

Early Learning, Inclusion and Child Development

**Child Care Centre Operating Grant
Program Policy and Standards
Manual**

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1.0 Record of Updates

Version	Date	Update
1.0	December 2014	Initial Launch
1.1	October 2015	Updated 15% increase & supplemental funding option
2.0	April 2018	Updated categories with the Canada-NL Bilateral
2.1	January 1, 2021	Updated to the \$25 daily rate
2.2	January 1, 2022	Updated to the \$15 daily rate
3.0	January 1, 2023	Updated to the \$10 daily rate
3.1	April 1, 2024	Updated all sections
3.2	July 17, 2024	Updated payment time frame
3.3	August 15, 2024	Clarified CRA clearance is to be current, clarified requirements for paystubs and removed Appendix A
3.4	April 1, 2025	Updated the meal rate to \$4.50, added urban/metro increase of 5% for toddler, preschool and toddler/preschool age ranges and added ELCC medical benefit program to manual
3.5	July 25, 2025	Revised ELCD-2021-OGP-A1 to reflect initial application requirements and updated anti-bias training requirements
3.6	April 1, 2026	Updated all sections

2.0 Program Overview

The Operating Grant Program (OGP) for child care centres is a key component of the Canada-Newfoundland and Labrador Canada-Wide Early Learning and Child Care Agreement.

This manual provides guidance for the implementation, monitoring, and evaluation of the OGP to ensure alignment with the Child Care Act, the regulations, Child Care Policy and Standards Manual, and all relevant Government of Newfoundland and Labrador Acts, regulations and policies.

The intent of the OGP is to improve affordability and accessibility of quality child care for families with young children throughout Newfoundland and Labrador. Participation by regulated child care centres is voluntary, includes the provision of a set daily rate for parent/guardian fees and requires centres to actively participate in the Child Care Subsidy Program, and Inclusion Policy .

All regulated child care centres in the province of Newfoundland and Labrador are eligible to apply for the operating grant. This includes both commercial and not-for-profit community-based centres committed to ongoing quality, inclusion, accessibility, and affordability. Centres must comply with the Child Care Act, the regulations, and the Child Care Standards and Policy Manual, the Centre Operating Grant Program Policy and Standards Manual, Labour Standards Act, Inclusion Policy and Child Care Subsidy Policy and Standards Manual and all relevant Government of Newfoundland and Labrador acts, regulations and policies.

OGP payments are made in advance to regulated child care services to implement affordable, accessible and quality child care.

The Department of Education and Early Childhood Development (The Department) is responsible for ensuring that all funds issued under the program are used in accordance with this policy manual, the Financial Administration Act, Fraud Management Policy and that regulated services comply with the Child Care Legislation.

All operating grant program resources can be found at: [Operating Grant Program - Education \(gov.nl.ca\)](https://www.gov.nl.ca/education/operating-grant-program/)

3.0 Eligibility, Maintaining Eligibility and Ineligible Circumstances

Policy no.: ELCD-2021-OGP-A1

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References:

Legislative References:

3.1 Eligibility Requirements

1. All regulated child care centres are eligible to participate in the Operating Grant Program (OGP).
 2. Eligibility is not a guarantee of participation in OGP or OGP funding.
 - i. Dependent on Department of Education and Early Childhood Development budget approval
 3. Funding is subject to compliance with the following:
 - i. Child Care Act
 - ii. Child Care Regulations
 - iii. Child Care Standards and Policy Manual
 - iv. Current OGP Service Agreement
 - v. OGP Policy and Standards Manual
 - vi. Labour Standards Act
 - vii. Inclusion Policy
 - viii. Child Care Subsidy Policy and Standards Manual
 - ix. All other Government of Newfoundland and Labrador acts, regulations and policies.
 4. Child care centres must submit an [OGP Application in the Early Learning Gateway](#) and sign a Service Agreement to participate and receive OGP funding.
 5. OGP provides funding for child care spaces and Early Childhood Educator Wages as per policy [ELCD-2021-OGP-B5](#).
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6. Service Agreements are approved fiscally.
 - i. Fiscal Year is the period of April to March
 - ii. OGP cannot advise future fiscal year Service Agreements.
7. OGP Service Agreement cannot be transferred to any other incorporation or individual.
8. Centres enrolled in OGP must accept work-term students from a post-secondary institute offering the Early Childhood Education program.

3.2 Enrollment Requirements

1. To enroll, regulated child care centres must:
 - i. Submit an OGP application form to participate in OGP.
 - Application forms are to be completed in the Early Learning Gateway (ELG).
 - Regulated child care centres approved to participate in the OGP will be required to sign a Service Agreement to confirm participation in OGP.
 - ii. Must have a current Child Care Licence.
 - iii. Eligibility is not a guarantee of OGP funding. Funding is subject to:
 - Compliance with the Child Care Act, regulations and related policies;
 - Adherence to the OGP Policy and Standards Manual;
 - The Department's review and evaluation of an OGP Application; and
 - Department's budget approval.
 - iv. The submission of a copy of most recent CRA Filing and Balance confirmation letter
 - The last business year filing will be accepted; the previous year's confirmation will not be accepted.
 - v. The submission of a copy of currently approved menus.
 - vi. The submission of a copy of the most current Personnel Summary.
 - vii. The submission of a copy of current certificate of insurance.
 - viii. Undergo a review of historic and current corrective actions.

- Regulated child care centres with serious corrective actions will not be permitted to participate in the program.

3.4 Maintaining Eligibility

1. To maintain eligibility, centres must:

- i. Provide high level quality and inclusion programming.
- ii. Ensure daily child care fees do not exceed the OGP approved daily child care fees as per this policy manual.
- iii. Accept clients participating in the Child Care Subsidy Program.
 - The Child Care Subsidy program does not cover the \$25.00 registration fee. Parents/guardians are to pay the registration fee.
 - Parents/guardians identifying they are participating in the Child Care Subsidy program are to provide the regulated child care centre with the Child Care Subsidy Approval Letter within thirty (30) business days of enrollment.
- iv. Provide salaries in accordance with the Early Childhood Educator (ECE) Wage Grid and not retain any funds intended for an ECE.
- v. Provide ECEs with written paystubs. Paystubs must indicate:
 - Dates of the payment period
 - The number of hours worked
 - The rate of pay
 - The gross amount of pay for the pay period
 - The net amount of pay for the pay period
 - Any deductions
 - The amount of pay they are to receive
- vi. Have on file signed employee statements/contracts which must include:
 - A job description
 - Maximum weekly hours
 - A work schedule
 - Rate of pay

- Any deductions
 - Overtime compensation
 - Terms and conditions of employment
 - Compliance with provincial Labour Standards
 - Resignation Notice
 - Termination date
 - Vacation entitlements.
- vii. Utilize two professional learning days (PL) each fiscal year.
- PL is to be offered to all employees and must have prior approval from an ELICD staff and confirmation of participation/attendance may be requested.
 - If proof of prior approval is not available, the PL will not be funded.
 - PL may be taken as a half day or a full day. Hourly increments are not permitted and if taken as a half day, the centre must be available for child care during the other half of the day.
 - PL is not permitted to be used for cleaning or organizing homerooms and/or the centre.
 - If the two PL days are not utilized within the fiscal year, the centre must provide a written rationale to the OGP office as to why they were not used.
- viii. Participate in the Early Learning Gateway (ELG) inclusive of the waitlist and child care service portal;
- Regulated child care centres must use the ELG waitlist as of April 1, 2026, and are no longer permitted to use paper, electronic or other waitlists as of March 31, 2026.
 - Licensees/Administrators must use all features of the ELG as they are implemented by the Department.
 - The Department will ensure that all Licensees/Administrators receiving training and have access to support when new features are added.
- ix. Adhere to all applicable provincial legislation and regulations, departmental policies, and federal legislation, including employment standards and immigration requirements.

2. All licensed and enrolled spaces that are staffed with ECEs are eligible for Operating Grant funding.
3. All corrective actions received throughout the Service Agreement period are reviewed.
 - i. If any new corrective actions are issued, OGP will review all previous corrective actions to determine if there is a continuous risk to children's safety and may terminate the OGP Service Agreement.
4. Fulfill all reporting, financial accountability, and audit requirements truthfully, accurately and as outlined in the Service Agreement.
 - i. Regulated child care centres must adhere to all Government of Newfoundland and Labrador financial legislation, regulations and policies.
 - ii. Non-compliance may result in suspension of the Service Agreement or withholding of funds until obligations are met.
5. In the event of a change in ownership, the new Licensee is required to submit a completed initial application in the Early Learning Gateway. A change in ownership does not automatically entitle the new Licensee to continued Operating Grant Program funding.
 - i. Eligibility for continued funding must be reassessed in accordance with policy ELCD-2021-OGP-A1.
 - ii. Acquisition of a new centre by a Licensee currently participating in the Operating Grant Program will be reviewed by the Director of Accountability and Reporting.
 - iii. The review will include an audit to assess the Licensee's compliance with all Operating Grant Program requirements, including the terms and conditions outlined in the OGP Service Agreement and the Centre Operating Grant Program Policy and Standards Manual, Inclusion Policy and Standards Manual, Child Care Subsidy Policy and Standards Manual and all other Department policies.
6. Maintain the hours and days of operation identified on their OGP application, current Service Agreement and on their Child Care License.
 - i. Centre must be operational for the days and hours listed on their Child Care License, except for identified closures.
 - ii. Seasonal or summer-specific hours are not permitted. Variances for seasonal or summer hours will not be approved or funded.
7. Centres that participate in the Child Care Capacity Initiative immediately before participating in the OGP are eligible for funding for all licensed spaces for three months from the date when enrolled children begin attending.

8. Operators, Licensees, ECEs, Administrators and all employees must attend and retain documentation of participation in community-based anti-bias training from an approved organization once every three years. Proof of participation is to be retained on site at the centre and is to be available for inspection when requested.
9. Child care centres are responsible for informing parents/guardians and employees of all policies and fee structures by way of a parent handbook and/or contract. Handbooks must:
 - i. Must be provided prior to confirming enrollment in the regulated child care centre to ensure that parents/guardians understand their responsibilities;
 - ii. Comply with the Child Care Act, regulations and related Department policies. Any deviation is strictly prohibited.
 - iii. Include notice of changes and these changes must be informed to parents / staff at least thirty (30) days before implementation; and
 - iv. Not contradict or circumvent guidelines in any legislation, regulations, program, or policy presented by the Department or any other provincial or federal department.
10. All information on contracts, websites, social media, chat groups, posters, bulletin boards, etc. may only be reminders/repetition of the contents of the parent/employee handbook.
 - i. Spontaneous ad hoc policies or decisions posted in text groups or social media are prohibited.
11. Licensees/Administrators participating in the OGP must accept and welcome applications from all families, including children with potential disability, behavioral, identity or developmental differences.
12. Active participation in the Inclusion Program is a requirement to maintain eligibility.
13. Termination of spaces due to operational issues such as non-payment of the daily child care fee, does not require investigation. Documentation is to be retained on file in the event a complaint is received by the regional OGP office.

3.5 Ineligible Circumstances

1. The following circumstances are not eligible for OGP funding:
 - i. Vacant or closed spaces
 - ii. Holding space for any period is prohibited.
 - A parent/guardian is not to pay for a space that their child is not permitted to attend due to child care ratios;

- Enrolled children must be in attendance within ten (10) business days from their enrolled start date and continue to attend on a consistent basis.
 - A parent/guardian is not to pay for space when the child is not living in the province of Newfoundland and Labrador.
 - OGP may review daily registers, enrollment registers and other documentation to determine if a child is enrolled and attending.
 - OGP may require parent/guardian confirmation to verify enrollment.
 - If OGP determines that a space is being funded and the child is not enrolled and attending, OGP will recover any funding issued.
- iii. Child care centres that are not operational.
 - iv. Closure days in which parents/guardians/Child Care Subsidy were not charged the daily child care fee;
 - v. Days when the regulated child care centre did not hold a valid:
 - Child care licence;
 - Insurance as required under the Child Care Act
 - vi. Child care centres that do not actively participate in the Inclusion Program.
 - vii. Closed homerooms and/or spaces.
 - Including homerooms and/or spaces closed due to staffing shortages.
 - Parents/guardians are not to be charged. If a daily child care fee has already been paid, it must be reimbursed or credited toward a future daily child care fee.
 - viii. Closures resulting from Child Care Act violations or deficiencies identified by Environmental Health inspections (e.g. infestations), and/or Fire/Life Safety inspections that could have been prevented with consistent maintenance.
 - Funding associated with these types of closures will be deducted from subsequent OGP payments.
 - ix. Child care centres that fraudulently acquire OGP, Inclusion funding, Child Care Subsidy funding, or medical benefits funding.

