

Early Learning and Child Care Supplement

Policy No.: ELCD-ELCC-001

Effective Date: April 1, 2013

Date Revised: April 1, 2021

Policy Cross References: ELCD-BUR-001

Legislative References: *Child Care Regulations S. 10, S. 11, S. 55*

PURPOSE:

The Early Learning and Child Care (ELCC) Supplement Program provides funding to eligible Early Childhood Educators (ECEs) working in regulated child care services (child care centres, family child care homes, and family child care agencies).

The intent of the program is to attract a greater number of qualified individuals to work with children in regulated child care settings.

APPLICATION:

The ELCC Supplement is available to ECEs working in licensed child care centres, family child care homes (licensed individually or holds an approval certificate from a licensed family child care Agency), and licensed family child care agencies who meet the eligibility requirements outlined in this policy.

DEFINITIONS:

The following definitions will apply in interpretation of this policy:

Administrator (Child Care Centre)

- Is a required Administrator on record at the regional office, for the licensed child care centre under Section 55 (1) and (2).
- Meets the legislated requirements, both certification and experience, under Section 55(3) of the *Child Care Regulations*, and
- Holds the appropriate academic credentials for Newfoundland and Labrador Child Care Services Certification as per Sections 11(2); 11(3); 11(4) or 11(5).
- Only a required Administrator on record with the Regional Office for the centre is eligible to receive the Administrator Supplement.
- Is not a waived administrator or a grandfathered individual under this policy.

Authorized Delegate

- The individual to whom the licensee may designate the authority to verify individual applications.
- The licensee retains sole legal and financial responsibility for the information so verified.

Early Childhood Educator (Child Care Centre)

- Works directly with children as part of the child:staff ratio in a licensed child care centre,
- Holds current Level I, II, III or IV Child Care Centre – Infant, Preschool or School-Age Certification
 - applicants working with mixed age groupings must hold the appropriate level, facility type and age range of certification for at least one of the age ranges registered in the home room.
 - Children from the age grouping for which the applicant holds the appropriate level of certification must be in attendance in the home room.
- Holds the appropriate academic credentials for Newfoundland and Labrador Child Care Services Certification as per Sections 11(2); 11(3); 11(4) or 11(5).
- Is not a grandfathered individual under this policy.

Early Childhood Educator (Family Child Care)

- Holds a licence (or an approval certificate from a licensed family child care Agency),
- Holds current Level I, II, III or IV Family Child Care - Mixed Age and/or Infant Certification, and
- Holds the appropriate academic credentials for Newfoundland and Labrador Child Care Services Certification as per Sections 11(2); 11(3); 11(4) or 11(5).
- Is not a grandfathered individual under this policy.

Monitor (Family Child Care Agency)

- Holds current Level II, III or IV Family Child Care- Mixed Age and/or Infant Certification, and
- Holds the appropriate academic credentials for Newfoundland and Labrador Child Care Services Certification as per Sections 11(2); 11(3); 11(4) or 11(5).
- Is not a waived monitor.

Grandfathered Individual

- Agreement on Internal Trade: Individuals who did not hold the appropriate academic credentials but were certified in Newfoundland and Labrador through the Agreement on Internal Trade and were eligible for and received the Supplement prior to April 1, 2013, may continue to receive the Supplement if all other eligibility criteria are met, at the rate received prior to April 1, 2013.
- Managers/Coordinators: Individuals who have been identified and grandfathered who received the Supplement in a supervisory role prior to April 1, 2013 as per prior policy, e.g., one manager or coordinator per organization of a number of centres, will continue to receive the Supplement at the rate received prior to April 1, 2013. Once the position is vacated by that individual, the position will no longer be eligible for the Supplement.
- Full Day Kindergarten: The grandfathering for Full Day Kindergarten ended March 31, 2021. Applicants previously grandfathered under this section must now meet all eligibility requirements under this policy to receive the ELCC Supplement beginning April 1, 2021.

Eligible Hours – Administrator (Child Care Centre)

- Time worked by the applicant in the child care centre in program development and delivery. Program development and delivery includes such responsibilities as:
 - Being part of the child:staff ratio.
 - Observation of children, staff or program.
 - Program planning and implementation.
 - Overseeing ECE program practice and adherence to legislation.

