and families.

We are pleased to provide you with your 2012-13 child care service agreement, updated *2012-13 Child Care Business Practices* and *Health and Safety Funding Guidelines* as well as information regarding the 2012-13 contract management and financial reporting cycles.

2012-13 Child Care Service Agreement

Attached to this email is your 2012-13 child care service agreement, which includes the following components:

- Legal Text (pages 1-11)
- Schedule A: Service Description Schedule
- Schedule B: Budget Schedule
- Schedule C: Reporting Schedule

Please review the contact information on page 9 of your agreement and let your Child Care Advisor know if there are any updates. Please sign and date the agreement on page 11 and ensure that two original signed copies of the entire agreement are returned to the Ministry of Education (EDU) at the address below by May 30, 2012:

Attention: Pam Musson, Director,
Early Learning and Child Care Implementation Branch
Ministry of Education
24th Floor, Mowat Block
900 Bay Street, Toronto, ON M7A 1L2

Once the agreement is signed by the ministry, an original copy will be mailed back to you for your records.

Schedule A: Service Description Schedule

The Service Description Schedule outlines the services that the ministry may fund including specific expectations and conditions that apply. The services included in Schedule A of your agreement should be in accordance with your funding allocation as outlined in Schedule B.

Schedule B: Budget Schedule

The Budget Schedule has been populated based on your approved 2012-13 child care funding allocation from EDU.

Schedule C: Reporting Schedule

The Reporting Schedule outlines the submissions that you are required to provide to the ministry throughout the fiscal year and their corresponding due dates for 2012-13. Further details of the reporting process are outlined in the enclosed *2012-13 Child Care Business Practices Guideline*.

Please note that the late filing policy for submissions applies to the child care service agreement should your signed agreement be submitted to the ministry after the due date of May 30, 2012.

2012-13 Cash Flow

For First Nations with an allocation above \$350,000, cash flow will be based on your 2011-12 Revised Estimates submission until your 2012-13 signed service agreement is received by the ministry. For First Nations and Child Care Transfer Payment Agencies with an allocation below \$350,000, cash flow will be based on your 2011-12 allocation until your 2012-13 signed service agreement is received by the ministry. Pending receipt of your signed child care service agreement by May 30, 2012, your 2012-13 child care funding allocation and retroactive payments for April, May and June, will be reflected in your monthly cash flow payment starting in July 2012.

Guidelines

An updated 2012-13 Child Care Business Practices Guideline is attached for your review. Please note the following changes:

- Additional information on the Financial Statements Submission for First Nations with an allocation above \$350,000- page 5;
- New section on Ontario Works Child Care- the Ontario Works Formal and Informal detail codes have been combined to provide First Nations and Child Care Transfer

Payment Agencies with the flexibility to spend their allocation in a way that bests meets community need- pages 8 and 15;

- New section on the Basis of Accounting for First Nations and Child Care Transfer Payment Agencies- pages 9 and 16; and
- Additional information on the Year-End (Attestation) Submission for First Nations and Child Care Transfer Payment Agencies with an allocation below \$350,000- page 13.

2012-13 Estimates Submission

The 2012-13 Estimates submission document set in the Education Finance Information System (EFIS) for First Nations with an allocation above \$350,000 will be released in EFIS by the end of April. A memo will be sent to First Nations to notify you when EFIS will be available to complete the Estimates Submission.

2012-13 Health and Safety Funding

The ministry recognizes the need to address health and safety pressures while balancing service providers' responsibility to comply with health and safety requirements under the *Day Nurseries Act* (DNA). In 2012-13, First Nations can submit to the ministry in-year health and safety funding requests through a streamlined application process. Details regarding the ministry's health and safety funding process can be found in the enclosed *2012-13 Child Care Health and Safety Funding Guideline* and *Funding Request Form*. Health and safety funding requests are due to the ministry by August 31, 2012.

Please contact your Child Care Advisor directly if you have any questions/concerns regarding this memo and the enclosed materials. For questions regarding cash flow calculations or the estimates submission, please contact your Financial Analyst. Contact lists are attached for your reference.

You may also wish to visit the Financial Analysis and Accountability Branch website, new Child Care section, which includes guidelines, memos and contacts at: <http://faab.edu.gov.on.ca>.

Thank you for your cooperation. We look forward to a continued collaborative relationship.



