

Section A – Child Care Service Information

Child Care Service Name
Physical Street Address
City/Town

Section B – Closure Information (A different form must be completed for each service in which a ECE works)

List all dates the service was closed YYYY/MM/DD	What part of the service was closed? Was it spaces, homerooms, or the whole service?	Were you paid the correct salary for the closure? Yes or No If no, add reason below	Reason for closure, as stated by the service. Additional information can be added in the section below

Additional Information

Section C – Early Childhood Educator (ECE) Signature

I, _____, am the legal employee of the above
Name of ECE
service who is/are employed as an ECE at the child care service identified above. I confirm that the table above accurately reflects my salaried hours and space/service closures. I understand that not providing the information requested on this form may result in a fraudulent overpayment to the service. I attest that the information provided is, to the best of my knowledge and ability, complete, true and correct.

ECE Name: _____ AECENL Certification #: _____
(Please Print)

ECE Signature: _____ Date: _____
YYYY/MM/DD

Section D – Information for Submission

This form may be completed and signed online and submitted electronically (preferred); or printed, signed and submitted (by mail or in person) to the regional office in your area as indicated below:

Metro

Operating Grant Program
3rd Floor, West Block
Confederation Building
P. O. Box 8700
St. John's, NL A1B 4J6
Fax: 1-709-729-1400
metroogp@gov.nl.ca

Central East

Operating Grant Program 2nd
floor Provincial Building 3
Cromer Avenue
Grand Falls – Windsor
NL A2A 1W9
Fax: 1-709-292-4179
centraleastogp@gov.nl.ca

Western and Labrador

Operating Grant Programs
133 Riverside Drive
Corner Brook
NL A2H 6J8
Fax: 1-709-637-8016
westernogp@gov.nl.ca
labradorogp@gov.nl.ca

For more information on the Operating Grant Program or the ECE Wage Grid please visit:

OGP - [Operating Grant Program - Education \(gov.nl.ca\)](http://gov.nl.ca/education/ogp)

ECE Wage Grid - [Early Childhood Educator Wage Grid - Education \(gov.nl.ca\)](http://gov.nl.ca/education/ece-wage-grid)

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 the Operating Grant Program and Early Childhood Educator Wage Grid 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.