

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**

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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 best 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
<b>OTTAWA</b>	<p><b>Child Care Advisor:</b> Rachelle Blanchette Tel: (613) 225-9210 ext.124 Email: <a href="mailto:Rachelle.Blanchette@ontario.ca">Rachelle.Blanchette@ontario.ca</a></p> <p><b>Financial Analyst:</b> Liza Guerrier Tel: (416) 212-9216 Email: <a href="mailto:Liza.Guerrier@ontario.ca">Liza.Guerrier@ontario.ca</a></p>	Algonquins of Pikwakanagan First Nation
		Mohawks of the Bay of Quinte
		Mohawk Council of Akwesasne AEP
		Community Living Prince Edward
<b>LONDON</b>	<p><b>Child Care Advisor:</b> Karen Calligan Tel: (519) 667-1654 Email: <a href="mailto:Karen.Calligan@ontario.ca">Karen.Calligan@ontario.ca</a></p> <p><b>Financial Analyst:</b> Brenda Shaw Tel: (519) 667-2040 Email: <a href="mailto:Brenda.Shaw@ontario.ca">Brenda.Shaw@ontario.ca</a></p>	Mississaugas of the New Credit First Nation
	Six Nations of the Grand River	
<b>BARRIE</b>	<p><b>Child Care Advisor:</b> Karen Calligan Tel: (519) 667-1654 Email: <a href="mailto:Karen.Calligan@ontario.ca">Karen.Calligan@ontario.ca</a></p> <p><b>Financial Analyst:</b> Patrick Pelletier Tel: (416) 325-3314 Email: <a href="mailto:Patrick.Pelletier@ontario.ca">Patrick.Pelletier@ontario.ca</a></p>	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
		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		

<b>SUDBURY/ NORTHBAY</b>	<p><b>Child Care Advisor:</b> Lina Davidson Tel: (705) 564-4282 Email: <a href="mailto:Lina.Davidson@ontario.ca">Lina.Davidson@ontario.ca</a></p> <p><b>Financial Analyst:</b> Cheryl Chung Tel: (416) 212-9218 Email: <a href="mailto:Cheryl.F.Chung@ontario.ca">Cheryl.F.Chung@ontario.ca</a></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
		Wasauksing First Nation (Parry Island First Nation)
		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		
<b>THUNDER BAY</b>	<p><b>Child Care Advisor</b> Kelly Massaro-Joblin Tel: (807) 474-2982 Email: <a href="mailto:Kelly.Massaro-Joblin@ontario.ca">Kelly.Massaro-Joblin@ontario.ca</a></p> <p><b>Financial Analyst</b> Paula Hatt (until May 1, 2012) Tel: (416) 326-1170 Email: <a href="mailto:Paula.Hatt@ontario.ca">Paula.Hatt@ontario.ca</a></p> <p>Charles Brousseau (effective May 1, 2012) Tel: (416) 325-8584 Email: <a href="mailto:Charles.Brousseau@ontario.ca">Charles.Brousseau@ontario.ca</a></p>	Anishinabe of Wauzhushk Onigum First Nation
		Asubpeeschoseewagon 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)
		Naothamegwanning 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