Eligible Hours – Early Childhood Educator (Child Care Centre)

- Time worked by the applicant in the regulated child care centre as part of the child:staff ratio for which appropriate certification level and classifications are held.

Eligible Hours – Early Childhood Educator (Family Child Care)

- Time worked by the applicant in the regulated child care service in program development and delivery. Program development and delivery includes such responsibilities as:
 - Direct care of the children.
 - Program planning and implementation.

Eligible Hours – Monitors (Family Child Care Agency)

- Time worked by the applicant in licensed family child care agency in monitoring program development and delivery in approved family child care homes. Program development and delivery includes such responsibilities as:
 - Observation of children, affiliated child care service providers or programs.
 - Program assessment and ensuring implementation of approved program.
 - Overseeing affiliated child care service providers practice and adherence to legislation.
 - Planning and implementing playgroups for affiliated child care service providers and the children in their care

Eligible Hours – All

- Eligible hours also include:
 - Public holidays under the *Shops Closing Act*.
 - Annual leave or sick leave while still paid by the employer.
 - Paid or unpaid days where conditions exist that require closure to protect children (e.g., storm days, electrical blackouts, disruption to water supply).
 - Paid bereavement or family responsibility leave.
 - Maximum of two Professional Development (PD) days in a twelve month period if the child care service is closed for preapproved PD days.

Ineligible Hours

- Time not directly worked as part of the child:staff ratio (ECEs and Administrators) and/or with program development and delivery (Administrators, Monitors (Family Child Care Agency) and ECEs). Ineligible hours include:
 - Bus service, maintenance/cleaning, kitchen duty, administrative work¹, e.g., file management, financial management, purchasing of materials/groceries,
 - Hours working with age groups/facilities for which the applicant does not hold valid Certification,
 - Periods of leave, layoff or other absence during which time the individual is not working in the child care centre/family child care home/family child care agency (e.g., time off in lieu, maternity leave, disability insurance leave, workers compensation, unpaid medical leave).

POLICIES:

1. Applications for the Supplement shall be assessed based on the following:

¹ Administrative work is only ineligible for determination of Early Childhood Educator eligibility.

- a) Applicant meets the eligibility requirements of the category for which they are applying: Early Childhood Educator (Child Care Centre); Administrator (Child Care Centre); Monitor (Family Child Care Agency); Early Childhood Educator (Family Child Care).
- b) Amounts shall be determined using the number of eligible hours for each month of the quarter, limited by the dates worked during the quarter; hours cannot be carried from one quarter to another quarter.
- c) If eligibility status changes during a quarter, the amount shall be determined based on the hours worked in each position or with each age group of children.
- d) Early Childhood Educators who meet all other eligibility requirements and:
 - i. are hired as part of the Inclusion Support Program paid through the child care centre, family child care home, or;
 - ii. work as a child-specific support outside the Inclusion Support Program who are paid by someone other than the centre or family child care home are eligible for the hours they are working in the regulated child care service with the child/children.
- e) Administrators (Child Care Centre) who are waived/not fully qualified for the Administrator supplement but meet the certification requirements of Section 11(2) of the *Child Care Regulations* may be eligible for the Early Childhood Educator (Child Care Centre) Supplement if sufficient hours are worked in the child:staff ratio for the age group for which their certification is eligible.
- f) For first-time regulated child care service licence/approvals in process, the Administrator (Child Care Centre)/Early Childhood Educator (Family Child Care) Supplement may be available for up to four weeks prior to the licence/approval being issued, where:
 - i. the Administrator (Child Care Centre) has been hired and is working full time on the licensing process for the new centre, or
 - ii. where the Early Childhood Educator (Family Child Care) is working full time on the licensing/approval process for the new family child care home.

These applicants must meet all other eligibility requirements. Payment shall not be issued prior to licensing/approval.

2. The full annual Supplement amounts are:

Position	Level	Full Annual Supplement Amounts Effective April 1, 2019
Early Childhood Educator (Child Care Centre) and Early Childhood Educator (Family Child Care)	One	\$ 12,900.00
	Two	\$ 14,400.00
	Three	\$ 14,900.00
	Four	\$ 15,400.00
Administrator (Child Care Centre) and Monitor (Family Child Care Agency)	Two	\$ 15,900.00
	Three	\$ 16,400.00
	Four	\$ 16,900.00

3. To qualify for the full quarterly amount of the Supplement, the individual must work a minimum of 120 eligible hours in each month in that position. A minimum of 60 hours in a month is required for a partial supplement (1/2 the full supplement) for that month. Hours are not pro-rated or carried from month to month.