Pam Musson



Andrew Davis

Copy: Lori Jacobs, Executive Director, Chiefs of Ontario Office
Laurie Carr, Social Services Coordinator, Chiefs of Ontario Office
Lawrence Baxter, Social Services Director, Nishnawbe-Aski Nation
Debbie Lipscombe, Social Policy Analyst, Grand Council Treaty #3
Stan Cloud, Social Services Director, Association of Iroquois and Allied Indians
Adrienne Pelletier, Social Services Director, Union of Ontario Indians
Diane Maracle-Nadjiwon, Independent First Nations Coordinator
Arliss Skye, Social Services Director, Six Nations of the Grand River
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
Rupert Gordon, Director, Early Learning and Child Care Policy & Programs Branch, Ministry of Education

Ministry of Education
Child Care Advisors and Financial Analysts
Contact Information

REGION	Child Care Advisor/ Financial Analyst	First Nation/Transfer Payment Agency
OTTAWA	<p>Child Care Advisor: Rachelle Blanchette Tel: (613) 225-9210 ext.124 Email: Rachelle.Blanchette@ontario.ca</p> <p>Financial Analyst: Liza Guerrier Tel: (416) 212-9216 Email: Liza.Guerrier@ontario.ca</p>	Algonquins of Pikwakanagan First Nation Mohawks of the Bay of Quinte Mohawk Council of Akwesasne AEP Community Living Prince Edward
LONDON	<p>Child Care Advisor: Karen Calligan Tel: (519) 667-1654 Email: Karen.Calligan@ontario.ca</p> <p>Financial Analyst: Brenda Shaw Tel: (519) 667-2040 Email: Brenda.Shaw@ontario.ca</p> <p>Child Care Advisor: Karen Calligan Tel: (519) 667-1654 Email: Karen.Calligan@ontario.ca</p> <p>Financial Analyst: Patrick Pelletier Tel: (416) 325-3314 Email: Patrick.Pelletier@ontario.ca</p>	Mississaugas of the New Credit First Nation Six Nations of the Grand River Aamjiwnaang First Nation Chippewas of Kettle & Stony Point First Nation Chippewas of the Thames First Nation Delaware Nation Council Moravian of the Thames Band Munsee-Delaware Nation Oneida Nation of the Thames Pathways Health Centre for Children Stepping Stones Support Services Program Walpole Island First Nation
BARRIE	<p>Child Care Advisor: Maria Saunders Tel: (705) 725-7629 Email: Maria.Saunders@ontario.ca</p> <p>Financial Analyst: Lisa Bland Tel: (416) 326-0999 Email: Lisa.Bland@ontario.ca</p>	Alderville First Nation Beausoleil First Nation (Christian Island) Chippewas of Georgina Island Chippewas of Nawash Unceded First Nation Chippewas of Rama First Nation Chippewas of Saugeen First Nation Curve Lake First Nation Moose Deer Point First Nation

SUDBURY/NORTHBAY	<p>Child Care Advisor: Lina Davidson Tel: (705) 564-4282 Email: Lina.Davidson@ontario.ca</p> <p>Financial Analyst: Cheryl Chung Tel: (416) 212-9218 Email: Cheryl.F.Chung@ontario.ca</p>	Attawapiskat First Nation Child Care Resources Constance Lake First Nation Fort Albany (Sinclair Island) First Nation Moose Cree First Nation Nipissing First Nation Sagamok Anishnawbek First Nation Temagami (Bear Island) First Nation Wasaugsing First Nation (Parry Island First Nation)
	<p>Child Care Advisor Lina Davidson Tel: (705) 564-4282 Email: Lina.Davidson@ontario.ca</p> <p>Financial Analyst Paula Hatt Tel: (416) 326-1170 Email: Paula.Hatt@ontario.ca</p>	Aundeck-Omni-Kaning First Nation Batchewana (Rankin) First Nation Garden River (Ketegaunseebee)First Nation M'Chigeeng First Nation Mamaweswen, North Shore Tribal Council Secretariat Mississauga First Nation Serpent River First Nation Sheguiandah First Nation Whitefish River First Nation Wikwemikong Unceded Indian Reserve
THUNDER BAY	<p>Child Care Advisor Kelly Massaro-Joblin Tel: (807) 474-2982 Email: Kelly.Massaro-Joblin@ontario.ca</p> <p>Financial Analyst Paula Hatt (until May 1, 2012) Tel: (416) 326-1170 Email: Paula.Hatt@ontario.ca</p> <p>Charles Brousseau (effective May 1, 2012) Tel: (416) 325-8584 Email: Charles.Brousseau@ontario.ca</p>	Anishinabe of Wauzhushk Onigum First Nation Asubpeeschoewagon netum Anishinabek- Grassy Narrows First Nation Bearskin Lake First Nation Couchiching First Nation Eagle Lake First Nation FIREFLY Iskatewizaagegan #39 Independent First Nation Kasabonika Lake First Nation Long Lake 58 First Nation Naicatchewenin First Nation (Whitefish Bay) Naotkamegwanning First Nation Northwest Angle 37 First Nation Obashkaandagaang First Nation Ochiichagwe'babigo'ining First Nation Ojibways of Onigaming First Nation (Babaskong Bay) Ojibways of Pic River First Nation Rainy River First Nation Sandy Lake First Nation Shoal Lake Band 40 Wabaseemoong Independent Nations