- x. Child care centres that prevent children from attending their currently enrolled space.
 - Requesting parents/guardians keep children at home without approval from an Inclusion Consultant is prohibited.
- xi. Child care centres that elect to voluntarily close/reduce operations during times of low attendance.
- xii. Fraudulent acquisition of OGP funding.
- xiii. Renovations.
- xiv. Replacement of appliances or equipment.
- xv. Heating and cooling units.

3.6 Complaints or Concerns

1. Where the Department receives a complaint or concern, the process is:
 - i. Where possible, the Department will protect the anonymity of the complainant when requested to do so.
 - ii. The OGP Team will assess complaints to determine if a breach of the terms and conditions of the OGP policies, and/or Service Agreement, regardless of intentionality, has occurred and whether an investigation into the complaint is warranted. An investigation may include a program review and/or an audit.
3. The OGP Team will contact Regional Managers to discuss complaints and to request that ELICD staff gather necessary information related to the complaints.
4. The OGP Team and ELICD staff will collaborate where applicable. ELICD staff will follow up to ensure legislative compliance and to work with the centre to ensure legislative compliance is maintained.
5. Investigations will be conducted where complaints related to one or more of the following situations are received. They include, but are not limited to:
 - i. Charging and collecting fees, levies, and/or other surcharges not permitted by child care centres participating in the OGP during the hours that the service is regulated;
 - ii. Providing inadequate notice to the Department of any significant changes that impact funding where notice could have been provided (e.g., increases/decreases in enrollment, number of operational days/hours);
 - iii. Providing false or inaccurate information;

- iv. Non-compliance with participation with Inclusion Policy; and
 - v. Other situations as deemed necessary by the Director of Accountability and Reporting.
6. Where the Department receives a complaint that one or more of the terms and conditions has been breached, the child care centre's participation in the OGP may be suspended and/or the disbursement of the next scheduled payment may be withheld until the complaint or violation has been satisfactorily resolved.

REFERENCE DOCUMENTS:

4.0 Application Types

Policy no.: ELCD–2021–OGP–C1

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References:

Legislative References:

4.1 Application Types

1. There are three types of OGP applications:
 - i. Initial;
 - ii. Renewal; and
 - iii. Amendment
2. Each centre must submit an individual application.
 - i. An incorporation that has licenses for multiple regulated child care centres cannot submit one application for all regulated child care centres.
3. All application types must be submitted in the Early Learning Gateway (ELG)

4.2 Initial application

1. An initial application applies to centres that:
 - i. Participated in the Child Care Capacity Initiative and are transitioning from developmental to operational funding with children enrolled and attending the centre.
 - ii. Have not received any previous operational funding from the OGP.
 - iii. Are under new ownership. Care for children and employment for ECEs must not have been interrupted during the sale; and
 - iv. Are new and under ownership of an individual or company that already accesses operational grant funding.
2. A complete package must be submitted including the application and supporting documentation to determine eligibility for OGP funding.
3. Compliance with all OGP eligibility requirements assessed to determine funding eligibility.

4. Incomplete applications will be closed after thirty (30) business days if the application is missing information, and/or all supporting documentation is not received.
 - i. Regulated child care centres must reapply if their application is deemed incomplete;
 - ii. The OGP Service Agreement will not be backdated to the date the original incomplete application was submitted.

Applications cannot be backdated before the date of submission or the date of the Child Care License

4.3 Renewal application

1. Renewal applications apply to applicants who have previously participated in the OGP and have signed a previous Service Agreement in the past fiscal year.
2. Renewal applications with supporting documentation must be received by the Department thirty (30) days prior to the end of the Service Agreement or another date specified by the Department.
3. Renewal applications received by the Department on/or after April 1 will be eligible for funding from the date of submission if all other eligibility criteria are met.
 - i. If all required documents are not received within thirty (30) business days, the application will be considered incomplete and closed.
 - ii. If the regulated child care centre wishes to reapply for OGP they will have to submit a renewal application.
 - iii. The Service Agreement will not be backdated to the date the original renewal application was submitted.
4. A copy of the most recent CRA Filing and Balance confirmation letter will be required at each renewal.
 - i. Funding will not be released without this document.
 - ii. The CRA Filing and Balance confirmation letter must be within one business year, previous year's confirmation letters will not be accepted.

4.4 Amendment

1. An Amendment is required when a change in the current Service Agreement is necessary due to changes in licensing, operations, or unforeseen events. This includes, but is not limited to:
 - i. A variance with the Child Care License to reflect changes in:
 - Licensed age ranges (e.g., Toddler to Preschool).

- The number of spaces (e.g., increases or decreases in capacity);and
 - Operational hours/days (e.g., increase or decrease in the number of hours per day and/or number of days per year).
- ii. Staffing changes at the centre; and
 - iii. Voluntary closures are planned or have occurred without prior notice to the Department.
2. Applicants who are requesting variances require pre-approval from the Director of Accountability and Reporting. Written notification must be submitted within fifteen (15) business days.
 - i. Upon approval, the regulated child care service must complete the Amendment in the ELG within ten (10) business days.
 3. In the event of staffing changes or voluntary closures, applicants must provide written notification to the regional OGP office.
 4. In the event of involuntary closures, applicants must notify their regional OGP office within 24 hours of the closure.

REFERENCE DOCUMENTS:

5.0 Application Requirements

Policy no.: ELCD–2021–OGP–C2

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References:

Legislative References:

5.1 Application Requirements

1. An applicant must be the Licensee or have delegated signing authority of a licensed child care centre in the province of Newfoundland and Labrador.
2. Applicants must ensure that all supporting documentation is current and submitted with the completed [Operating Grant Program – Child Care Centre – Application/Renewal form](#) including:
 - i. Government of Newfoundland and Labrador Vendor number:
 - Centre must have a valid Vendor Number setup prior to the Service Agreement being signed.
 - The Supplier Setup Form can be found here: [Supplier Setup and Maintenance Form](#) and must be submitted along with required documentation to ogp@gov.nl.ca.
 - It is the centre's responsibility to ensure that all vendor information (e.g. address and banking information) is accurate.
 - ii. Financial Delegation Authority form, if applicable.
 - iii. Financial Statement.
 - iv. Business Notice of Assessment
 - v. A copy of current Company and Deeds Online (CADO) indicating good standing.
 - In the event a review shows an applicant is not in good standing, the application will not be processed until updated and indicates good standing.
 - If the status is not updated within thirty (30) business days, the application will be closed, and the regulated child care centre will be required to submit a new application.
 - vi. A copy of current menus.

- vii. A copy of valid certificate of insurance.
 - viii. Confirmation of current good standing with Workers Compensation and Benefits Commission (WorkplaceNL);
 - ix. Unincorporated centres must provide a copy of T2125 from the CRA (Statement of Business and Professional Activities)
 - x. A copy of the most recent CRA Filing and Balance confirmation letter
 - Confirmation from CRA of an approved current repayment plan for the latest business tax year may be accepted.
 - xi. A copy of meal/snack exemption (if applicable)
 - xii. A copy of parent handbook or policies provided to families.
 - xiii. A copy of current Personnel Summary Report.
2. Incomplete, illegible, incorrect, or ineligible applications will be returned to the applicant via ELG with a written explanation detailing why the application cannot be processed.
 - i. It is the regulated child care centre's responsibility to check the ELG for updates on their application.
 3. The [Operating Grant Program – Child Care Centre – Application/Renewal form](#) and all supporting documentation must be submitted on the ELG.
 - i. Applications cannot be mailed, emailed or faxed to OGP offices.
 - ii. Regulated child care centres can contact elgateway@gov.nl.ca for technical assistance on ELG.
 - iii. Regulated child care centres can contact ogp@gov.nl.ca for help on the application
 4. If additionally requested information or supporting documentation listed in this section is not submitted within thirty (30) days after the application, the OGP file will be closed.
 - i. Submission of a new application will be required should the applicant wish to proceed after that period. The application will not be back dated to the date of the original application submission.
 5. A submitted application is not a guarantee of funding.
 - i. Funding will be approved once there is a Service Agreement signed by the Licensee and the Minister of Education or Designate.
 - ii. Funding is subject to compliance with the Child Care Act, regulations, Centre Policy and Program Standards, current OGP Service

Agreement, OGP Policy and Standards, Labour Standards Act, Child Care Subsidy Policy and Standards, Inclusion Policy, all other programs and services of the Department of Education and budget approval.

REFERENCE DOCUMENTS:

Supplier Set Up and Maintenance Form [suppler-set-up-maintenance-form.pdf\(gov.nl.ca\)](http://suppler-set-up-maintenance-form.pdf(gov.nl.ca))

Canada Revenue Agency Canada Revenue Agency - Canada.ca

DRAFT

6.0 Application Assessment

Policy no.: ELCD-2021-OGP-C3

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References: [ELCD-2021-OGP-B3](#); [ELCD-2021-OGP-C4](#)

Legislative References:

6.1 Assessment

1. The type and amount of funding that an applicant is eligible for is determined through an assessment process.
2. Once the application package has been reviewed and the annual grant calculations are completed, Department personnel will provide a recommendation for approval to the Director of Accountability and Reporting via the ELG. This recommendation includes:
 - i. A copy of the maximum grant the centre is eligible to receive with the number/type of spaces; and
 - ii. The number of operational days, including involuntary closures as outlined in section [ELCD-2021-OGP-B3](#) of this manual.
3. The Director of Accountability and Reporting will review the package and determine whether the recommended proposal is:
 - i. Approved;
 - ii. Declined; or
 - iii. Requires reassessment.
4. Upon approval, ELG will prepare a Service Agreement including the amount of funding committed, the Service Agreement period, and the terms and conditions of the Agreement and notification will be sent to the applicant.
 - i. The Service Agreement will be sent via the ELG.
 - ii. Once signed, the Service Agreement is to be sent back to the Department for the Minister or Designate's signature.
 - iii. Once signed by the Minister or Designate, the completed Service Agreement will be available to the centre in the ELG.
 - This Service Agreement can be downloaded for the centre's records.

5. Service Agreements are aligned with the fiscal year and payments are disbursed twice a year on or after April 1st and October 1st.
 - i. If approved for OGP after April 1, the first semi-annual payment will be adjusted to reflect the start date of the Service Agreement.

6.2 Notification to Applicants

1. Where an application for funding is approved, Department personnel will prepare a Service Agreement and notification of approval for the applicant via ELG.
2. The Service Agreement is sent to the applicant via the ELG.
3. Upon receipt of the Service Agreement, the Licensee or Authorized Delegate must:
 - i. Review the Service Agreement to ensure that all information (schedules, terms and conditions, licensing information) is accurate; and
 - ii. Notify the Department immediately if inaccuracies exist.
4. The Licensee or Authorized Delegate must sign and date the Service Agreement and return it to the Department within ten (10) days of receipt via ELG.
 - i. Failure to submit a signed Service Agreement within this time may result in delayed payment.
 - ii. Payments for a future fiscal year Service Agreement cannot be processed until April 1, when the Government of Newfoundland and Labrador fiscal year opens.
5. By signing the Service Agreement, the Licensee or Authorized Delegate agrees to the Terms and Conditions of the Operating Grant Program policies.
6. Once the Service Agreement has been signed and returned to the Department, it is sent to the Minister of Education, or Authorized Delegate, for signature.
7. Where a recommendation has been declined, the Department will notify the applicant via ELG.
8. Where an applicant is not satisfied with the decision and the issue cannot be resolved through communication with the Department, the applicant may appeal the decision as per section [ELCD-2021-OGP-C4](#) of this manual.

