



April 7, 2011

Directors/Chairs of Child Care Centres
Licensed Child Care Home Providers

RE: 2011-12 PROFESSIONAL DEVELOPMENT SUPPORT GRANT

The Ministry of Education is pleased to announce that the Professional Development (PD) Support Grant will be extended and available for the 2011-12 fiscal year. The PD grant is intended to *assist* with the cost of professional development that you or your staff members participate in. An evaluation of the PD grant will take place when a full year of data has been compiled in order to review the funding allocations and conditions of the grant.

Based on your feedback, adjustments have been made to the \$300 maximum reimbursement for a two-day event. As well, a few minor changes have been made to the forms and the eligible agencies and topics.

The 2011-12 grant will be made available under the following terms and conditions:

- Grants will be issued, regardless of their early childhood educator level, for attendance by individuals currently employed by a licensed child care centre (directors, assistant directors, early childhood educators, and cooks), operating a licensed family child care home, employed as an assistant in a licensed group child care home, or serving as a board member of a licensed centre.
- Grants will be issued only for attendance at Saskatchewan-based events that meet the following criteria:

Eligible Topics: Events must be related to one of these topics
✓ Preventing and responding to challenging behaviours of children
✓ <i>Play and Exploration: Early Learning Program Guide</i> (e.g., Phase I and II workshops, site visits, infant toddler workshops)
✓ Early learning environment
✓ Children's creativity, expression, and representation
✓ Emergent curriculum
✓ Language and emergent literacy development
✓ Inclusion of children with intensive needs (e.g., PECS, ACCESS workshops)
✓ Nutrition (includes self-study course)
✓ Children's health and wellness (e.g., physical activity, nutrition, medical needs)

✓ Incorporation of culture into facilities
✓ Partnerships with families
✓ Administration training (i.e., budgeting, Excel)
✓ Facilitation skills
✓ Leadership, mentoring, inspiring change
✓ Team building
✓ Human resource management (i.e., awareness of labor standards)
✓ Governance/board training

Eligible Agencies: Event must be hosted by one of the selected agencies
✓ Government of Saskatchewan Ministries (i.e., Health, Education)
✓ University of Regina, University of Saskatchewan, SIAST, Regional Colleges
✓ Health Regions
✓ Preschool Information Registry and Service
✓ Canadian Association for Young Children
✓ Provincial Child Care Associations (i.e., SECA)
✓ School Divisions
✓ Tribal Councils
✓ United Way
✓ Saskatchewan Prevention Institute
✓ Early Childhood Education Council
✓ Local Child Care Associations

Every licensed facility is eligible to receive a maximum PD grant amount for 2011-12. Please consider the maximum grant listed below when planning (i.e., car pooling or local rather than long distance PD) for PD events for 2011-12.

Centres with 30 or fewer spaces	\$1,500
Centres with 31-60 spaces	\$2,500
Centres with 61-90 spaces	\$3,500
Homes	\$300
Group homes	\$400

For any conference or PD event that is two days or more, the maximum rate for reimbursement of event fees, staffing stipend, accommodations, and meals is \$300 per person. Full travel costs (i.e., mileage) can be reimbursed.

The grant is available for the following expenses related to attendance at the approved events from March 15, 2011 to March 15, 2012.

Event Expenses

- Event fees/registration fees
- Accommodation costs for two-day events and for events which the person would otherwise have had to leave home before 7:00 a.m. (receipts required)

- Travel costs
 - receipts required for bus
 - mileage is 37.12¢/km or 39.98¢/km north of the 54th parallel
- Meals, if not provided at the event (receipts not required) \$8 for breakfast, \$14 for lunch, \$19 for supper

Staffing Expenses

- Staffing stipend to help offset the costs of additional wages and/or hiring replacement staff.
 - \$25 for events 2 hrs or less
 - \$50 for half-day events
 - \$100 for full-day events

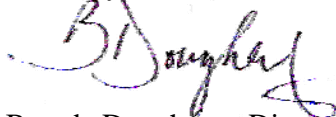
When an approved event is held in the community in which the individual is employed, only the event fees and staffing stipend may be claimed.

The following steps will assist you in the process:

1. Individuals currently employed by a licensed child care centre (directors, assistant directors, early childhood educators, cooks), operating a licensed family child care home, employed as an assistant in a licensed group child care home, or serving as a board member of a licensed facility that registers and attends approved events.
2. Employers will complete the Application for Reimbursement of PD Expenses form (enclosed) for all of their staff who attended an event. Those who attended the event will provide required receipts and a copy of the Certificate of Participation (if available). All individuals will have to sign the form, indicating they attended the claimed event.
3. More than one application form can be submitted but the total of all applications cannot exceed your facilities maximum PD Grant.
4. The form must be submitted to your ELCC program consultant. Applications should be submitted following each event attended by eligible individuals. All applications must be submitted by March 15, 2012. Applications received after the deadline dates will not be processed.

