

**COMMUNITY AND HUMAN
SERVICES**

Children's Services

Postal Bag 6300, 228 Church Street
Belleville, Ontario K8N 5E2



Phone: 613.966.1311
Fax: 613.966.6086
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APPLICATION FOR SERVICE AGREEMENT

Hastings County Children's Services is the Service System Manager responsible for Early Years and Child Care programs in Hastings County. Hastings County Children's Services has the discretion to enter into a Service Agreement with Licensed Child Care Service Providers.

Hastings County reviews all applications submitted and has the right to approve or decline applications if they do not meet the requirements and priority criteria for licensed child care within Hastings County.

Please complete the application below and submit to Hastings County Children's Services, csfunding@hastingscounty.com. Hastings County will review 2023 applications within 30 calendar days upon receiving the completed application. Application received 2024-2026 will follow the below timeline.

Round 1: January – April

- Submit application by March 15th
- Hastings County will review by end of April

Round 2: May – August

- Submit application by July 15th
- Hastings County will review by end of August

Round 3: September – December

- Submit application by November 15th
- Hastings County will review by end of December

SECTION 1: APPLICATION INFORMATION

TYPE OF APPLCIATION	
Application Date:	
Purchase Service Agreement Application Level:	<input type="checkbox"/> Level 1: Current Service Agreement with Hastings County, expanding licensed capacity at current site with minor construction only. <input type="checkbox"/> Level 2: Current Service Agreement with Hastings County, opening an additional child care site or major site alterations that involve construction costs over \$20,000.00 <input type="checkbox"/> Level 3: Non-Service Agreement with Hastings County, opening a child care site or is currently operating a site within Hastings County
Request an application for other Funding Supports:	<input type="checkbox"/> Ministry’s of Education License CWELCC Service System Manager Confirmation form <input type="checkbox"/> One-Time Funding Application <input type="checkbox"/> Start-up Grant Application

CONTACT INFORMATION	
Legal Name:	
Address of Licensee:	
Type of Agency: Please check one	Auspice: Please check one
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual	<input type="checkbox"/> Not-Profit <input type="checkbox"/> For-Profit
Contact Name:	Position Title:
Mailing Address:	
Business Email:	
Phone Number:	

SECTION 2: PROGRAM INFORMATION

PROGRAM									
<input type="checkbox"/> Full-Time Centre Based		<input type="checkbox"/> Full-Time School Based		<input type="checkbox"/> Nursery School		<input type="checkbox"/> Before & After School		<input type="checkbox"/> Non-Instructional Days	
HOURS OF OPERATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.		
	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.		
EXTENDED HOURS									

SECTION 3: LICENSE INFORMATION

LICENSEE INFORMATION	
Child Care Site Operating Name: _____	
Child Care Site Operating Address: _____	
Current License Status: <input type="checkbox"/> Not Applied <input type="checkbox"/> Applied & awaiting approval <input type="checkbox"/> Provisional <input type="checkbox"/> Regular	
 License Number: _____ Total number of Licensed sites currently operating: _____ Expanding or opening more than 1 site? <input type="checkbox"/> YES <input type="checkbox"/> NO	

INFORMATION FOR NEW PROGRAMMING OR PROGRAM ADDITION				
AGE RANGE	PROPOSED NUMBER OF ROOMS	CURRENT LICENSING CAPACITY	PROPOSED LICENSING CAPACITY	PROPOSED BASE FEE*
Infants				
Toddlers				
Preschool				
Kindergarten				
School Age				
Primary Junior				
Family Age Grouping				
TOTAL CAPACITY:				

* For Service Providers opted into the CWELCC System, refer to Hastings County CWELCC Funding Guidelines for CWELCC Cap on Fees.

SECTION 4: BUSINESS PLAN REQUIREMENTS

Hastings County's application process for a Purchase of Service Agreements for licensed child care operators may require a formal business plan as part of the submission. To support Service Providers in the application process, Hastings County Children's Services has created a sample business plan to outline the required elements.

The requirements of the business plan may differ depending on the level of expansion:

Level 1:

- Submit the following documents:
 - Completed Application
 - Employee Acquisition Plan
 - High-quality Child Care Implementation Plan
 - Reasoning for Expansion
 - *Full Business Plan Optional

Level 2 & 3:

- Submit the following documents:
 - Completed Application
 - Business Plan as detailed below.