REFERENCE DOCUMENTS:

7.0 Application Review and Appeal Process

Policy no.: ELCD–2021–OGP–C4

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References:

Legislative References:

7.1 Review and Appeal Process

1. An OGP participant may request a Grant Summary from the OGP office detailing the annual OGP grant amount allotment based on the centre's current Service Agreement.
2. Where an applicant wishes to challenge the OGP grant allotment, a review of the application can be requested by submitting a written inquiry to the Director of Accountability and Reporting within thirty (30) business days.
3. A review shall be performed within fifteen (15) business days of receipt of the written inquiry, and the outcome of the review shall be communicated in writing to the applicant.
4. Should the applicant not be satisfied with the outcome of a review, they may request an appeal, in writing, to the Director of Accountability and Reporting within thirty (30) business days of the date that the outcome of the review was completed.
5. A review of the appeal shall be performed within thirty (30) business days of receipt of the letter, and the outcome shall be communicated by email to the applicant. The decision of the Director of Accountability and Reporting is final.

REFERENCE DOCUMENTS:

8.0 OGP Grant Rates

Policy no.:	ELCD–2021–OGP–B1
Effective Date:	January 1, 2021
Date Revised:	April 1, 2026
Policy Cross References:	ELCD–2021–OGP–B2 ; ELCD–2021–OGP–B3
Legislative References:	

8.1 OGP Rates

1. This policy outlines the funding and operational requirements for regulated child care centres participating in the OGP.
2. Child care centres can charge parents/guardians/Child Care Subsidy the following daily child care fees based on enrollment in each part or full-time space:

Age Range	Enrollment Type	Daily Child Care Fee
Infant	Part-Time	\$5.00
	Full-Time	\$10.00
Toddler	Part-Time	\$5.00
	Full-Time	\$10.00
Preschool	Part-Time	\$5.00
	Full-Time	\$10.00
Pre-Kindergarten	Part-Time	\$5.00
	Full-Time	\$10.00
School Age (Closure Day)	Part-Time	\$5.00
	Full-Time	\$10.00
After School	Part-Time	\$4.00
Before and After School	Part-Time	\$5.00

- i. Part-time enrollment is defined as enrollment of 4 hours or less per day.
- ii. Full-time enrollment is defined as enrollment of 4.5 consecutive hours or more per day.

3. As per this policy, OGP will provide the following base rate funding for child care centres based on enrollment in each part or full-time space:

Age Range	Enrollment Type	Funding per Space
Infant	Part-Time	\$ 31.50
	Full-Time	\$ 56.00
Toddler	Part-Time	\$ 21.50
	Full-Time	\$ 36.00
Preschool	Part-Time	\$ 19.75
	Full-Time	\$ 32.50
Pre-Kindergarten	Full-Time	\$ 32.50
School Age (Closure Day)	Part-Time	\$ 19.75
	Full-Time	\$ 32.50
After School	Part-Time	\$ 18.50
Before and After School	Part-Time	\$ 19.50

- i. This amount does not include the additional \$30 per enrolled infant for verified operational days (not applicable to voluntary closures).
 - ii. Rates do not include meals and snacks.
 - iii. Rates do not include urban/metro rates.
4. Payments will be based on actual daily enrollment.
5. All approved enrolled spaces are eligible for OGP funding.
- i. Part-time space funding is defined as enrollment of 4 hours or less per day.
 - ii. Full-time space funding is defined as enrollment of 4.5 consecutive hours or more up to 13 hours per day.
 - iii. Funding will be issued for operational days as per the Child Care Licence.
 - iv. If the regulated child care centre receives a condition on the current licence to permit an enrolled child in a homeroom that they would have aged out of, the centre will receive funding for the age of the child and not the homeroom's age range.
 - v. If the regulated child care centre offers stacked programming, funding will be issued based on policy [ELCD-2021-OGP-B6](#).
 - vi. Centres that provide school age care will not be reimbursed for full day school age rates for the period of September to June of the Service Agreement period if the centre is not licensed to operate full-time during school closures.
6. Children enrolled full-time in a regulated child care centre may attend during the

centre's licensed operating hours. The centre cannot limit children's hours of attendance unless approved by an Inclusion Consultant.

- i. OGP will complete reviews of daily child care registers, if a child listed has never attended the service, OGP will recover all associated funding.
7. Maximum eligible grant will be reimbursed semi-annually, April and October per the Service Agreement for base OGP.
 - i. Semi-annual payments will be adjusted based on days of operation as indicated by Child Care Licence and OGP application.
 - ii. Semi-annual payments will be adjusted for initial applications to the date of enrollment.
 - iii. OGP is permitted to modify payment frequency or period if there is sufficient evidence of OGP violations and or any violation of a Department's legislation, regulation or policies.
8. To encourage space creation in the infant age range, centres providing child care to infants will receive an Infant Incentive of an additional \$30 per enrolled and attending infant.
 - i. Funding is based on the verification of enrollment, confirmation of attendance, and days of operation.
 - Enrolled infants must be in attendance within ten (10) business days from their enrollment date.
 - ii. The Infant Incentive will not be issued for closures in which parents/guardians/Child Care Subsidy were not charged the daily child care fee.
 - iii. Vacant infant spaces will not be reimbursed.
 - iv. Regulated child care centres who receive a condition on their licence to keep an enrolled child in an infant specific space after the child has aged out of the homeroom will not receive this incentive.
 - v. The Infant Incentive will not be issued for any space approved by an Inclusion Consultant for Funded Space
9. OGP staff will complete reviews of daily registers to confirm attendance.
 - i. If it is noted that a child has not attended the centre due to holding space, OGP will recover all associated funding.
10. OGP participants in Labrador receive an additional 15 percent (15%) allotment for operational costs. This is called the Labrador Allowance.
 - i. This funding is calculated based on the base OGP only.

- ii. No other incentives are included in the calculation of this incentive.
11. OGP participants in Labrador receive an additional 15 percent (15%) for personnel costs if supported by a needs-based analysis. This is called Labrador Personnel Bonus.
- i. Salary expenditures must be verified by a third party with financial designation i.e., Chartered Professional Accountant (CPA) or other designated financial professionals to be eligible for this incentive.
 - ii. This funding is calculated based on the base OGP only.
 - iii. No other incentives are included in the calculation.
12. To address geographical and enrollment challenges, a rural and remote allowance provides eligible services in Labrador and communities outside Census Metropolitan Areas (CMA) or Census Agglomerations (CA) an additional ten percent (10%) of OGP funding.
- i. This funding is calculated based on the base OGP only.
 - ii. If updated CMS or CA become available throughout the service agreement period, adjustments will be completed based on the date the census became available.
13. Urban/metro areas will receive a five percent (5%) increase in toddler, preschool and toddler/preschool OGP rates.
- i. These are regulated child care centres located in communities listed in Census Metropolitan Areas (CMA) or Census Agglomerations (CA).
 - ii. Parents/guardians/Child Care Subsidy are not be charged an additional five percent (5%) daily child care fee.
14. OGP rates include funding to offset the provision of meals and snacks. More information on meals and snacks can be found in section [ELCD-2021-OGP-B2](#) of this manual.
15. If a child care centre's daily fee is lower than the set rates, the lower amount is invoiced to parents/guardians.
16. Fees other than the exemptions outlined in section [ELCD-2021-OGP-B3](#) of this manual and the approved child care daily rate are prohibited. This prohibition includes, but is not limited to
- i. Annual registration fees.
 - ii. Dismissal and re-registration fees.
 - iii. Multiple permanent and/or temporary registrations/enrollments for a single space.

- iv. Waitlist fees
 - Any fee charged to a parent to be on a waitlist for a space.
- v. Holding fees
 - Any fee charged to a parent/guardian to reserve a child care space that is beyond ten (10) business days of the child's enrollment and agreed upon attendance at the centre.
 - Any fee charged to a parent/guardian but not permitting the child to attend or not operational as per the child care license.
- vi. Field trips, extra-curricular activities, occasions involving extra food
 - Parents/guardians are not to be responsible for transportation or meals/snacks related to field trips.
- vii. Toys, arts and crafts, supplies, materials.
- viii. Seasonal clothing, costumes, regalia, uniforms, cultural events;
- ix. Photos of regular or special events and entertainment;
- x. Fees for special events (Christmas Party, ice cream day, etc); and
- xi. Fees for damage or wear and tear of a homeroom or the centre.

REFERENCE DOCUMENTS:

Labour Standards Act [Your-Rights-At-Work.pdf](#)

CRA - [Canada Revenue Agency \(CRA\) - Canada.ca](#)

Human Rights NL- [Human Rights - Newfoundland & Labrador Canada](#)

2021 Population Counts [Pop CMA CA Components NL 2021.pdf\(gov.nl.ca\)](#)

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9.0 OGP Meal and Snacks

Policy no.: [ELCD-2021-OGP-B2](#)

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References:

Legislative References:

9.1 Meals and Snacks

1. A child care centre must provide meals and snacks unless exempt.
2. Meal and snack funding must be used to feed the children in attendance.
 - i. Meals and/or snack funding will not be issued for spaces approved by an Inclusion Consultant for Funded Space.
3. Meals and snacks must be of sufficient quantity and quality as required by Child Care legislation.
 - i. Quantity is defined as ensuring enough food is available during all meals and snacks so that children can request and receive more food.
 - ii. Quality is defined as meeting the Provincial Menu Planning Guidelines for Regulated Child Care Services, 2024.
4. The OGP provides funding to offset the cost associated with providing this service. Meal and snack rates are as follows:

Meal Type	Rate per Meal
Breakfast	\$ 5.00
Lunch	\$ 5.00
Supper	\$ 5.00
Snack	\$1.00

5. Funding allocation depends on the hours and days of operation as outlined on the child care license.
6. Centres offering breakfast may open between 6:30 a.m. and 7:00 a.m. Licenses will not be issued to centres offering breakfast between 7:00 a.m. and 7:30 a.m.
7. Funding for breakfast is paid based on average attendance between 6:30 a.m. and

7:30 a.m. It is no longer paid based on licensed capacity.

- i. If the child care centre is required to serve breakfast, they may be required to:
 - Provide proof of a child's attendance before 7:30 am
 - Confirm the average drop off period prior to 7:30 am
 - Provide a copy of the daily child care register noting the child's arrival times when requested.
8. Funding for supper is paid based on average attendance after approved licensing hours of 6:30 pm.
 - i. If the child care centre is required to serve supper, they may be required to:
 - Provide proof of a child's attendance after 6:30 pm
 - Confirm average pick up after 6:30 pm
 - Provide a copy of the daily child care register noting the child's pick up times when requested.
9. Semi-Annual payments will issue breakfast and/or supper funding based on projected average enrollment of children attending before 7:30 am and/or after 6:30 pm.
10. Required adjustments for breakfast and/or supper for the previous semi-annual payment will be completed prior to the next semi-annual payment being issued.
11. OGP may request verification of providing meals/snacks in the form of grocery receipts.
12. Child care centres that are exempt from providing meals and snacks are required to have food on hand to supplement meals and snacks provided by families. Families must be advised in writing of any food allergies.
 - i. Allergies and other dietary restrictions are posted in applicable areas of the child care centre
 - ii. Staff of the regulated child care centre are informed, vigilant and follow food safety and allergy protocols; and
 - iii. The food is not to be judged and is not to be returned to the family.

9.2 No or Minimal Provisions for Meals and/or Snacks

1. Child care centres can be granted an exemption from providing meals and snacks where there is a lack of appropriate facilities for preparing and serving food.
2. Child care centres exempt from providing meals and snacks must keep food on

hand to supplement what families provide.

