

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



2011: ELCC3

MEMORANDUM TO: Chief Administrative Officers, CMSMs/DSSABs
General Managers/Commissioners, CMSMs/DSSABs
Children's Service Managers, CMSMs/DSSABs

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: March 16, 2011

SUBJECT: **2011 Child Care Service Contract Package**

We are pleased to provide you with your pre-populated 2011 Child Care Service Contract package which is comprised of the following:

- Legal Text
- Schedule A: Service Description Schedule
- Schedule B: Contractual Service Targets Schedule
- Schedule C: Budget Schedule
- Schedule D: Reporting Schedule

We have streamlined the service contract and reduced the number of areas that require a signature.

Child Care Service Contract – Legal Text

Please ensure that two signed copies of the service contract are returned to the Ministry of Education (EDU) at the address provided on page 10 of the service contract by no later than April 30, 2011.

Schedule B: Contractual Service Targets Schedule

The Contractual Service Target Schedule has been pre-populated using your 2010 Service Target levels that were provided to the Ministry of Education (EDU) by the Ministry of Children and Youth Services (CYS).

Schedule C: Budget Schedule

The Budget Schedule has been pre-populated based on the most recently updated 2011 Child Care funding allocation that you received from EDU which you have confirmed.

As a reminder, CMSMs/DSSABs have in-year flexibility to transfer dollars between detail codes in accordance with the financial flexibility criteria as described on pages 7 and 8 of the *Child Care Business Practices Guidelines*. These realignments may be reflected in the Estimates (budget) Submission and/or in the Revised Estimates (mid-year) and Financial Statement (year-end) provided they are in compliance with the financial flexibility criteria.

Please be advised that you will be receiving an unscheduled payment on March 18, 2011, for the amount that appears in the "One-Time Funding Adjustment" column of your Budget Schedule (if applicable).

Schedule D: Reporting Schedule

The policy for late filing as outlined on page 4 of the *Child Care Business Practice Guidelines* will apply should your signed contract be submitted after the submission due date of April 30, 2011.

Year 2 Transition Funding – Minor Capital and Operating

The Ministry is pleased to announce your new year 2 Transition Minor Capital funding allocation which, similar to last year, is being made available to help support non-profit child care centres across the province make retrofits and renovations to serve younger children. This funding, which is identified in detail code A713 in your Budget Schedule, represents an increase over the amount which you would have received for the 2010/11 Fiscal Year.

Earlier this month you were provided with your new year 2 Transition Operating funding allocation which is identified in detail code A665 of your Budget Schedule. This funding has been made available to help transition child care centres across the province as Full-Day Early Learning Kindergarten is implemented. Your year 2 Transition Operating funding allocation also represents an increase over the amount which you would have received for the 2010 Calendar Year.

The *Child Care Transition Funding Guidelines* for year two will be sent to you shortly and will include additional details regarding approved use of Transition Minor Capital and Operating funding.

Year 2 Extended Day Fee Subsidy Funding

Your new year 2 funding allocation for Extended Day Fee Subsidies is included in the newly merged funding line A663/A664 in your Budget Schedule. Again, this funding represents an increase over the amount you would have received in the 2010 Calendar Year.

The revised Extended Day Fee Subsidy Guidelines for year 2 will be forthcoming.

Budget Submission/EFIS

You will have access to the live document set of the 2011 budget submission in EFIS by no later than Friday, March 18, 2011. Once you have completed your budget submission in EFIS, please send two signed copies of the cover page and Funding Entitlement Calculation to the Ministry,

These forms are to be printed out from the active EFIS submission of the 2011 Estimates and signed by the appropriate designated signing authority in your CMSM/DSSAB and sent to the Ministry by April 30, 2011 to:

Diane Strumila
Project Manager, Grant Services
Financial Analysis & Accountability Branch
17th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
M7A 1L2

Should you have difficulties with EFIS or have any other questions regarding your budget submission, please contact one of the following individuals:

For user/navigation assistance on EFIS:

Julie Ramsaran
Tel: (416) 325-2058
E-mail: Julie.Ramsaran@ontario.ca

For log in assistance:

Mark Bonham
Tel: (416) 325-8571
E-mail: Mark.Bonham@ontario.ca

OR

Stephen Shek
Tel: (416) 325-8396
E-mail: Stephen.Shek@ontario.ca

For data input assistance:

Doreen Lamarche
Tel: (613) 225-9210 x.113
E-mail: Doreen.Lamarche@ontario.ca

Child Care Business Practices Guidelines

You will be receiving shortly an updated version of the *Child Care Business Practices Guidelines* along with additional supporting material. In the meantime, please continue to refer to the draft guidelines you would have received in early February as part of the February EFIS Training Supporting Material package.

Please contact your Child Care Advisor directly if you have any questions/concerns regarding this memo and the enclosed materials.

Thank you for your cooperation. We look forward to an ongoing collaborative relationship.

Pam Musson

Andrew Davis

Copy: Gabriel F. Sékaly, Assistant Deputy Minister, E/S Business and Finance, Ministry of Education
Jim Grieve, Assistant Deputy Minister, Early Learning, Ministry of Education,
Jill Vienneau, Director, Early Learning and Child Care Policy & Programs Branch,
Ministry of Education