BUSINESS PLAN REQUIREMENTS:

- Introduction about the organization and reasoning for expansion or opening a new child care site
 - Location of the Centre with the following specifications:
 - Address
 - Square footage
 - Floor Plan
 - Photos of building and rooms
 - Funding Sources; including revenue sources, such as: grants, loans, capital, equity etc.
 - Program Budget; outlining revenue vs. expenses
 - Long Term Financial Viability
 - Employee Acquisition Plan
 - High-Quality Child Care Implementation Plan
- *See the appendix to the sample business plan that outlines the framework for the quality child care implementation plan.
- Programming will support at least one of the following populations;
 - children living in low-income families
 - children with special needs

- Indigenous children
 - Black and other racialized children
 - children of newcomers to Canada
 - Francophone children
- Professional Learning Development Plan for Employees that outlines the support for organizational culture and details how staff meetings will be conducted, and if that time will utilize a community of practices method.
 - Demand Analysis; demonstrates the geographic location, age range served and type of program offered are needed.
 - Licensing information, including current licensed and operational capacity, and licensing history.

SECTION 5: TERMS OF APPLICATION

Please check if you agree and understand that:

<input type="checkbox"/>	I understand that this is an application to determine <i>eligibility</i> to enter a Purchase Service Agreement with Hastings County.
<input type="checkbox"/>	I understand that should the requirements for consideration for a Purchase of Service Agreement be met by the Service Provider and Hastings County Council provides its approval, a Service Agreement will not be provided for signature until all financial, operating and licensing requirements are met, and the licensee complies with all legislative requirement.
<input type="checkbox"/>	I hereby attest that the information included in the application form is accurate at the time of the submission.
<input type="checkbox"/>	I understand that any financial responsibility the agency undertakes is at its own risk and Hastings County takes no responsibility for any financial investment or contractual agreement to the agency makes prior to entering into a Service Agreement.

SECTION 6: NOTICE OF COLLECTION OF PERSONAL INFORMATION

This information is collected under the legal authority of the *Child Care and Early Years Act (2014)* for the purpose of administering the services and programs prescribed or authorized under this Act. Questions or concerns about this collection of information should be addressed to Hastings County Children’s Services, at csfunding@hastingscounty.com

Authorized Signing Officers Name:

Signature:

Date:

APPENDIX A: SAMPLE BUSINESS PLAN



A requirement of Hastings County's application process for new Service Agreements for licensed child care operators is to prepare a formal business plan. To support agencies in the application process, Hastings County Children's Services has created a sample business plan. Within this document, you will find a simulated business plan for *The HC Childcare Centre*. The sample business plan outlines Hastings County's expectations for data elements.

Disclaimer:

The information contained in the business plan is for general information purposes only; all information reported is merely for educational and informational purposes and is not intended as a substitute for professional advice. You should not rely upon the material or information in the report as a basis for making any business, legal or any other decisions. Any reliance you place on such material is therefore strictly at your own risk.

Hastings County assumes no responsibility for errors or omissions in the contents of the *HC Childcare Centre Business Plan, 2023*.

This document is a strictly confidential communication to and solely for the use of the recipient and may not be reproduced or circulated without Hastings County's prior written consent.

Hastings County Children's Services

Juliee Harrison, Children's Services Manager
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BUSINESS PLAN DOWNTOWN CENTRE OPENING 2024

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A Brief Story About The Company



ABOUT US

HC Childcare Centre (HCCC) is a non-profit organization, and has been providing high-quality childcare to the Quinte region for over 20 years. HCCC opened our first location 20 years ago when we saw a need in the community for high-quality childcare that was affordable, and a location that was convenient for parents. At HCCC we see all children as capable and competent learners, and utilize *How Does Learning Happen* to lead us in our programming and pedagogy.

We are focused on fostering interactions that are positive, present and responsive between children, educators, parents, staff and Hastings County. HCCC is committed to creating an environment that is the welcoming and inclusive to all students, and includes each of their interest, personality and family, while utilizing the environment as the third teacher.

At HCCC, we also believe in implementing strong, high-quality programming and supporting our staff with opportunities daily and throughout the year to learn and enhance their skillset.

LOCATION

HC Childcare Centre is looking to expand, and open a second facility in order to meet the demand and to increase licensed child care spaces. The building and landscaping will be retrofit and re-designed to best meet the needs of children and the Ministry of Education requirements.