- i. Centres can report the number of meals and snacks required on the initial and renewal application forms, on the amendment form.
 - ii. This information determines the amount of funding issued to help offset the provision of food. Verification may be requested at any time.
3. Child care centres must allow families with children who have special dietary needs to provide meals for their child as deemed appropriate by the family.
- i. When meals and snacks are provided by the family, staff must ensure the family is aware of any food allergies/sensitivities that may be applicable or present in the centre.

9.3 Additional Meals and/or Snacks

1. Child care centres that provide full-time child care prior to 7:30 a.m. are required to serve breakfast.
2. Child care centres that provide full-time child care after 6:30 p.m. are required to serve dinner/supper.
3. Child care centres with hours of operation later than 6:30 p.m. are eligible for additional funding for an evening meal or snack.
 - i. It is the responsibility of the child care centre to request this additional funding in their OGP application.
4. To qualify for additional funding for meals and/or snacks, the applicant must indicate on the initial and renewal application forms, or the amendment form the number of additional meals and/or snacks provided.
 - i. A copy of the license must accompany the application to confirm hours of operation are within the requirements for breakfast and/or dinner/supper.
5. Child care centres serving families who are experiencing food insecurity may request additional meals and snack allotments for those children. Verification may be required.
6. OGP may request verification of providing meals/snacks in the form of grocery receipts.

REFERENCE DOCUMENTS:

10.0 Stacked Programming

Policy no.: ELCD–2021–OGP–B6

Effective Date: 2026-04-01

Date Revised:

Policy Cross References:

Legislative References:

10.1 Stacked Programming Definition:

1. Stacked Programming occurs in centres where licensing approval has been granted for the centre to operate different programs in one homeroom during the same day but not at the same time.
2. The most common stacked program is when school aged children are enrolled for before and after school care. For example, school aged children attend the centre between 7:00 a.m. and 8:30 a.m. and then leave to attend school. Preschool aged children may attend from 9:00 a.m. to 2:00 p.m. The school-aged children return to the homeroom at 2:30 p.m. and attend until the centre closes at 5:30 p.m. The Licensee is required to identify which age range will attend full-time during school closures, preschool children or the school aged children.

10.2 Daily Fees for stacked programs:

1. Parents/guardians and the Child Care Subsidy program of the children attending full-time during school closures are required to pay the daily child care fee.
2. Parents/guardians and the Child Care Subsidy program of the children not attending the regulated child care service during the school closure do not pay the daily child care fee as the homeroom is unavailable to their children.
3. In the event the centre is closed, the daily child care fees are required to be paid based on enrollment. Parents/guardians are not to be charged the full day rates.
4. OGP payments for stacked programming is based on the following:
 - i. Before and after school or after school enrollment and midday programming enrollment (e.g. Preschool) being reimbursed at seventy-three percent (73%) of operational days for the payment. The remaining twenty-seven percent (27%) will be reimbursed for the age range that attends during school closures.
5. In July and August funding will be issued based on enrollment of children attending.
 - i. Parent/guardians/Child Care Subsidy who do not attend during the

summer months are not to be charged any fees (e.g. daily child care fee, registration fee or holding fee).

6. Centres are required to report actual school age full days and before and after school or after school days on the monthly enrollment stats to determine if they were entitled to funding issued, any overpayments will be recovered, and underpayments will be issued.
7. Any school age spaces shared with another enrolled child will not receive funding for school closures as the space is only available to one enrolled child.
8. Meal and /or snack funding will be reimbursed based on [ELCD-2021-OGP-B2](#)

REFERENCE DOCUMENTS:

11.0 Early Childhood Educator Wage Grid

Policy no.: ELCD–2021–OGP–B5

Effective Date: April 1, 2026

Date Revised:

Policy Cross References:

Legislative References:

11.1 ECE Wage Grid Overview

1. This policy and standards manual includes the ECE Wage Grid policies and standards which were previously in a separate document called the 'ECE Wage Grid Policy and Standards Manual'. The former 'ECE Wage Grid Policy and Standards Manual is no longer in use as of April 1, 2026.
2. All applicants participating in the OGP must adhere to the Child Care Act, regulations, Departmental policies, and Federal legislation, including employment standards and immigration requirements.
3. All staff hired by the regulated child care centre are the sole and legal responsibility of the regulated child care centre.
 - i. The Department and Government of Newfoundland and Labrador are not legally responsible for the staff of the regulated child care centre.
4. All employees working in regulated child care centres must be legally authorized to work in Canada in the position for which they are hired and compensated.
 - i. Licensees are responsible for verifying and maintaining documentation that confirms each employee's legal work status.
5. Misrepresentation, violation or misuse of policies governed by other provincial or federal departments including Immigration and Employment legislation will result in a formal review and audit.
 - i. If an investigation confirms non-compliance, the centre will be subject to termination from the OGP.

11.2 ECE Wage Grid Eligibility

1. To be eligible for the ECE wage grid, individuals must:
 - i. Have a valid [AECENL](#) child care services certification;
 - ECE Wage Grid will not reimburse for any dates that an ECE does not have a valid AECENL certification.

- ii. Work in an ECE role included in the caregiver to child ratio in a regulated child care centre participating in the OGP.
- iii. Roles such as cook or driver will not receive funding under the ECE Wage Grid except those staff with approved Child Care staffing grants approved by an Inclusion Consultant.
- iv. Work on-site at a regulated child care centre within the licensed hours of operation as identified on the currently approved licence.
- v. ECE wage grid does not cover overtime, sick leave or work outside of the regulated child care centre or outside of the hours or days of operation as per the child care license.

11.3 Salary Rates

1. The ECE Wage Grid outlines the salary a child care centre is required to pay employees for hours worked, based on their valid [AECENL](#) child care services certification level and step progression as per the tables below:

Certification Level	Hourly Rate			
	Base	Step 1	Step 2	Step 3
Trainee	\$18.06	\$18.42	\$18.79	
Level I	\$21.25	\$21.68	\$22.11	\$22.55
Level II	\$25.00	\$25.50	\$26.01	\$26.53
Level III	\$28.75	\$29.33	\$29.91	\$30.51
Level IV	\$33.06	\$33.72	\$34.40	\$35.09

2. The ECE Wage Grid includes an Administrator Bonus.
 - i. The payment schedule for the Administrator Bonus must be outlined in the employee contract.
 - ii. If a substitute Administrator is required, that substitute must receive their portion of the Administrator bonus.
 - The Administrator will not receive ECE Wage Grid funding for days there is a substitute Administrator.
 - iii. The Administrator Bonus is listed as per the table below:

	Base	Step 1	Step 2	Step 3
Administrator Bonus	\$4,894.00	\$4,992.00	\$5,091.00	\$5,193.00

3. The ECE Wage Grid includes a Labrador Allowance.
 - i. The allowance is \$5,178 per year and is available to ECEs working in regulated child care centres in the Labrador region, participating in the Operating Grant Program.
 - ii. The payment schedule of the Labrador Allowance must be outlined in the employee contract.
 - iii. ECE Wage Grid will not reimburse this allowance twice for ECEs who work in different roles in the regulated child care centre or in multiple centres.
4. The ECE Wage Grid includes a Francophone Bonus.
 - i. This bonus is \$5,178 per year and is available for French-speaking ECEs working in a regulated Francophone child care centre that is participating in the Operating Grant Program.
 - ii. The payment schedule of the Francophone Bonus must be outlined in the employee contract.
 - iii. ECE Wage Grid will not reimburse this bonus twice for ECEs who work in different roles in the regulated child care centre or in multiple centres.
5. Initial placement on the ECE Wage Grid is determined by the highest level of [AECENL](#) child care services certification obtained, and the years of service worked in a regulated child care setting in accordance with the following table:

Certification Level	Years of Service			
	< 1 Year	1-5 Years	6-10 Years	11+ Years
	Base	Step 1	Step 2	Step 3
Trainee	\$18.06	\$18.42	\$18.79	
Level I	\$21.25	\$21.68	\$22.11	\$22.55
Level II	\$25.00	\$25.50	\$26.01	\$26.53
Level III	\$28.75	\$29.33	\$29.91	\$30.51
Level IV	\$33.06	\$33.72	\$34.40	\$35.09

6. To verify the years of service in a regulated child care environment, new staff members and the Licensee/Administrator shall complete an AECENL Certification and Experience Declaration Form.
 - i. This form, along with the monthly statistics form, must be submitted to the Operating Grant Program.
 - ii. Licensees/Administrators should ask staff for the following:
 - Current resume; or

- A copy of letters from previous employers detailing work experience in a regulated child care setting.
7. The steps on the wage grid are applicable for a 12-month period from the time an ECE is placed on the grid or from the time a centre joins the Operating Grant Program.
 8. Once an ECE reaches step 3, they will remain on that step until the ECE furthers their education and upgrades to a higher level or the ECE Wage Grid is updated.
 9. ECEs who further their education and achieve a higher level of certification will be placed at Step 1 of their new level upon confirmation of this achievement.
 - i. For example, a Level I ECE at Step 2 who achieves a Level II designation would be placed at Step 1 of Level II (\$25.50) on the date on their valid [AECENL](#) child care services certification. The individual will remain on the new step for one year before advancing to the next step.
 10. Centres will endeavor to accommodate requests to designate replacement statutory holiday(s) that are of cultural or religious significance to the employee in place of any or all the statutory holidays, and such requests shall not be unreasonably denied.
 - i. The employee must make the request in writing at least 30 days before the date of the replacement or statutory/designated holiday, whichever comes first.
 - ii. Requests received less than 30 days before the date of the replacement or designated/statutory holiday will be subject to operational requirements and availability of replacement staff, will not be unreasonably denied.
 11. The voluntary closure of a child care centre will result in the service not receiving operational or ECE Wage Grid salary funding from the Operating Grant Program unless the closure is a discretionary day.
 12. International ECEs may submit letters of employment, paystubs, and contracts to establish their wage grid step.
 - i. Official translations may be required upon request.
 - ii. All verifiable years of service are applicable in determining an ECEs step and level on the wage grid.
 13. Inaccurate Wage Grid claims will be investigated as a violation of policy and will jeopardize participation in the Operating Grant Program.
 14. All government sourced salary and benefits disbursements are subject to verification by paystubs and/or financial auditing by a Chartered Professional Accountant and/or verification by regional staff.

11.4 Mandatory Employment Related Costs (MERCs)

1. Mandatory Employment Related Costs (MERCs) are costs that employers are required to pay based on federal or provincial/territorial laws.
2. MERCs include employment insurance (EI), Canada Pension Plan (CPP) and vacation pay.
3. 3. The OGP will reimburse MERCs at sixteen percent (16%) of the ECE Wage Grid less the \$15 (ECE) or \$17 (Administrator) rates funded through base OGP.

REFERENCE DOCUMENTS:

Association of Early Childhood Educators Newfoundland and Labrador [AECENL](#)

Government of Canada: <https://www.canada.ca/en/revenue-agency/services/forms-publications/payroll/t4032-payroll-deductions-tables/t4032nl-jan/t4032nl-january-general-information.html>

12.0 Legacy Wage Rates: General

Policy no.: ELCD–2021–OGP–B6

Effective Date: 2024-04-01

Date Revised:

Policy Cross References:

Legislative References:

12.1 Legacy Wage Rates

1. A legacy wage rate refers to a rate of pay that exceeds the applicable wage rate identified on the Early Childhood Educator Wage Grid.
2. Legacy wage rates are determined by taking the individual's current rate of pay and adding the amount they would receive from the [Early Learning and Child Care \(ELCC\) Supplement Program](#).
 - i. If the blended rate (current wage + supplement) is higher than the wage rate an individual would receive in accordance with the Early Childhood Educator Wage Grid, then a legacy wage rate will apply.
3. Only those ECEs that qualified for the ELCC Supplement in the twelve-month period preceding the implementation of the wage grid are eligible for legacy wage rates.
 - i. This is only applicable to ECEs who were receiving ELCC Supplement twelve months prior to January 1, 2023.
 - ii. To confirm Legacy Wage, please complete and submit an AECENL Certification and Experience Declaration Form.
4. The ELCC Supplement Program has been incorporated into the Early Childhood Educator Wage Grid and will no longer continue for those who are on the wage grid.
5. Upon review of monthly stats reporting, wages are dispersed to child care centres with Operating Grant Program payments. Wages are subsequently issued to ECEs by their employers on a payment schedule agreed upon between the employer and the ECE.
6. Paystubs must be issued to employees who are placed on the wage grid.