4. Eligible applicants must submit their application following each quarter by the date indicated in item [9] below. Applications received after the dates indicated may experience delay in processing. **Please Note:** only applications for the current quarter, and the one immediately preceding it, will be processed for payment.
5. Applicants who are assigned a field placement for educational purposes to complete Early Childhood Education upgrading are eligible to receive the Supplement amount applicable to the rest of that quarter during the field placement, under the following conditions:
 - a. All other eligibility requirements for the Supplement are met.
 - b. The Early Childhood Education program is approved for Newfoundland and Labrador Child Care Services Certification and the placement is conducted under the supervision of the post-secondary institution.

PROCEDURES:

Applications:

6. Current versions of the ELCC Supplement policies, application form, Direct Deposit form and the applicable Authorization of Financial Delegate form will be posted on the Dept. of Education website: <http://www.ed.gov.nl.ca/edu/family/childcare/supplement/index.html>.
7. The applicant must:
 - a. fully and accurately complete an up-to-date quarterly application form.
 - i. Applicants working in more than one regulated service or who works in two different positions in the same centre must complete an application form for each service or position and attach them in the same e-mail¹.
 - ii. Submit monthly totals for hours worked on the application form as indicated.
 - b. include a Direct Deposit banking information form, void cheque (if applicable), TD1 and TD1NL form for first-time applications and when information has changed since the previous application.
 - c. attach a copy of their appropriate academic credentials; e.g., post-secondary certificate, diploma, degree **with the first supplement application**. This is not required on subsequent applications **unless there is a change in academic credentials**.
 - d. submit confirmation of temporary social insurance number (SIN) expiration date (if applicable).
 - e. have the application form verified and signed by the licensee or authorized financial delegate—**applicants shall not verify/sign their own application**. An *Authorization of Financial Delegate* form must be on file with the Department if verified by someone other than the licensee.
 - i. obtain written approval from the Department to verify their own application where they are a licensee of a child care centre or a licensed or approved Early Childhood Educator (Family Child Care) who has not authorized a delegate to sign on their behalf.
 - f. immediately provide any change of name, address, certification, academic credentials, bank information, or SIN, to avoid delays in payment.
8. An original signed application form must be submitted with all required documentation by e-mail at ELCCSupplement@gov.nl.ca.
 - i. This form may be completed online, but must be printed, signed and submitted by e-mail. Digital signatures will not be accepted.

¹ If it is not possible to e-mail your application, contact ELCC Supplement program for direction.

- ii. Only legible PDF scanned documents will be accepted – photos (e.g., jpeg) are not acceptable as they are unable to produce legible copies.
 - iii. Put your name (first and last) in the subject line of the e-mail before sending. Applications submitted via email without applicants name in the subject will be returned.
 - iv. Retain a copy of the original e-mail for your records, in the event it is requested to be resubmitted to the Department.
 - v. All incomplete or illegible applications and documentation will be requested to be resubmitted to the Department.
9. The Supplement is paid retroactively, by direct deposit to the applicant. Applications will be processed quarterly and are due no later than the dates established below:

Quarter	Application received by last business day of	Processed on first government payday in
1. April 1 - June 30	July	September
2. July 1 - September 30	October	December
3. October 1 – December 31	January	March
4. January 1 – March 31	April	June

Income Tax Information:

10. The ELCC Supplement is considered to be taxable income and must be reported on a recipient's Income Tax return as 'Other Income'.
11. Income tax shall be automatically deducted from the Supplement unless the recipient is exempt and has provided documentation of her/his exemption status.

Decision/Notification:

12. If an applicant has met all the requirements of the ELCC Supplement Program and has submitted a complete application by the due date, they should receive payment in accordance with the timelines described in the table provided above. An applicant will be advised if they are ineligible or the application is incomplete.

Questions/Inquiries:

13. All inquiries should be directed to the e-mail address or phone number indicated below.

CONTACT INFORMATION:

ELCC Supplement
Department of Education
Early Learning and Child Development Division

E-mail: ELCCSupplement@gov.nl.ca

Phone (709) 729-2694

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