LOCATION OF NEW CENTRE:

235 Pinnacle Street, Belleville, ON, K8N 3A9

- Central location; downtown Belleville
- Located across from Belleville Library, multiple Church's are neighbouring the property, close proximity to meal programs and less than 1km from St. Michaels Catholic School and Nicholson Catholic College Secondary School
- Walking distance to shopping and grocery stores
- 5 Bus stops surrounding location, and walking distance to Belleville's Bus Station
- Adjacent to residential area "East End" in Belleville
- Walkable location with sidewalks on both sides of the street and stroller friendly
- Accessible entrance
- Adequate parking for staff, with convenient parking at entrance for drop-off and pick-up by caregivers



When designing the space and purchasing items, HC Childcare Centre is utilizing "Designs for Living and Learning: Transforming Early Childhood Environments- Deb Curtis and Margie Carter (2015)," which includes incorporating spaces with a sense of belonging, flexible spaces, natural elements of the environment, and dividing the classroom based on the children's interest and needs, as well factoring Ontario Regulation 137/15 to include all requirements outlined by the Ministry of Education in the *Child Care Centre Licensing Manual*.

LICENSING INFORMATION

EXPANSION PROGRAMMING; DOWNTOWN

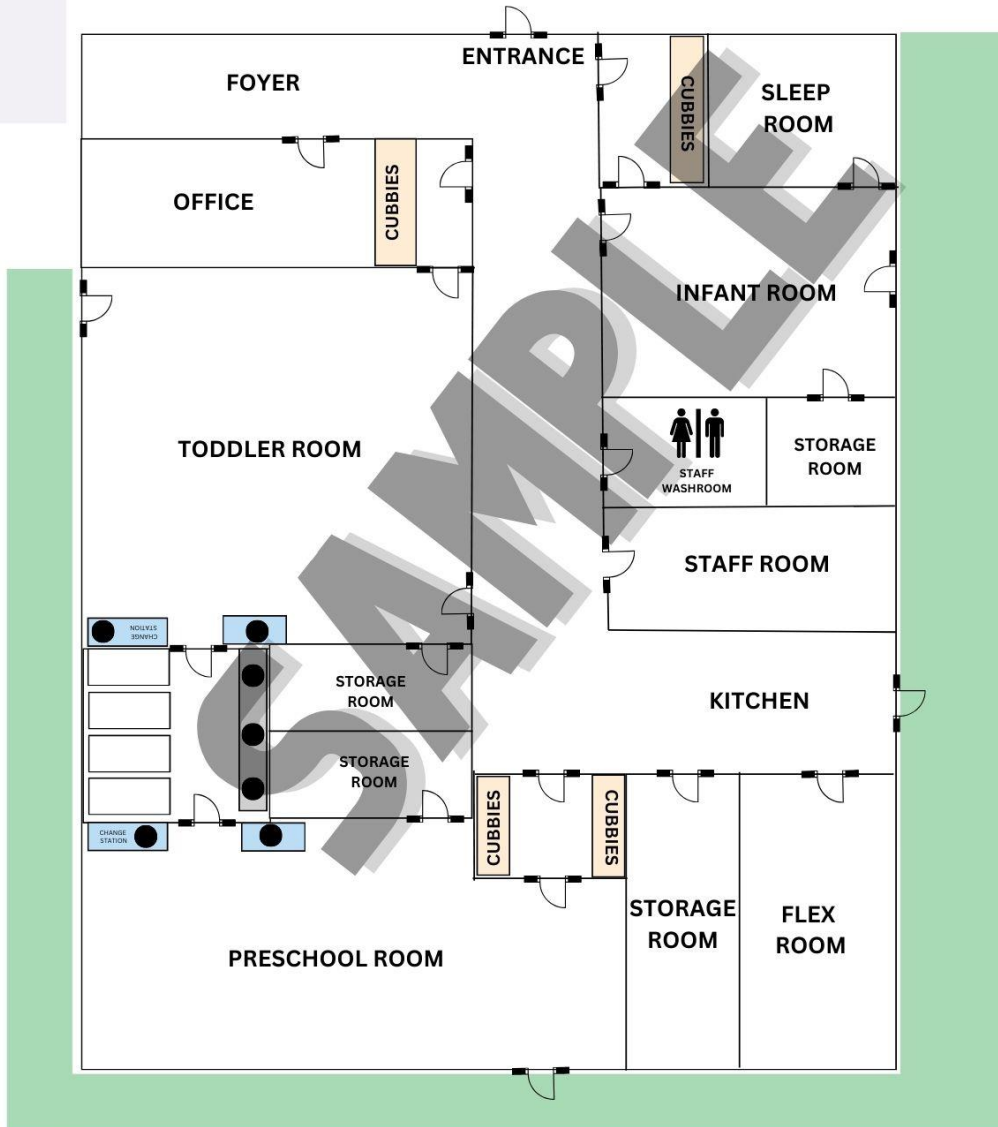
- Infant room
 - Capacity for 9 infants
 - 3 staff
 - Age: 18 months and younger
- Toddler room
 - Capacity for 15 children
 - 3 staff
 - Age: 18months-30months
- Preschool room
 - Capacity for 24 children
 - 3 staff
 - Age: 30 months - 6 years
- **TOTAL CAPACITY: 48 CHILDREN**
- **HOURS & DAYS OF OPERATION**
 - Monday-Friday
 - 7:00am-6:00pm
 - Open 52 weeks a year & closed for all stat holidays & 2 full professional development days a year