REFERENCE DOCUMENTS:

Early Learning and Child Care Supplement Program: [Early Learning and Child Care Supplement - Education \(gov.nl.ca\)](#)

Gov of NL – Early Childhood Educator Wage Grid: [Early Childhood Educator Wage Grid - Education \(gov.nl.ca\)](#)

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13.0 ELCC Medical Benefits Program

Policy no.: ELCD–2021–OGP–B4

Effective Date: October 1, 2024

Date Revised: April 1, 2025

Policy Cross References:

Legislative References:

13.1 ELCC Medical Benefits Program Overview

1. ELCC Medical Benefits support the wellbeing of Early Childhood Educators and staff working in the ELCC sector. The Early Learning and Child Care Medical Benefits Program is sponsored by the Department of Early Learning, Inclusion, and Child Development and administered by the Association of Early Childhood Educators of Newfoundland and Labrador (AECENL).

13.2 ELCC Medical Benefits Eligibility:

1. Employees working at regulated child care centres participating in the Operating Grant Program are eligible to participate in the program. This includes:
 - i. Early Childhood Educators;
 - ii. Trainees;
 - iii. Other staff working in regulated child care centres (cook, bus driver, etc); and
 - iv. Licensees
2. The ELCC Medical Benefit Program is optional.
3. Employees must work a minimum of 20 hours per week (yearly average) and satisfy a 90-day waiting period to avail of coverage.
4. Employees have the option to enroll in or not to enroll in the Employer selected medical plan.

13.3 ELCC Medical Benefit Rates:

1. The OGP funds 60% of the premium based on single individual coverage. The total amount of funding is **\$69.89** per employee. The funding may be used towards single, family or waived coverage as determined by the employer upon enrollment.
2. The remaining portion of the premium is not funded by the OGP. This amount may be cost shared with employers and their staff at the discretion of the employer.

Employees are responsible for the non-funded portion of the premiums if not cost shared with the employer.

13.4 Application For Enrollment:

1. To enroll in the ELCC Medical Benefits Program, regulated child care services must contact the insurance group directly to receive an application.
 - i. Once enrolled, the regulated child care centre must submit an amendment to their OGP.
 - ii. If enrolled prior to the start of a renewal OGP application, the regulated child care centre must include the information on their OGP application.
2. The insurance group will provide the employer with a data sheet to complete the required information for each employee who chooses to opt in to the medical benefits program the employer has chosen.
3. If a centre chooses not to enroll in the ELCC Medical Benefits Program, staff employed at that centre will not be able to avail of the program.

13.5 ELCC Medical Benefits Funding:

1. Centres submit a completed ELCC Monthly Benefits Program – Monthly Submission form with their monthly ECE Wage Grid statistics form.
2. Reimbursement is provided monthly and is based on the months of operation indicated on the current license.
3. For any months that a centre is not in operation there will be no reimbursement for medical benefits.
4. Payments are included in the Wage Grid top up monthly payment.
5. Centres calculate their employees service premiums at each pay period.
6. Centres calculate and remit contributions to the insurance company each month.
7. The insurance company will provide centres with a monthly statement.

13.6 Changes With Staff:

1. If an employee leaves and works at another centre that is availing of the ELCC Medical Benefits Program that employee can opt in to the program without the required 90 day waiting period.
2. An employee temporarily laid off or on parental leave may remain on the ELCC Medical Benefits Program.
 - i. The employee is required to pay their employee portion to remain on the plan for the duration of their layoff or parental leave.

13.7 ELCC Medical Benefits Termination:

1. In the event an employee leaves a child care centre or otherwise ceases coverage, the employer shall send the insurance broker an email identifying the employee's name and last date worked.
2. The employer must report any staffing changes in the ELCC Medical Benefits Program – Monthly Submission form.

REFERENCE DOCUMENTS:

Dougan Insurance Group admin@douganinsurancegroup.ca

AECENL admin@aecenl.ca

14.0 OGP Exceptional Fees and Days of Operation

Policy no.: ELCD–2021–OGP–B3

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References:

Legislative References:

14.1 Exceptions

1. There are four additional fees that may be charged to parents/guardians by child care centres under the OGP, they are:
 - i. Administration fee,
 - ii. Child care deposit,
 - iii. Transportation fees, and
 - iv. Late fees.
2. Parents/guardians are responsible for paying these four exceptional fees, if required.

14.2 Administration Fee

1. A non-refundable administration fee may be collected under the following circumstances:
 - i. The fee is \$25 or less.
 - ii. It is a one-time fee per child for new enrollments only where the child has not previously attended the regulated child care service.
 - The centre cannot charge this fee if the enrolled child switches homerooms at the same centre.
 - The centre cannot charge this fee if it is closed during the summer as per the child care licence.
 - iii. It is a one-time fee per child for new enrollments that cannot be charged to the Child Care Subsidy Program.
2. Detailed invoices for administration fees must accompany all financial transactions as per guidelines set out by CRA.

14.3 Child Care Deposit

1. A child care deposit fee to confirm acceptance of a space may be charged to parents/guardians.
2. This fee must not be more than \$100 and is to be applied to daily child care fees owing either in the first two weeks of care or towards the last thirty (30) days of care.
 - i. This arrangement must be outlined in the parent handbook and parent contract.
 - ii. This arrangement must be communicated in writing to the family before the child's start date.
3. Detailed invoices for child care deposit fees must accompany all financial transactions.
 - i. This must include the parent/guardian's name, enrolled child's name, payment date, payment amount and enrollment start date.
4. The child care centre is not required to refund any part of a child care deposit fee where a parent/guardian has provided less than thirty (30) days of written notice that their child will no longer attend the centre.
5. When payment is provided in advance, centres cannot withhold funds for children departed/terminated from the centre.

14.4 Transportation

1. Child care centres may charge fees for transportation, and these fees are:
 - i. Optional; and
 - ii. Transportation is provided between home or school and the child care centre.
2. Transportation fees must be clearly outlined in a parent handbook and/or in the policies provided to families and must include:
 - i. Details of fees, and
 - ii. Any conditions of service
3. Written notification of any changes in fees or conditions of service must be communicated to families at least ten (10) business days in advance of the change.

14.5 Late Fees

1. Late fees are permitted under the following circumstances:
 - i. Late pick up or early drop off that requires the child care centre to provide child care outside regularly scheduled hours. The fee for early

drop off or late pick up may be no more than \$20.00 per half hour.

- ii. Insufficient funds penalties have been applied to parental/guardian accounts; and
- iii. An accumulating per day \$10 late payment fee when the parent/guardian did not pay the child care invoice by the due date. This fee is only applicable after a regularly scheduled due date for payment of child care fees has been communicated in advance in the parent/guardian handbook and contract.

14.6 Exceptions to Regular Days of Operation

1. Payment of the daily rate to the child care centre by parents/guardians/Child Care Subsidy on a shop closing act holiday, or PL closure is required and not considered to be an exception or an extra fee.
2. OGP will fund two PL closure days for all employees. PL must have prior approval from ELICD staff.
 - i. If proof of prior approval is not available, the PL will not be funded by OGP. PL may be taken as a half day or a full day.
 - ii. Hourly increments are not permitted and if taken as a half day, the centre must be available for child care during the other half of the day.
 - iii. PL is not permitted to be used for cleaning or organizing homerooms or the centre and will not be funded.
 - iv. Confirmation of participation/attendance is to be retained on site at the centre and may be requested.
3. OGP will fund five discretionary closure days, which are determined at the discretion of the centre.
 - i. These days are not to be used for cleaning and will not be paid, as staff are not to be on-site.
 - ii. Any additional discretionary closure days, parents/guardians/Child Care Subsidy cannot be charged the daily child care fee and OGP funding will not be issued.
4. OGP will fund the following holidays:
 - i. New Year's Day, Good Friday, Easter Sunday (if operational on that day), Victoria Day, Memorial/Canada Day, Labour Day, Truth and Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and a relevant civic holiday (if one exists).
 - The civic holiday must be observed on the date designated for the centre's location.

5. Child care centres will make reasonable efforts to approve employees' written requests to substitute holidays with culturally or religiously significant days.
 - i. The employee must make the request in writing at least thirty (30) days before the date of the replacement or statutory/designated holiday, whichever comes first.
 - ii. Requests received less than thirty (30) days before the date of the replacement or designated/statutory holiday will be subject to operational requirements and availability of replacement staff and will not be unreasonably denied.
6. The OGP office and parents/guardians must be notified in writing thirty (30) days in advance of all closures (discretionary and PL).
7. In the event of an unexpected closure (involuntary), the regional OGP office is to be notified within twenty-four (24) hours after the closure.
8. Parents/guardians are to be notified in writing of all involuntary closures no later than two (2) hours prior to opening, where possible.
9. Employees must be paid for all the above noted holidays and closure days (including the five (5) discretionary days) and are not required to use their vacation days during these closures, regardless of their employment period.
10. Parents/guardians are not required to pay the daily fee when a centre has a discretionary closure outside of the statutory/designated holidays and PL days. Parents/guardians are not required to pay the daily fee due to staff shortages or if a centre has used their five (5) discretionary days.

14.5 Verification of Child Care Fees

1. The Department reserves the right to request written verification of daily child care fees, including but not limited to:
 - i. A copy of the parent handbook or policies and parent contract.
 - ii. Confirmation from parents/guardians (e.g. email, letter, signed declaration form) of the fee structure for the space in which their child is enrolled and/or confirmation of extra charges (e.g. field trips, program supplies, celebratory food, and special events/entertainment).

REFERENCE DOCUMENTS:

Canada Revenue Agency [Canada Revenue Agency -Canada.ca](https://www.cra.gc.ca)

15.0 Financial Management

Policy no.: ELCD-2021-OGP-E1

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References: [ELCD-2021-OGP-F1](#)

Legislative References:

15.1 Use of Funds – Accountability and Compliance

1. All funds issued under the OGP must be used exclusively for their intended purpose as outlined in this manual and in the current Service Agreement. This includes operational expenses directly related to the provision of regulated child care services, such as meals, snacks, and child care supplies.
2. Funds must not be redirected for other purposes, including using meal/snack allocations to cover unrelated expenses. Misuse of funds whether intentional or due to misinterpretation may result in recovery of the grant, suspension of payments, or termination from the program.
3. The Department reserves the right to audit expenditures and request supporting documentation to verify compliance.

15.2 Disbursements

1. Funding is disbursed via direct deposit in accordance with the dates and timelines outlined in the signed Service Agreement.
2. The Department's financial commitment is up to the approved amount in the Service Agreement. The Service Agreement amount is the maximum amount a centre may receive and is based on the information provided in the monthly statistics forms.
3. The terms and conditions of OGP funding are effective in accordance with the Service Agreement start and end date.
4. Payments will be issued every six months.
 - i. The first payment will be based on the centre's licensed capacity as indicated on the current license. If actual enrollment is lower than licensed capacity, funds will be recovered through adjustments.
 - Month Submissions will be completed in the ELG.
 - ii. The first payment will be adjusted based on the start date of the Service Agreement.