If you have questions about the Professional Development Support Grant, please contact your ELCC program consultant.

Sincerely,



Brenda Dougherty, Director
Early Learning and Child Care Program

Encl.

cc: Ministry of Education ELCC Regional Offices



2011-12 Professional Development (PD) Grant Questions & Answers

What is the rationale for the \$300 maximum reimbursement for two day events?

Within Saskatchewan, there is an abundance of professional development opportunities that we encourage individuals employed in a licensed facility to attend. This grant is intended to support the professional development needs of early childhood educators, cooks, assistant directors, directors, and board members. The \$300 limitation was created in order to support all staff and multiple opportunities.

Are staff who work with children receiving enhanced accessibility grant supports in centres and homes eligible for the grant?

Yes, all individuals employed in a licensed child care centre, family child care home, or group family child care home are eligible.

Are private licensed child care facilities eligible for PD grant funding?

Yes, for eligible events sponsored by eligible agencies.

What is the maximum amount covered for the nutrition self study course?

The full cost of tuition for the nutrition self study course will be eligible.

The letter states that the PD grant is eligible for only Saskatchewan based events. Are there any exceptions to this?

Yes, professional development facilitated by the Alberta FCCH association, will be covered by this grant.

Will the grant be ongoing?

This PD grant is available for attendance at the approved events from March 15, 2011 to March 15, 2012. An evaluation of the professional development grant will take place when a full year of data has been compiled. This evaluation will help us to determine future professional development supports for the sector.

Can centres apply for the staffing stipend for evening and weekend events?

Yes, centres operating evenings and weekends can apply for a staffing stipend for evening and weekend events in addition to events attended during the hours of operation of the centre.

When can the staffing stipend be used for family child care homes?

Home providers who attend events during the hours of operation of their family child care home are eligible for the staffing stipend to cover the cost of hiring an alternate caregiver. Providers are not eligible for the staffing stipend for evening and weekend events unless they provide extended care. Assistants in group homes are also eligible for the staffing stipend.

What if I am not sure if a workshop will qualify?

Please contact your Early Learning and Child Care Consultant.



Early Learning and Child Care – APPLICATION for Reimbursement of Professional Development Expenses

Child Care Centre/Licensed Home Provider Name _____

City/Town _____

Date _____

Please complete the chart and submit to your ELCC Regional Consultant.

- Attached: Travel Expense forms (if claiming travel expenses)
 Receipts (if claiming expenses)
 Certificates of attendance (if available)

Description of Professional Development Event						Expenses					
Name and Position of Individual who attended PD Event	Initials of Attendee	Professional Development Event	Agency Hosting the PD Event	Location of PD Event	Date & Time of PD Event	Event/Registration Fees	Travel Expense For Meals	Travel Expense for Accommodations	Travel Expense for Mileage	Staffing Stipend	Total Claim
Total Claim Page 1											

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Total Claim page 2											
Total from page 1											
Total Claim											

Certification

I hereby certify that funds received will be used to reimburse the individual or organization who incurred the expenses.

Signature of Board Representative or Home Provider

Date



Early Learning and Child Care

Reimbursement of Professional Development Expenses: Travel Expenses

(Attach this form to the Application for each person who incurred expenses other than registration)

Name of Individual who incurred expenses _____

Licensed Child Care Facility _____

Professional Development Event _____

Location _____ Date(s) _____

Travel Itinerary and Times (must be completed in order to claim travel expenses)

Date	Departure From:	Time of Departure	Arrival To:	Time of Arrival

Eligible Travel Expenses

- Travel costs – (Receipts required for bus. Private vehicle travel at a set, per-kilometre rate on same terms as government employees. Other modes of travel considered on a case-by-case basis).
- Accommodation – costs for two-day events and for events for which the person would otherwise have had to leave home before 7:00 a.m. (receipts required).
- Meals – only if not provided at the event (receipts not required; per diem rate on same terms as government employees).

Type of Expense	Details	Amount
Transportation	Bus (receipts required)	
	Private Vehicle: # of kilometres _____ x 0.3712¢ and/or 0.3998¢ (north of 54 th) x 1 or x 2 (return trip)	
Accommodation	Hotel (receipts required)	
Meals Note: Payment will not be made for meals provided at the event.	Breakfast (if departure is earlier than 7:30am) \$ 8.00	
	Lunch (if departure is earlier than 11:30am) \$14.00	
	Supper (if departure is later than 5:30pm or return is earlier than 6:30pm) \$19.00	
(NOTE: add this total to the application under travel expenses) Total:		

Signature of Individual who incurred expenses

Date