CURRENT PROGRAMMING; WEST END

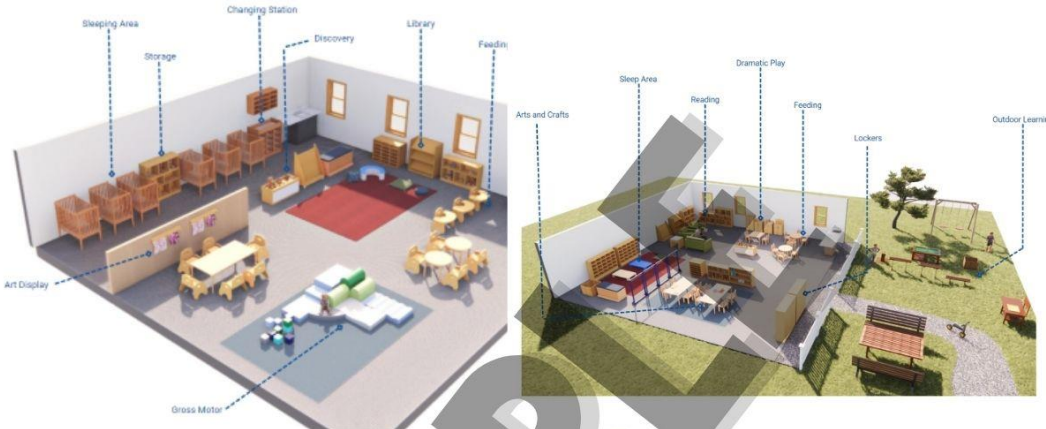
- Infant room
 - Capacity for 3 infants
 - 1 staff
 - Age: 18 months and younger
- Toddler rooms (2)
 - Capacity for 30 children
 - 6 staff
 - Age: 18months-30months
- Preschool room (2)
 - Capacity for 48 children
 - 6 staff
 - Age: 30 months - 6 years
- **TOTAL CAPACITY: 81 CHILDREN**



DESIGN



ROOM DESIGN & SITE PLAN



FUNDING SOURCES

The retrofit of the 5,000sq ft building and outdoor space to meet licensing requirements has been quoted to cost \$500,000.00, including the purchase of new furniture and materials. The space will include 3 program rooms, with the licensing capacity to support 48 spaces for infants, toddlers and preschool aged children. Below, outlined is the funding capacity to support the retrofit of the leased building.

FUNDING SOURCE	AMOUNT	CONFIRMED
EQUITY FUNDS	\$350,000.00	YES
SMALL BUSINESS GRANT	\$100,000.00	YES
BUSINESS LOAN	\$50,000.00	YES

TOTAL \$500,000.00



PROJECTED BUDGET

When HC Childcare opens its new facility at 235 Pinnacle Street, Belleville, ON., the projected revenue and expenses are outlined below:

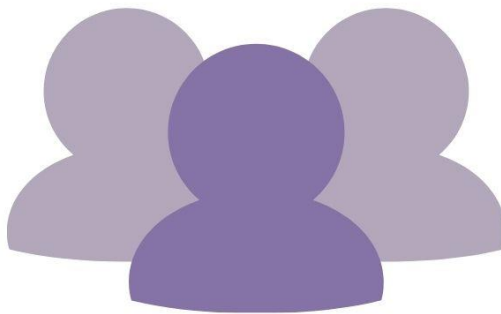
BUDGET	
HC Childcare Centre	
2024 PROJECTIONS	
Revenue	
Parent Fees ^	\$ 600,600.00
Hastings County Grants *	\$ 167,750.00
Net Revenue	\$ 768,350.00
Wages	
Salaries	\$ 480,960.00
Benefits	\$ 84,168.00
TOTAL	\$ 565,128.00
Expenses	
Advertising	\$ 500.00
Amortization	\$ 4,000.00
Bad Debts	\$ 2,000.00
Bank Charges	\$ 1,200.00
Insurance	\$ 4,000.00
Interest on Long Term Debt	\$ 18,000.00
Legal and Professional Fees	\$ 8,500.00
Licenses and Fees	\$ 2,500.00
Nurtition, Food purchases	\$ 20,000.00
Program Supplies, Play Based	\$ 9,500.00
Office Expenses & Supplies	\$ 4,500.00
Rent	\$ 94,000.00
Repairs and Maintenance	\$ 8,500.00
Telephone	\$ 2,500.00
Travel	\$ 1,350.00
Utilities	\$ 10,000.00
Total Expenses	\$ 191,050.00
Net Income	
Revenue - Expenses	\$ 12,172.00
*Includes GOG, WEG, CWELCC wage funds	
^ Includes Fee Subsidy CWELCC DRR funding	

EMPLOYEE ACQUISITION

HC Childcare Centre has developed a dynamic and innovative plan to recruit and retain employees. Within the Child Care sector, the workforce plays a fundamental role, dictates the ability to operate, and the quality of programming and care that a centre offers. HC Childcare Centre will connect with local colleges (Loyalist College, St. Lawrence College, Fleming College) to mentor students, and attract possible employee's once their studies have been completed. HCCC will attend local in-person and virtual job fairs; and share first hand experiences working at HCCC. During the job fairs, HCCC would utilize the opportunity to share knowledge on grants and education opportunities for individuals to return or enter school to gain their ECE; opportunity to work at HCCC and gain their ECE at the same time. Contact Employment agencies to conduct information sessions and seminars regarding a career as an ECE at HC Childcare Centre, to showcase opening, recruit qualified staff and showcase education and grant opportunities.

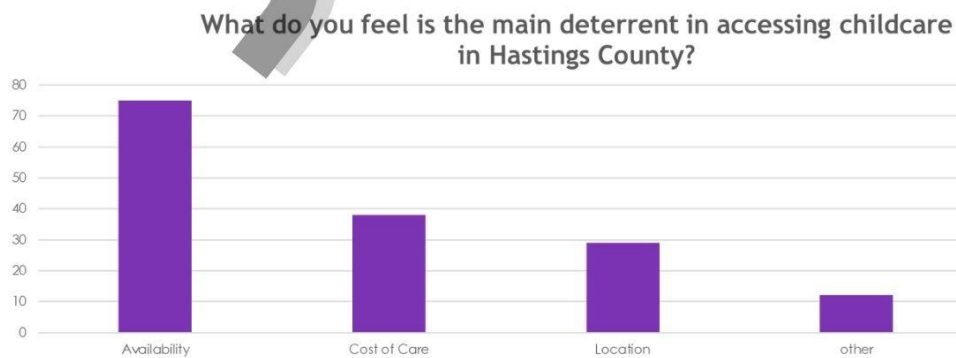
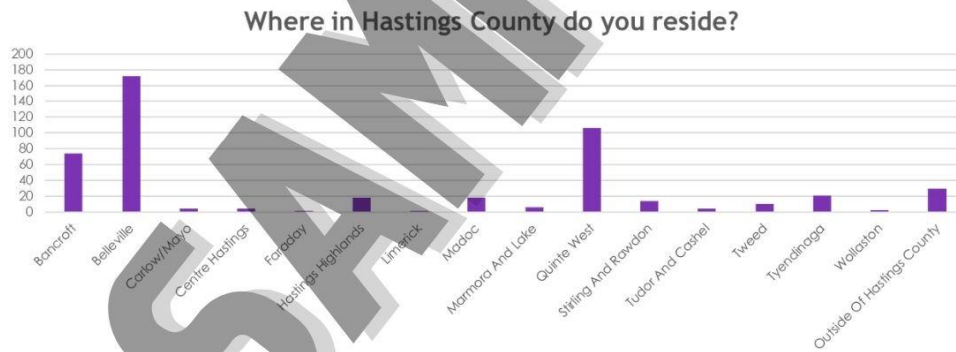
HC Childcare Centre will also retain and recruit the required and qualified staff by ensuring staff have access to:

- Competitive wages
- Benefit and pension package
- Fostering a positive and open company culture
- Implementing professional development
- Employee Recognition
- Mental Health Supports
- Create a strong mission & vision that staff embody
- Strong management & supervision



DEMAND ANALYSIS

HC Childcare Centre is opening a second location, as the demand for childcare in Hastings County is greater than the supply. In 2022, Stats Canada released that just over 50% of children in Belleville, aged 0-6, were in child care in early 2022 (1). In 2020, Belleville's population for children under the age of 5 was 3,920 children (2), and most childcare centre's within Hastings County are currently maintaining waitlist due to the high demand for licensed childcare. Currently at HC Childcare Centre West, there are 50 children on the waitlist. With HC Childcare Centre expanding to a second location downtown Belleville, it will allow HC Childcare Centre to drastically reduce, if not eliminate the wait for childcare. HC Childcare Centre has deployed a survey to individuals within Hastings County to determine their childcare needs. The results of the survey below support the need for increased childcare in the area, and help indicate the support and hours parents are looking for (3):

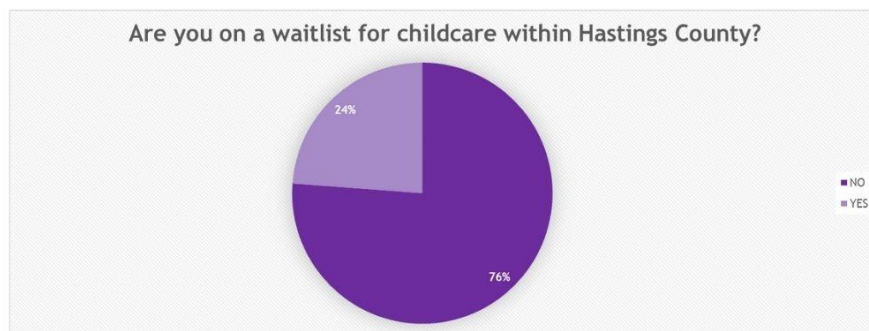
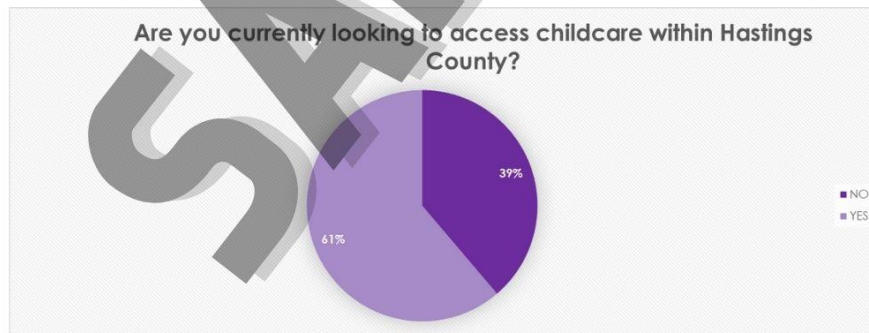


(1) Statistics Canada. Table 42-10-0004-01 Use of early learning and child care arrangements, children aged 0 to 5 years

(2) Statistics Canada. Table 39-10-0041-01 Census families with children by age of children and children by age groups

(3) Hastings County. Childcare Expansion Survey Results 2023.

Where do you feel childcare is needed most around you ?





QUALITY CHILD CARE

IMPLEMENTATION PLAN

OVERVIEW

Hastings County would like to gain a better understand of your process for ensuring you are delivering high-quality services that support best practices for children and families.

QUALITY THEMES

Hastings County is seeking details surrounding the following themes regarding quality:

- What indicators do you use to assess quality within your organization? What process do you have in place to monitor and maintain consistency within programs or with licensed home child care providers?
- Does your organization use a Quality Assessment or environmental tool? If yes, please explain what it is and how it is used within your organization.
- Please share how the philosophies of *How Does Learning Happen? Ontario's Pedagogy for the Early Years* are embodied in the culture of your organization.
- Does your organization have a pedagogical leader? Please explain how their role within your organization in supporting quality.
- How do you ensure the material used for your indoor and outdoor programs are enriching, open ended materials that promote children's learning and development through exploration, play and inquiry consistent with the four foundations and pedagogical approaches of *How Does Learning Happen?*