

To: Day Care Programs, Out-of-School Care Programs, and Family Day Home Agencies

From: Child Development Branch

RE: Alberta Child Care Accreditation Funding Guide Updates

- Please take note that the following three funding guides have been updated and only the August 2009 versions are current:
 - Accreditation Funding Guide for Licensed Day Care Programs
 - Accreditation Funding Guide for Licensed Out-of-School Care Programs
 - Accreditation Funding Guide for Contracted Family Day Home Agencies
- The updated guides are available only online at www.child.alberta.ca/childcare
- Because the updated guides contain important clarifications in areas such as professional development funding, quality funding, staff attraction incentive allowance, and submitting of monthly claims, it is essential that you discard all older versions of the guide for your program and use only the updated version. The pages should all have a revision date of August 2009.
- The following provides a brief summary of the key revisions since the April 2009 version of the guide; however, be sure to read the guide for the full details:
 - When a program becomes accredited, the quarterly Quality Funding Grant will increase from pre-accredited rates to accredited rates effective the next quarter (April, July, October, January). Quality Funding must be used to meet and maintain accreditation standards beyond the standards required by health, fire or Child Care Licensing regulations.
 - Programs must submit the monthly Claim and Report Form to the CFSA claims office by the 15th of the month following the claim period. If a program is closed for a calendar month, no staff hours may be claimed for that month. Requests for funding adjustments must be made in writing no later than one month after the claim payment.
NOTE: The Staff Support Funding Grant for staff who are newly-certified or who have been reassessed at a higher certification level, will take effect on the date printed on the child care staff qualification certificate.
 - The Professional Development Grant is available to Child Development Assistants or Child Development Workers to help obtain higher levels of certification and to attend approved conferences and workshops. Child Development Supervisors who wish to attend approved conferences or workshops can apply for up to \$500 through the Child Care Bursary Program.
- It is suggested that you print off a copy of the relevant funding guide for your program then post this notice where staff will read it and place the guide where staff can refer to it.
- Please ensure you use the most current version of each form posted on the website and discard all outdated forms.
- For additional information, contact:
 - Alberta Children and Youth Services**
 - Alberta Child Care Accreditation Funding Program
 - Sterling Place
 - 9940 – 106 Street NW
 - Edmonton AB T5K 2N2
 - Tel: 780-422-1119 (in Edmonton)
 - Toll-free: 1-800-661-9754 (in Alberta)
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 - Website: www.child.alberta.ca/childcare