

<b>Funding Policies and Procedures: Nursery School Spaces</b>	
<b>Applicable to:</b>	Nursery Schools and Centres with Funded Nursery School Spaces
<b>Effective Date:</b>	July 1, 2024

**POLICY STATEMENT**

This policy outlines the eligibility and reporting requirements for provincial operating grants for nursery school spaces.

**BACKGROUND**

Nursery school programs provide early learning and child care for children up to six years of age for two to three hour sessions in the morning and/or afternoon and offer from one to 10 sessions per week. Nursery schools and child care centres may offer nursery school programs.

In order to be eligible for grants, child care facilities must be incorporated as a non-profit organization or cooperative. The annual operating grant is based on the number of spaces and the type of child care being offered including infant, preschool, school age and/or nursery school.

The Community Child Care Standards Act Section 31 and Manitoba Regulation 62/86 Sections 36 and 37(1) outline the conditions for making operating grant payments to licenced early learning and child care facilities. For the purpose of determining the actual grant funding amounts, the Provincial Director can establish policies that outline the information that must be submitted to the Early Learning and Child Care (ELCC) Division as a condition of continued operating grant funding.

**POLICY AND PROCEDURES**

1. Effective July 1, 2024, an annual grant rate of \$1,966 per space has been established for nursery school spaces that operate for 1 to 5 sessions per week for 12 months per year. For nursery school spaces that operate for 6 to 10 sessions per week for 12 months per year, \$393 per space will be provided for each additional session offered weekly.
2. The annual operating grant amount provided to a facility is based on the number of funded spaces, the number of sessions offered per week, the number of operating months and beginning July 1, 2022, the previous year’s space utilization based on regularly submitted attendance reports.
3. To be eligible for annual operating grants, a facility must meet legislative requirements under the Community Child Care Standards Act:
  - be a licensed child care facility;
  - be incorporated as a non-profit organization or cooperative;
  - meet board governance and composition requirements;
  - charge parent fees based on maximum regulated fee rates; and
  - provide annual financial reporting as outlined by the ELCC Division.
4. Annual operating grants are issued in four installments per year (April, July, October and January).
5. To receive the operating grant, the facility must:
  - 5.1 Enroll children to utilize the licensed/funded spaces.

- 5.2 Report the enrollment, including attendance and absences of all subsidized and non-subsidized children, for every four-week reporting period on a *Facility (Child Attendance) Reports* no later than two weeks after the end of a reporting period.
- 5.3 Apply for the operating grant annually based on the facility’s fiscal year.
  - 5.3.1 Funded nursery schools must apply for the operating grant once annually within the first month of the nursery school’s fiscal year by submitting an operating budget using Child Care Online.
  - 5.3.2 Centres with funded nursery school spaces must include details regarding their nursery school program within their annual budget submission.
- 5.4 Submit the financial reporting required for their facility type within 5 months of the facility’s fiscal year end.
  - 5.4.1 Nursery schools must submit a complete set of financial statements as outlined in *Financial Statements: Requirements for Nursery Schools*.
  - 5.4.2 Centres with funded nursery school spaces must submit financial details regarding their nursery school program in their annual audited financial statements.
- 6. The ELCC Division monitors licensed facilities for utilization of licensed spaces to inform future operating grant payments. To calculate utilization, the ELCC Division assesses the enrollment of all children in nursery school spaces on the *Facility Child Attendance Reports* submitted in the previous year.
- 7. The facility’s board of directors is responsible for the management and administration of the facility, including approval of the budget.
  - 7.1 The board must ensure that there are adequate controls in place to protect the facility’s assets. Operating surpluses may be retained by the facility for future program requirements.
  - 7.2 Where a deficit is expected, the board of directors should review the budget and consider how revenues could be increased or expenses decreased. The ELCC Division is not responsible for a facility’s operating deficit.

Cross Reference	
Legislation	The Community Child Care Standards Act and Manitoba Regulation 62/86
Reference Forms	<i>Financial Statements: Requirements for Nursery Schools</i> <i>Facility Child Attendance Report</i> form
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Comments	