- iii. OGP may change payment frequency/schedule if it is determined that OGP policy or any other Government of Newfoundland and Labrador legislation, regulation or policies are not being followed.
 - iv. If CRA garnishes any payments, OGP cannot release any payments as the invoice would be considered paid.
5. Centres must submit complete and accurate monthly statistical enrollment reports, which will be used to calculate any repayment amounts. Adjustments and prorating will apply where a child care centre:
- i. has vacant spaces;
 - ii. has closures due to lack of staff. Closures due to lack of staff are voluntary closures as centres are responsible for staffing. Funding is provided for float staff to help prevent such closures.
 - iii. has made erroneous charges to families or withheld salary from Early Childhood Educators ECEs and/or staff, including staff supporting inclusive practices.
6. Where payments are adjusted or pro-rated to reflect the non-operational spaces and days, the child care centre will be notified of the adjustment via ELG.
7. Due to the advancement of payments, child care centres withdrawing (including selling/closing centres) from the OGP must provide six (6) months' notice to the regional OGP office where possible to avoid overpayments.
8. Funding will be disbursed at the published rates that were in effect at the time of the signed Service Agreement.
- i. Where published rates are adjusted during the covering period of the Service Agreement, the Department will prepare a new service agreement.

15.2 Funding Adjustments

1. Payments may be adjusted based on the actual monthly enrollment statistics and/or the number of operational hours/days.
2. Any approved payment adjustments will be applied to the subsequent payment.
3. At the end of the Service Agreement, a final Service Agreement review and reconciliation will be completed and any under or over payment will be issued or recovered:
4. Where amount owing is less than \$5,000 the amount will be taken off the next payment; and
 - i. Where the amount owing is greater than \$5,000 the Licensee or Authorized Delegate will be notified via the ELG and provided with

repayment options as outlined in this section.

15.3 Overpayment

1. Overpayment is defined as an operating grant payment provided to a child care centre, where it is determined that the centre was not entitled to some or any of the funding which includes, but is not limited to:
 - i. Enrollment changes (e.g., decrease in enrollment).
 - ii. The child care centre, a homeroom or spaces were closed for partial days, one or more days.
 - iii. The centre received violations, came under investigation, or became unregulated during the Service Agreement period.
 - iv. ECEs and/or staff members were not paid for regular work days for which they were available to attend the child care centre, statutory holidays or not reimbursed for unused vacation during their employment at the centre.
 - v. Meals and snacks were not served or deemed by EECD staff to be of insufficient quality and quality.
 - vi. Changes to the license such as the number of operational days, number of spaces.
 - vii. Keying errors resulting in overpayment; and
 - viii. Parent/Guardian or ECE declarations contradict information provided by the centre regarding fees, closures or other activities by the centre that warrant investigation.
2. Repayment of all overpayments is mandatory and may be processed through governmental collections.
3. The Department will determine the amount of overpayment and will work with the Licensee or Authorized Delegate to develop an appropriate repayment schedule.
4. New/renewal applications and/or subsequent payments under the same or new centre licenses, will not be processed until the outstanding balance is paid or an agreement made to reduce the amount of funding owed is in place.
5. The child care centre may avail the following repayment options:
 - i. A credit note will be applied to recover the amount set or negotiated for repayment from one or more upcoming payments from any of the following programs:
 - OGP, where the centre continues to participate;

- Child Care Capacity;
 - Child Care Subsidy; and
 - Inclusion Policy.
- ii. A reduced prorated or subsequent OGP, ECE Wage Grid or other program payment may be issued.
 - iii. A cheque issued to the Exchequer of Newfoundland and Labrador for the amount owing.
 - iv. Reimburse or issue credits to families for erroneous charges; and
 - v. Top up under payment of salaries to employees.
6. Additional steps will be taken to recover the overpayment should the Licensee or Authorized Delegate refuse to pay the outstanding amount.
- i. All payments through the OGP will be suspended until repayment has been issued or a repayment plan has been agreed upon.
 - ii. Where repayment has not been received or a repayment plan has not been agreed upon, information regarding overpayment will be sent to the Government Accounting Division of the Treasury Board Secretariat for collections services.
7. Where an overpayment has been created because of an error or omission by Departmental personnel, the overpayment is valid and must be recovered.

15.4 Underpayment

1. An underpayment refers to operating grant funding that was issued at a lower amount than the child care centre was eligible for, this includes, but not limited to:
 - i. Grants being initially approved at a reduced licensed capacity.
 - ii. Enrollment changes (e.g., increase in the number of children attending).
 - iii. Changes in the number of operational days and/or type of service provided (e.g., A school age program providing full day child care for more than 20 days, preschool or toddler programs offered in school age rooms while the children are at school); and
 - iv. Staffing changes resulting in employment of ECEs eligible for higher ECE Wage Grid salaries.
2. Upon receipt of an [Amendment Form](#) within the required time frame, the Department will determine the amount of the underpayment and will issue a payment for the amount owed to the child care centre.

3. Where a Licensee or Authorized Delegate is owed money from an underpayment and also owes a debt to the Crown, the money owing to the Crown may be recovered from the money owing and the remainder, if any, shall be paid to the Licensee or Authorized Delegate.

15.5 No Payment

1. Payment(s) will be withheld in the following situations until a resolution is found and outstanding issues are resolved. Situations include but are not limited to the child care centre:
 - i. reduces or ceases operations.
 - ii. becomes unregulated.
 - iii. is under investigation or a complaint has been received alleging one or more terms and conditions of the Service Agreement, OGP Policies and Standards Manual, Labour Standards, Child Care Subsidy Policies and Standards Manual, Inclusion Policy or affiliated policies have not been met.
 - iv. withdraws prior to the start of a new Service Agreement; and
 - v. experienced fluctuations in actual enrollment that did not reflect the numbers projected at the point of renewal or initial application.

15.6 False Pretenses

1. A Licensee or Authorized Delegate shall not on behalf of themselves or another person
 - i. Knowingly seek OGP, medical benefits, Inclusion Policy and Child Care Subsidy program allotments that they are not entitled to receive.
 - ii. Aid or abet another person in applying for, obtaining, or receiving OGP funding for which the person is not eligible.
 - iii. Retain funds received in error.
 - iv. Provide false or misleading information in relation to the OGP to the Department;
 - v. Retain ECE Wage Grid funding intended for employees, statutory holiday pay, vacation pay, or any other wages intended for staff; and
 - vi. Retain meal and snack funding intended to feed the children.
2. Where a person has obtained OGP funding under false pretenses, a referral will be made to the Director of Accountability and Reporting, for follow up by the Departmental Controller.
3. A Licensee or Authorized Delegate who has committed fraud with respect to the

OGP, ECE Wage Grid funding, medical benefits program, Inclusion Policy, Child Care Subsidy program and/or any other funded programs under EECD is guilty of an offence and shall repay the funding to the OGP, distribute the wages to staff that were inappropriately withheld or return inappropriate fees to parents/guardians.

4. Where a Licensee or Authorized Delegate has obtained an operating grant, ECE wage grid, Child Care subsidy or Inclusion Policy funding under false pretenses, or for non-operational days outside the terms and conditions set out in this policy manual or the Service Agreement, an investigation will take place. More information on investigations can be found in section [ELCD-2021- OGP-F1](#) of this Manual.
5. Any change in operational circumstance must be informed to the Department within fifteen (15) business days of the change to determine if OGP, Child Care Subsidy or Inclusion Policy program funding OGP eligibility continues.

15.7 Termination

1. The Department may, at any time, by notice to the client, cancel the Service Agreement if, in the opinion of the Department, the Licensee and/or Child care Centre failed to meet or comply with one or more of the terms and conditions of the Service Agreement, OGP policies, Inclusion Policy, Child Care Subsidy policies or affiliated policies.
 - i. The decision will be communicated to the child care centre in writing and a repayment arrangement will be established with the child care centre where required.

15.8 Audits

1. All regulated child care centres participating in the OGP are subject to audits by the Department and/or an independent auditor.
2. It is essential that all business transactions are authorized, recorded correctly, and supported by the necessary records to ensure accountability of public funds. Audits help to ensure financial accountability, compliance monitoring, and accurate reporting.
3. A random selection of OGP files will be audited by the Department and/or independent financial auditor each fiscal year. The audit review may include, but is not limited to:
 - i. Ensuring all financial documentation meets the requirements of the Service Agreement, OGP Policy and Standards Manual, Labour Standards, Child Care Subsidy Policy and Standards Manual, Inclusion Policy I and/or requirements of Federal/Provincial Agreements.
 - ii. Access to all relevant records, files and documents is necessary and the Department Auditors are authorized to review these documents as well as, conduct interviews with staff, management, personnel and

parent/guardians to gather information.

- iii. Requesting that ELICD staff collect information from child care staff and parent/guardian verifications, the daily register and/or paystubs and make copies of the daily register and pay stubs for verification purposes.
- iv. For auditing purposes all electronic records must be submitted in an acceptable format (e.g PDF). Photocopies are not permitted.
- v. Employee personal information is to be redacted on paystubs and are to include staff's full names for verification purposes.

15.8 Informal Review Process

1. An informal review involves a random selection of OGP files to be audited by the Department and/or independent financial auditor each fiscal year to verify the accuracy, completeness and compliance of records. The process is as follows:
 - i. The Department will contact the regulated child care centre to obtain relevant supporting records and will notify the Licensee of potential issues discovered during the review process. If significant issues are found, they will be communicated to the appropriate management level for further investigation which could result in a formal audit.

15.9 Formal Audit Process

1. A formal audit is an extensive review of the records kept by a regulated child care centre to ensure compliance and accountability. The process is as follows:
 - i. The Department will make initial contact with the Licensee to communicate the audit plan and scope and set up time for an initial meeting.
 - i. After the initial meeting, a formal engagement letter will be issued to the Licensee.
 - ii. The Department will collect copies of records either electronically or on-site. The regulated child care centre is required to provide access to relevant records and staff, as needed, within the timeframe specified by the Department.
 - iii. The Department will analyze the data collected, compare it to standards and regulations, and highlight any deficiencies.
 - iv. The Department will provide a draft report to the Licensee with findings, recommendations, and timelines to correct any findings of non-compliance.

- v. The Licensee will be given time to review audit findings and take immediate action to address any minor non-compliances highlighted in the audit.
 - vi. For larger non-compliances, the Licensee will be asked to develop and implement an immediate action plan, which will be reviewed and approved by the Department. The Licensee is recommended to maintain a record of all actions taken to provide the Department during follow-up audits.
 - vii. A closing meeting will be held to discuss audit findings, recommendations, and an approved action plan.
 - viii. The Department will provide a final Audit Report to the following parties:
 - Licensee;
 - Director of Accountability and Reporting;
 - Director of Early Learning and Child Development; and
 - Assistant Deputy Minister.
 - ix. The final report will outline outstanding findings, recommendations, and Licensee's responses to each and indicate a follow-up audit timeline.
 - x. Follow-up audits will be conducted based on the timeframe provided in the initial audit report.
2. In the event a Licensee remains non-compliant after a follow-up audit, the Department will take the following actions:
- i. **Further Investigation:** The Department will initiate an additional review to determine the reasons for continued non-compliance. This investigation may include interviews with the service's management and staff, as well as a more in-depth examination of the relevant records and practices.
 - ii. **Escalation of Consequences:** If deficiencies are not addressed within the agreed-upon timeline or if the Licensee continues to fail to meet compliance standards, the Department may take further action, which may include:
 - **Suspension of Funding:** The centre's eligibility for the Operating Grant Program (OGP) may be suspended or revoked until full compliance is achieved.

- iii. Following continued non-compliance determination, the Department may implement more frequent audits or reviews to closely monitor the service's progress towards compliance.
- iv. Audit findings will be reviewed as part of the process for OGP application renewals. Any discrepancies, non-compliance, or financial irregularities identified through the audit process may result in:
 - conditional approval of funding;
 - partial funding allocations;
 - requirement for corrective actions prior to renewal; or
 - denial of funding renewal.

15.10 OGP Violations

1. OGP violations will be issued if it is determined that a centre is in non-compliance with this policy and standards manual, the current Service Agreement, and the Child Care Subsidy Policy and Standards Manual.
2. OGP violations may be issued, and are not limited to:
 - i. Falsely obtaining OGP funding for enrolled children.
 - ii. Falsely reporting voluntary closures.
 - iii. Incorrectly charging parents/guardians/Child Care Subsidy fees.
 - iv. Falsely operating as a regulated child care service while all requirements of the Child Care legislation are not met.
3. OGP Violations will result in one of the following corrective actions being issued:
 - i. Written Warning
 - For minor infractions.
 - ii. Suspension of OGP
 - For falsely obtaining OGP.
 - OGP will report any fraud as per the [Fraud Management Policy](#).
 - Operating as a regulated child care service in which Child Care legislative requirements have not been met.

