

Section A – General Information

Child Care Service Name		
Physical Location		
Incorporation Number NA	Incorporation Date YYYY/MM/DD	
Licence Number NA	Current Date of Issue YYYY/MM/DD	Expiry Date YYYY/MM/DD
Applicant/Licensee		
Administrator(s)		
Licence Capacity	Licence Age Range	
Type of Program	Full-time	Part-time

Homeroom # or FCC	Age Range	Group Size/Ratio	Staff Name(s) or Family Child Care Provider	Certification Level & Classification(s)
FCC or HR 1				
HR 2				
HR 3				
HR 4				
HR 5				
HR 6				
HR 7				

Section B – Child Care Philosophy

Describe and **attach** the child care philosophy on which the program is based. Ensure to outline the beliefs pertaining but not limited to:

- How children learn and develop.
- The importance of meeting the needs of individual children.
- The role of a child's family and culture.
- The role of high quality child care in the lives of children, families and the community.

Section C – Daily Schedule

Attach the daily schedule(s) children will follow while participating in the child care service. Each daily schedule must be developed as outlined in section [ELCD-2017-J1](#) of the Child Care Policy and Standards Manual.

Each daily schedule must identify the licensed age range and homeroom number where applicable.

Where child care centres are open during school closures, a schedule for the school-age children attending full-day must also be included.

Section D – Play Materials, Furniture and Equipment

Outline and attach the play materials, furniture and equipment available to the children while participating in the child care service. All play materials, furniture and equipment is outlined in section [ELCD-2017-J1](#) and [ELCD-2017-K2](#) of the Child Care Policy and Standards Manual.

Child care centre's must provide a complete list of play materials, furniture and equipment for **each** homeroom.

Section E – Activity Areas (Child Care Centre)

Attach a list of the activity areas of each homeroom available to the children while participating in the child care service.

The requirements of activity areas are outlined in section [ELCD-2017-J2](#) of the Child Care Policy and Standards Manual.

Section F – Policies and Procedures

Each child care service must set out policies as outlined in section [ELCD-2017-J1](#) of the Child Care Policy and Standards Manual on:

Each policy and procedure must be **attached** with the child care program proposal form.

- | | |
|---|--|
| ✓ Health and safety | ✓ Orientation of children |
| ✓ Emergency procedures | ✓ Travel & outdoor play area safety policy |
| ✓ Supervision | ✓ Parental involvement |
| ✓ Behaviour guidance | ✓ Use of community resources |
| ✓ Meeting developmental needs of children | ✓ On-going evaluation processes |

Section G – Signatures

Please sign below. ***Legal entity must sign if incorporated.***

- (i) I confirm the information given in this application is, to the best of my knowledge and ability, complete, true and correct.
- (ii) I understand that any changes in this application must be approved by the Department of Education prior to implementation.

Administrator Name
(Please Print)

Date

YYYY/MM/DD

Administrator Signature

Applicant/Licensee/Legal
Entity Name (Please Print)

Date

YYYY/MM/DD

Applicant/Licensee/Legal
Entity Signature

Title of Signatory
(if a corporation)

FOR OFFICE USE ONLY

Date Received: _____
YYYY/MM/DD

Received By: _____

Inspector Recommendation

Recommended

Not Recommended

Inspector Signature _____

Date _____
YYYY/MM/DD

Name (Please Print) _____

Section I – Information for Submission

This form may be completed online, signed and submitted (by mail, in person or electronically) to the regional office in your area. Regional office information can be found at:

<https://www.gov.nl.ca/education/departement/contact/#childcare>

PRIVACY NOTICE

The information collected on this form is collected under the authority of the *Child Care Act* and the *Access to Information and Protection of Privacy Act (ATIPPA)* and is used solely for the purposes of administration/operation of regulated child care program and services provided by the Early Learning and Child Development Division. This information is kept confidential and held securely as required by *ATIPPA*. If you have any questions about the collection or use of this information, please contact the Information Management Division of the Department of Education at 709-729-7425.