

DEPARTMENT OF EDUCATION AND EARLY YEARS

EARLY LEARNING AND CHILD CARE

LICENCE RENEWAL APPLICATION FORM

Collection of Personal Information

The information collected on this form will be used for licensing under the Early Learning and Child Care Act and Regulations. The information is collected under the authority of the Early Learning and Child Care Board and managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any question about the collection, use or disclosure of your personal information, please contact the Early Learning and Child Care Board, Department of Education and Early Years, 902-368-6513.

General Instructions:

- Please PRINT all information clearly.
- Complete all sections of the Renewal Application Form.
- Applicants and Associated Persons must submit a copy of a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of the application¹.
- Incomplete or illegible applications will not be processed.

CATEGORY OF LICENCE FOR WHICH YOU ARE RENEWING (check only one category):

- ☐ Early Childhood Centre
- ☐ Family Home Centre
- ☐ Preschool Centre
- ☐ School-Age Child Centre

Section 1 – Applicant Information

Name of Applicant or Contact Person if Applicant is a Corporation:

Telephone Number (include area code):

Email Address:

¹ Except where the Early Learning and Child Care Board was provided with such a statement respecting the associated person of the centre within the 3 years preceding the date of the renewal application.

Section 2 – Centre Information	
Name of Centre:	
Civic Address of Centre:	
Mailing Address if Different from Above:	
Telephone Number(s):	Email Address(es):

Section 3 – Centre Governance (indicate only one):	
() Private Owner	Name: _____ Address: _____ Registered with Corporate /Business Names Registry (Yes/No): _____
() Partnership (list all partners)	Organization Name: _____ Name: _____ Address: _____ Name: _____ Address: _____ Name: _____ Address: _____ Legal Status: _____
() Corporation	Organization Name: _____ Officer (1) Name: _____ Address: _____ Officer (2) Name: _____ Address: _____ Legal Status: _____

Section 4 – Program Information

Sessions (check most appropriate):

- ☐ Full Day
☐ ½ Day (Morning Only)
☐ ½ Day (Afternoon Only)
☐ Before or After School
☐ Before or After School/School Closures

Hours of Operation: _____

Days of Operation (specify): _____

Months of Operation (specify): _____

Enrollment: Total Number of Children Centre Operator Will Allow Per Session: _____

Will The Centre Register Children (check all that apply):

- ☐ Birth – 22 Months
☐ 22 Months – 3 Years
☐ 3 Years – School Age
☐ School Age

Section 5 – Changes

Please indicate if there has been any change to information contained in documentation which was submitted on the most recent license application or renewal application. Should the Centre have changes to any of the following areas please attach a statement of the changes.

There has been change(s) to information currently on file with the Early Learning and Child Care Board:

No___ Yes___ (if yes, please respond to the remainder of questions in this Section).

There have been changes to the Business Plan:

No___ Yes___ If yes, a statement of change(s) is attached ___.

There have been changes to the Service Plan:

No___ Yes___ If yes, a statement of change(s) is attached ___.

There have been changes to the plans, policies and/or procedures in place to operate the centre and provide services:

No___ Yes___ If yes, a statement of change(s) is attached ___.

There have been changes to the floor plan of the centre:

No___ Yes___ If yes, a statement of change(s) is attached ___.

Section 6 – Staffing Plan

The following staffing information shall be included:

- a list of staff member* positions and responsibilities
- certification levels of staff
- for non-certified staff, a statement of ongoing training hours completed
- copy of first aid certification for staff
- names and phone numbers of substitute staff
- copy of food safety certification for staff who require this level of training
- a copy of the results of a criminal record check and vulnerable sector search conducted in the Canadian Police Information Centre system, dated not earlier than six months prior to the date of the application, with respect to every associated person of the centre²

*“Staff Member” means an individual who works at a centre in either an employment or volunteer capacity.

Section 7 – Liability Insurance

The applicant shall have liability insurance for the centre with coverage of at least \$2,000,000. Please submit a copy of the liability insurance certificate for the centre.

Section 8 – Application Fee

The application fee to renew a licence to operate a centre where the operator provides services at the centre to not more than 25 children is \$75.

The application fee to renew a licence to operate a centre where the operator provides services at the centre to more than 25 children is \$150.

The required fee may be paid by cheque or money order made payable to the *Minister of Finance*.

The required fee is due with the completed application.

² Except where the Early Learning and Child Care Board was provided with such a statement respecting the associated person of the centre within the 3 years preceding the date of the renewal application.

Section 7 – Declaration and Consent to Share Information	
I declare that all information given on this application is true, correct and complete to the best of my knowledge and I hereby authorize the Registrar to the Early Learning and Child Care Board to verify the above information.	
Date:	Signature:

Is your renewal application complete? Check all that apply.

Note: Only completed renewal applications are reviewed by the Registrar to the Early Learning and Child Care Board. Incomplete or illegible renewal applications will not be processed.

- ☐ Statement of Change(s) is attached.
- ☐ Staffing Plan is attached.
- ☐ Written verification of required liability insurance is attached.
- ☐ Criminal Background Checks and Vulnerable Sector Searches are attached
- ☐ Required documentation for a corporation, partnership, or sole proprietorship is attached.
- ☐ Application fee is paid.
- ☐ This renewal application form is signed and dated.

Send completed application to: Early Learning and Child Care Board
Department of Education and Early Years
P.O. Box 2000, 3 Brighton Road
Charlottetown, PE
C1A 7N8