- Receiving Corrective Action from the Department because of the service's inability to maintain a safe environment.
- iii. Termination of OGP
- If the service continues to commit violations against OGP.
4. Any impact on OGP funding will be stated in the corrective action.
- i. OGP will action any credit note as required by the corrective action.
5. Services will have fifteen (15) business days to appeal OGP Violations.
- i. The Director of Accountability and Reporting will review the appeal and make a decision within ten (10) business days.

REFERENCE DOCUMENTS:

16.0 ECE Wage Grid Submission

Policy no.: ELCD–2021–OGP–6

Effective Date: 2024-04-01

Date Revised:

Policy Cross References:

Legislative References:

16.1 Wage Grid Submission

1. The Early Childhood Educator Wage Grid salary allotments are submitted and substantiated by child care centres on behalf of ECEs through monthly statistical reporting.
 - i. The monthly statistical reporting must be completed in the ELG.
2. The monthly submission of the Wage Grid Statistics Form helps determine OGP payments specific to the ECE working at the centre.
 - i. The information required on the stats form is based on the current staffing complement on the date the form is completed.
 - ii. The information is based on salaries issued and must be verifiable by paystubs.
3. The ECE Wage Grid Statistics Form is required to be submitted monthly and contain the following information:
 - i. The valid four digit [AECENL](#) child care services certificate number found on the certificate issued to the ECE.
 - ii. The last name and first name of the staff member, as matched to the paystub.
 - iii. The employee role applicable in the drop-down list.
 - iv. Highest certification level as stated on the valid [AECENL](#) child care services certificate.
 - v. The number of days worked that month.
 - vi. The number of hours worked per day during the reporting period.
 - vii. The number of years the ECE has worked at a regulated centre in an ECE role.
 - viii. The hourly wage paid to the ECE; and

- ix. Indicate yes or no to the question of whether the ECE is receiving a legacy wage rate.
4. The intentional or unintentional disclosure of staffing information on the ECE Wage Grid Statistical Reporting Form that causes an overpayment to the service will result in the repayment of funds that the centre was not entitled to.
 - i. Repayment may be in the form of a credit note or another method as determined by OGP.
 5. The first fifteen dollars (\$15) of the ECE salary and the first seventeen dollars (\$17) of the Administrator salary comes from the base Operating Grant Program funding. The wage grid allotment tops up the salary to the appropriate wage step of each ECE and Administrator.
 6. ECE Wage Grid salaries must be dispersed as an hourly wage and may not be held back by employers. Detailed paystubs must be issued to all ECEs and must include:
 - i. The ECEs name as identified on the Wage Grid Statistics Form.
 - ii. The start/end dates of the pay period.
 - iii. The rates of wages and number of hours worked at each rate during the period.
 - iv. The gross amount of wages earned for the pay period.
 - v. The amount and purpose of each deduction made from the gross wages.
 - vi. The net number of wages to which the employee is entitled for the pay period; and
 - vii. If applicable, the amount of vacation pay included in the wages for the pay period.

REFERENCE DOCUMENTS:

Gov of NL – Operating Grant Program: [Operating Grant Program - Education \(gov.nl.ca\)](http://gov.nl.ca)

Association of Early Childhood Educators Newfoundland and Labrador AECENL

17.0 Inclusion Payment Processing

Policy no.: ELCD–2021–OGP–B7

Effective Date: April 1, 2026

Date Revised:

Policy Cross References: QIDEA

Legislative References:

17.1 Payment Processing:

1. Centres are to welcome all applications for child care from families regardless of potential disability, behavioral, identity or developmental differences.
2. Participation in Inclusion Policy is required to maintain eligibility in the OGP.
3. Licensees/Administrators participating in the OGP cannot deny a child access to a child care space if one is available.

17.2 Application Process

1. The application process for funded spaces or staffing grants is now streamlined with an Inclusion Consultant approving the number of funded spaces or staffing grants required and OGP paying for these supports.

17.3 Funded Space Grant

1. The Funded Space Grant compensates for an unenrolled space in a homeroom.
2. The Funded Space Grant allows for a reduced caregiver to child ratio.
3. OGP will provide funding for an approved Funded Space Grant and the daily child care fee that a parent/guardian would pay to the centre. The daily child care fee will be issued as per the rates in policy ELCD-2021-OGP-A1.
4. Centres approved for the Funded Space Grant are not entitled to meal and snack funding or the Infant Incentive for that space.

17.4 Staffing Grant

1. The Staffing Grant enhances the caregiver to child ratio in a centre by providing funding for additional staff as approved by an Inclusion Consultant.
2. Positions funded through the Staffing Grant must be in the homeroom(s) indicated in the approved contract.

3. These staff are not to be re-directed to be in ratio or to prepare meals and snacks.
4. Centres approved for a Staffing Grant, the Licensee/Administrator must:
 - i. Reimburse the staff who hold valid AECENL Certification at the hourly rate as per the ECE Wage Grid;
 - ii. Reimburse the staff without AECENL Certification at \$18.06 per hour; and
 - iii. Add staff to the ECE Monthly Wage Grid submission for payment.
5. Funded Space and Staffing Grants will be reconciled. Under payments owed to the Licensee will be provided and overpayments owed to the Department will be collected.

17.5 Reimbursement

1. If approved for a Funded Space Grant, the centre must:
 - i. Not enroll any child in the space unless the Inclusion Consultant and OGP are notified thirty (30) days in advance that the funded space will be ending.
 - ii. Include the space on their Monthly Enrollment Statistics Submission via ELG.
2. Reimbursement for funded space will be issued with the semi-annual payment or a one-time payment.
3. Any advance payments for funded space will be reconciled against Monthly Enrollment Statistics.
4. If approved for Staffing Grant, a separate Staffing Grant Service Agreement will be issued, and reimbursement will be separate from the ECE Wage Grid payment and will be completed within ten (10) business days of receiving a completed Monthly ECE Wage Grid submission.
5. Centres must:
 - i. Reimburse the approved staff at the ECE Wage Grid hourly rates as per [ELCD-2021-OGP-B5](#).
 - ii. Include the approved staff on the Monthly ECE Wage Grid Submission via ELG.

REFERENCE DOCUMENTS:

18.0 Payment: Process and Requirements

Policy no.: ELCD-2021-OGP-D1

Effective Date: January 1, 2021

Date Revised: April 1, 2026

Policy Cross References: [ELCD-2021-OGP-B3](#); [ELCD-2021-OGP-C4](#)

Legislative References:

18.1 Payment Process

1. Where OGP funding is approved, a Service Agreement will be sent to the applicant for review and signature via the ELG.
2. The Licensee or Authorized Delegate of Authority must sign and date the Service Agreement via ELG within twenty (20) days of receipt.
 - i. Failure to submit a signed Service Agreement within this time may result in delayed payment.
 - ii. By signing the Service Agreement, the applicant agrees to the Terms and Conditions of the Service Agreement, the OGP Policy and Standards Manual, Inclusion Policy, Child Care Subsidy Policy and Standards Manual and all required financial reporting and auditing requirements.
3. The child care centre shall submit monthly enrollment, ECE Wage Grid stats forms and monthly medical benefit enrollment forms (if applicable) via ELG for subsequent payments.
4. Stats forms must be received via the ELG within the first five (5) days of the month.

18.2 Payment Requirements

1. Payments are aligned with Government's fiscal year and are issued twice each fiscal year, on or after April 1 and on or before October 1 as outlined in the Service Agreement.
 - i. If enrolled in OGP after April 1, the first semi-annual payment will be adjusted.
 - ii. OGP can modify the payment frequency schedule/timeframe if OGP policies or other Government of Newfoundland and Labrador legislation, regulations or policies are not being followed.
2. Payments will be processed within ten (10) business days of receipt of completed and accurate monthly statistics.

- i. Processing will begin once monthly statistics are determined to be complete and verified.
3. As per the Service Agreement:
 - i. Regulated child care centres who receive more than one million (\$1 million) dollars in OGP funding must provide an audited financial statement verifying that funding issued through the OGP was spent in compliance with the OGP is required within thirty (30) days of the end of the government fiscal year.
 - If an incorporation owns more than one regulated child care centre, they must submit audited financial statements if the total received for all centres is one million (\$1 million) dollars or more.
 - ii. Regulated child care centres with funding of less than one million (\$1 million) dollars must submit Business Notice of Assessment.
 - iii. Regulated child care centres not incorporated, must submit their T2125 (Statement of Business and Professional Activities) from the CRA.
4. The Financial statements must be prepared by an independent third party with a financial delegation, such as a CPA, demonstrating that operating grant funds were used to fund the child care centre, including that:
 - i. Child care fees were set at the daily child care fee as per the service agreement.
 - ii. No additional charges were levied to parent/guardians, and/or other government departments or agencies; and
 - iii. Early Childhood Educators were remunerated for work at the current ECE Wage Grid requirements.
5. OGP funding is disbursed at the published rates applicable at the time of the signed Service Agreement.
6. Where published rates are adjusted during the Service Agreement, the Department will prepare a new Service Agreement upon receipt of the monthly Enrollment and ECE Wage Grid Statistics form.
7. Incorrect Monthly Enrollment Statistics forms, ECE Wage Grid Statistics forms and monthly medical benefits submission forms will not be processed and will be returned which may result in late payments.
8. Late Monthly Enrollment Statistics forms, ECE Wage Grid Statistics forms and monthly medical benefits submission forms will result in late payment processing and disbursement to centres.

REFERENCE DOCUMENTS:

19.0 Monthly Enrollment Statistics Form

Policy no.: ELCD-2021-OGP-D1

Effective Date: April 1, 2026

Date Revised:

Policy Cross References:

Legislative References:

19.1 Requirements:

1. The Monthly Enrollment Statistics Form is to be completed monthly and submitted to OGP via ELG.
 - i. The Monthly Enrollment Statistics Form may be submitted to the Department the first business day of the next month via ELG.
 - ii. Monthly Enrollment Statistics Forms must be submitted each month. If a previous Monthly Enrollment Statistics Form is not completed, the current month cannot be submitted. For example, if May's form has not been submitted, June's form cannot be submitted until the May form is approved.
2. Monthly Enrollment Statistics Forms must be submitted no later than five (5) business days following the end of each month to ensure the timely processing of payments.
3. The Monthly Enrollment Statistics Form cannot be corrected by OGP staff.
4. Semi-annual payments will not be issued until all completed Monthly Enrollment Statistics Forms are received.
 - i. Monthly Enrollment Statistics Forms are considered complete when all information has been entered correctly without any errors.
5. Monthly Enrollment Statistics Forms must be a truthful representation of enrollment, the license and any other operating details.
6. Any false information will result in the review of all payments issued and may result in funds having to be repaid.
7. OGP may request the daily registers or other operating information to verify that the information on the Monthly Enrollment Statistics Form is valid.

19.2 Monthly Enrollment Statistics Form

1. The following information is to be included in the Monthly Enrollment Statistics Form to reflect the enrollment statistics for the specific month:
 - i. The name of the centre.
 - ii. Hours of Operation: The hours of operation that the centre operates in the month.
 - iii. Applicable Month: Select the Month that the Enrollment Statistics relates to.
 - iv. Capacity by Homeroom Spaces: The number of licensed spaces as per the current license.
 - v. Child Enrollment Information:
 - Type of Space (I,T,P,SA): the age range of the child enrolled for the current month. If a child's birthday occurs during the month, enter the age range of the child at the beginning of the month.
 - I – Infant
 - T – Toddler
 - P – Preschool
 - SA – School Age
 - ix. Child Initials: The initial of the child's first name and the initial of the child's last name.
 - x. Date of Birth: The date of birth of the child enrolled. The format is YYYY/MM/DD.
 - xi. Full/Part Time: The schedule of the child enrolled. Part-time would be anything less than five (5) full days.
 - xii. Part-time Schedule (Days): The days of the week the child is enrolled to attend. If the child is enrolled full-time, do not complete this field.
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - xiii. Part-Time Schedule (Full Days/AM/PM): The part-time schedule the child is enrolled to attend. If the child is enrolled full-time, do not complete this field.
 - Full Days: The child is scheduled to be enrolled less than 5 full days per week.

