

**Ministry of Education**

Capital Policy and Programs  
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**2013: SB9**

**MEMORANDUM TO:** Superintendents of Business

**FROM:** Nancy Whynot  
Director  
Capital Programs Branch

**DATE:** April 11, 2013

**SUBJECT:** Approval to Proceed Process for Schools-First Child  
Care Capital Retrofit Policy Projects

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I am writing to inform you of how the Ministry's Approval to Proceed (ATP) process will apply to Schools-First Child Care Capital Retrofit Policy funded projects.

As you know, capital funding has been allocated to school boards as part of the Schools-First Child Care Capital Retrofit Policy to support the conversion of existing four and five year old child care spaces for children under the age of 3.8 years. In some instances, school boards may also repurpose space not required for instructional purposes where demand exists and space is available. School boards, Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) are accountable for planning projects that are eligible under the policy as described in Memorandums 2012: [EL3](#) and [EL4](#). These memos were released in 2012 by Jim Grieve, Assistant Deputy Minister of the Early Learning Division.

Capital projects that school boards undertake using these funds do not require an ATP from the Ministry unless the project is associated with a larger capital project that requires an ATP, such as an addition or major retrofit. This is consistent with the Ministry's policy to not require an ATP for projects funded through school renewal unless the renewal funding is in support of a larger capital project being undertaken at a school. This approach also aligns with the direction we gave with respect to ATP

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requests for child care spaces funded under the Capital Funding Policy to Replace Child Care Spaces in Replacement Schools (Memorandum 2012: [B3](#)). This approach allows the Ministry to track school board spending on larger capital projects where there is a greater financial risk for school boards.

Please refer to Appendix A: Summary of the Capital Construction Approval Process, attached.

When the Ministry receives an ATP request for a project that includes Schools-First Child Care Capital Retrofit Policy funding, an Early Learning Education Officer and Child Care Advisor will review the child care portion to ensure that it follows the policy requirements. An ATP request that includes a child care component will not be approved without the support of the school board's Early Learning Education Officer and Child Care Advisor.

Where any child care capital project is part of an ATP that requires the submission of a facility space template, the area of the space being retrofitted for child care purposes needs to be added to the total area of the project. It should also be noted that the child care space will be unloaded space for the purposes of the facility space template. Similarly, where space not required for instructional purposes by the school board is converted to child care space under the Schools-First Child Care Capital Retrofit Policy, this space must be classified as unloaded space in the School Facilities Inventory System (SFIS).

For inquiries on the ATP process, please contact Paul Bloye, Manager in the Capital Programs Branch, at 416-325-8589 or [Paul.Bloye@ontario.ca](mailto:Paul.Bloye@ontario.ca).

For inquiries on the Schools-First Child Care Capital Retrofit Policy, please contact Jill Worthy, Education Officer Coordinator in the Early Learning and Child Care Implementation Branch, at 416-314-8238 or [Jill.Worthy@ontario.ca](mailto:Jill.Worthy@ontario.ca).

Sincerely,

*Original signed by*

Nancy Whynot  
Director  
Capital Programs Branch

## Appendix A: Summary of the Capital Construction Approval Process

cc: Consolidated Municipal Service Managers  
District Social Services Administration Boards  
Child Care Advisors, Ministry of Education  
Education Officers, Ministry of Education  
Capital Analysts, Ministry of Education  
Grant Osborn, Capital Policy Branch  
Rupert Gordon, Early Learning and Child Care Policy and Program Branch  
Pam Musson, Early Learning and Child Care Implementation Branch  
Paul Bloye, Capital Programs Branch