- AM: The child is scheduled to be enrolled in the mornings only.
 - PM: The child is scheduled to be enrolled in the afternoons only.
- xiv. # of Days Enrolled: The number of days the child is enrolled in the month.
- xv. Start Date: The date the child enrolled.
- xvi. End Date: The date the child stopped being enrolled. This field can be blank if no end date is known for the child.
- xvii. Date of Closure: The date or period of closure. The closure(s) are to be entered in the format YYYY/MM/DD (Single Day) or YYYY/MM/DD – YYYY/MM/DD.
- xviii. Hours of Closure: The start time and end time the centre was closed. If the closure was for a full day or a period of full days, enter the hours of operation.
- xix. Discretionary/Involuntary/Approved OGP Stat Days: Indicate type of closure.
- xx. Did Parents Pay for Closure? Yes/No: Indicate if the parents/guardians paid for this closure in accordance with the OGP Child Care Rates.
- xxi. Enrollment Information: Date: The date the centre was opened but no children were in attendance. The dates are to be entered in the format YYYY/MM/DD.
- xxii. Details: Please provide an overview of why the children enrolled were not in attendance.
- xxiii. Extra Comments: Enter any additional information or details that are applicable to the monthly enrollment statistics.
- xxiv. Conditions of Funding: initial next to each condition.

20. Records Management

Policy no.: ELCD-2022-FCCOGP-18

Effective Date: 2025-04-01

Date Revised: 2026-04-01

Policy Cross References:

Legislative References:

20.1 Records Management

1. Detailed records for every transaction including financial and operational records must be maintained for a minimum of seven (7) years, or longer as required by the Canada Revenue Agency (CRA).
2. Records shall be securely stored in a central file system, which can be paper- based or electronic.
3. Records must be easily accessible and organized for audits or review and in compliance with applicable privacy laws.
4. Records are subject to review by Department personnel including ELICD staff and/or auditors. Records that are to be maintained include but are not limited to: payroll documentation, financial records, applicable receipts, ledgers, daily registers and additional funding sources.

21.0 Fundraising Guidelines

Policy no.: ELCD–2021–OGP–E2

Effective Date: April 1, 2026

Date Revised:

Policy Cross References:

Legislative References:

21.1 Fundraising Guidelines

1. All fundraising must:
 - i. Follow CRA and provincial requirements.
 - ii. Ensure parents/guardians receive the tax benefit and not the centre.
 - iii. The centre must not collect, manage or distribute donations on behalf of parents or charities;
 - iv. Donations should be made directly by parents/guardians to the charity, not in the name of the child care centre; and
 - v. Be optional. Parents/guardians must be provided with the option to opt out of any fundraising activity or charity without a negative impact on their relationship with the centre.
2. Fundraising must not be for personal gain or commercial purposes.
 - i. Not-for-profits may complete fundraising incentives following CRA and provincial requirements and if the incentives are to improve the quality to the regulated child cares service.
3. Funds raised must be handled transparently. Detailed records of all funds raised, and how the funds are used must be available for review when requested.

REFERENCE DOCUMENTS:

Change in Circumstance Form [Fillable-Amendment-or-Change-in-Circumstance-Form-2022-10-20.pdf \(gov.nl.ca\)](#)

Canada Revenue Agency [Canada Revenue Agency -Canada.ca](#)

22.0 Appendix A: Glossary of Terms

Term	Definition
Attendance	Child is physically at the centre and participating in early learning and child care experiences in their identified homeroom. Confirmed with daily register.
AECENL	Association of Early Childhood Educators of Newfoundland and Labrador. A professional organization responsible for certification.
Chartered Professional Accountant (CPA)	Chartered Professional Accountant is the professional designation which unites the three Canadian accounting designations that previously existed: Chartered Accountant, Certified General Accountant Certified Management Accountant. CPAs plan, organize and administer accounting systems for individuals and establishments.
Child Care Centre	A child care centre is a facility in which a child care service is operated and is regulated
Commercial Child Care	A child care service run and operated by a for-profit business.
Credit Note	A method of recuperating funds from a child care service due to an overpayment.
Cultural or Religious Significance	A day in which a religious observation is held or a day that celebrates the culture of a particular nation, people, or other social group.
Daily Child Care Fees	Daily rates are set based on part- or full-time equivalents and the age range of the children enrolled in a centre. The rate is not based on the child's chronological age, but in accordance with legislation and licensing requirements. For example, if a centre is licensed for an overall age range of toddler to school age and is permitted to enroll children under the age two, then the OGP Toddler rate is applied
Days of Operation	The specific days a child care centre is open and actively providing services as indicated on the currently approved license.

Designated Holidays	Paid holidays scheduled by the Employer or as prescribed by an OGP Service Agreement or collective agreement. Employee vacation days or vacation pay are not to be used.
Early Learning Gateway	An online platform to help improve access to early learning and child care in Newfoundland and Labrador.
ECE Wage Grid	A stepped salary scale for ECEs based on levels of certification as identified by an active <u>AECENL</u> child care services certification and years of experience working in a regulated child care setting.
Enrollment	Enrollment officially confirms a child's participation in the regulated child care program and includes them in the centre's enrollment register and daily register for attendance, billing and compliance purposes.
Float Staff	AECENL certified staff working in a regulated child care centre to support multiple homerooms and age groups throughout the work day. A float is permitted to cover staff breaks, lunches, support transitions and substitutes when an ECE is absent. Float staff are not to have an identified homeroom as this staff is to support all homerooms.
Full-time	Full-time child care is more than four consecutive hours.
Hours of Operation	The hours that a child care service operates as stated on the Child Care License.
Human Rights Act	The Human Rights Act prohibits discrimination based on race, language, colour, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender

	expression, marital status, family status, source of income and political opinion. The Human Rights Act is legislated inclusivity and is applicable to child care centres.
Inclusive Child Care	Inclusive child care accepts and welcomes all families including children with potential disability, behavioral, identity or developmental differences.
Involuntary Closure	Closures are caused by events that create unsafe conditions for children, families, and staff. For example, weather. Involuntary closures may be known in advance due to forecasts.
Not for Profit Child Care	These are services to a community for a purpose other than generating a profit, including publicly delivered child care operations. Providers/operations may generate a profit, but the surplus earnings, or other resources, are directed towards improving child care services (for example, improving family or child well-being or development) rather than distributed for the personal benefit of owners, members, investors or to enhance asset growth – listed in the Canada-Wide Early Learning Agreements.
Parent/Guardian Verification	Written statement/form provided by a parent or guardian that verifies or contests a statement or information provided by the child care service operator, licensee, or administrator. The statement /form may be solicited or unsolicited.
Part-Time	Part-time care is four or less consecutive hours. School age programs are part-time programs that also have the ability to operate full-time during school closures.
Professional Learning	Gaining new skills through continuing education and career training after entering the workforce.
Quality (Nutrition)	Quality for snacks and meals means following the Provincial Menu Planning Guidelines for Regulated Child Care

	Services, 2024.
Quantity (Nutrition)	Quantity for snacks and meals means the availability and provision of enough food for children to have more food when requested.
Service Agreement	A legal document that lays out the conditions surrounding the transfer of operational funding from government to child care centres.
Statutory Holidays	New Year's Day, Good Friday, Easter Sunday (if operational on that day), Victoria Day, Memorial/Canada Day, Labour Day, Truth & Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and a civic holiday (e.g., Regatta Day) as fixed by the municipality's council.
Unplanned School Closures	School closures that are unexpected due to weather, or failure of infrastructure such as burst pipes, power outages or water shutoffs.
Voluntary Closure	A closure within the realm of responsibility of a child care service which makes a space, homeroom, or child care service inaccessible to children and families. Situations within the realm of responsibility of a service include but is not limited to maintaining the appropriate number of staff to meet legislative requirements or closures due to small numbers of families requiring care. Voluntary closures may be planned or unplanned.

23.0 Appendix B: Rural and Remote Allowance – Ineligible Communities

The communities listed below are ineligible for the Rural and Remote Allowance, all other communities are eligible.

Population Counts, for Census Metropolitan Areas, Census Agglomerations and Component Census Subdivisions (Municipalities), 2021 Census

Geographic Code	Geographic Name	Type	Population, 2021	Population, 2016	Population percentage change, 2016 to 2021	Land area km ² , 2021	Population density per km ² , 2021
001	St. John's	CMA	212,579	208,418^r	2.0	931.56	228.2
1001512	Bauline	T	412	452	-8.8	16.05	25.7
1001557	Bay Bulls	T	1,566	1,500	4.4	30.60	51.2
1001485	Conception Bay South	T	27,168	26,199	3.7	59.72	454.9
1001507	Flatrock	T	1,722	1,683	2.3	18.10	95.1
1001472	Holyrood	T	2,471	2,463	0.3	126.02	19.6
1001511	Logy Bay-Middle Cove-Outer Cove	T	2,364	2,221	6.4	16.99	139.1
1001542	Mount Pearl ¹	CY	22,477	23,120 ^r	-2.8	15.65	1,436.2
1001517	Paradise	T	22,957	21,389	7.3	29.67	773.8
1001551	Petty Harbour-Maddox Cove	T	947	960	-1.4	4.40	215.3
1001504	Portugal Cove-St. Philip's	T	8,415	8,147	3.3	57.61	146.1
1001505	Pouch Cove	T	2,063	2,069	-0.3	58.24	35.4
1001519	St. John's	CY	110,525	108,860	1.5	446.02	247.8
1001509	Torbay	T	7,852	7,899	-0.6	34.89	225.0
1001559	Witless Bay	T	1,640	1,619	1.3	17.61	93.1
010	Grand Falls-Windsor	CA	13,853	14,171	-2.2	54.84	252.6
1006017	Grand Falls-Windsor	T	13,853	14,171	-2.2	54.84	252.6
011	Gander	CA	13,414	13,234	1.4	2,412.67	5.6
1006009	Gander	T	11,880	11,688	1.6	104.53	113.7
1006012	Glenwood	T	739	778	-5.0	7.08	104.4
1006011	Appleton	T	620	574	8.0	6.33	98.0
1006008	Division No. 6, Subd. E	SNO	175	194	-9.8	2,294.74	0.1
015	Corner Brook	CA	29,762	30,969^r	-3.9	1,122.58	26.5
1005018	Corner Brook	CY	19,333	19,806	-2.4	147.88	130.7
1005010	Division No. 5, Subd. F	SNO	746	823	-9.4	823.72	0.9
1005012	Pasadena	T	3,524	3,620	-2.7	49.17	71.7
1005020	Humber Arm South	T	1,537	1,599	-3.9	65.14	23.6
1005030	Irishtown-Summerside	T	1,260	1,418	-11.1	11.88	106.0
1005017	Massey Drive	T	1,606	1,632	-1.6	2.45	655.1
1005025	Meadows	T	404	626	-35.5	3.82	105.7
1005033	Mount Moriah	T	700	746	-6.2	15.71	44.6
1005011	Steady Brook	T	416	444	-6.3	1.24	335.2
1005028	Hughes Brook	T	236	255	-7.5	1.56	151.3

Legend: CMA - Census Metropolitan Area
CA - Census Agglomeration
CY - City
T - Town
SNO - Subdivision of Unorganized

Notes: r - revised

Footnote:

¹ This geographic area underwent a formal review in 2016. The 2016 population and/or dwelling counts have been revised to account for coverage errors and/or the reallocation of population and dwelling counts for this area.

Source: Statistics Canada, 2021 Census of Canada. Table 98-10-0003-01

Released February 9, 2022.