

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

From: Alberta Child Care Accreditation Funding Program, Child Development Branch

**REMINDER: February 15, 2010 is the deadline for submitting Accreditation Professional Development Grant Funding Applications**

Professional Development Grant (Supplementary Form B) for the current fiscal year must be submitted to the Alberta Child Care Accreditation Funding Program, Child Development Branch no later than **February 15, 2010**. Supplementary Form B applications submitted after February 15, 2010 will not be processed.

The Professional Development Grant is available to eligible staff certified as child development assistants and child development workers for post-secondary course tuition, required course textbooks, and for approved workshops and conferences, paid between April 1, 2009 and March 31, 2010. Detailed information about funding eligibility and the required forms are available online at [www.child.alberta.ca/funding](http://www.child.alberta.ca/funding).

If staff anticipate paying for an eligible expenditure between February 15, 2010 and March 31, 2010, please complete and submit the Supplementary Form B by February 15, 2010 and **indicate the date that the payment will be made** in the "date paid or will be paid" column.

If the Supplementary Form B is submitted by fax, please complete all sections of the form and ensure you keep a fax transmission confirmation indicating that the fax was successfully transmitted. In addition, a current Supplementary Form A must be submitted within the last 12 months to ensure the assessment of each Supplementary Form B.

Completed Supplementary Forms A and B may be sent by mail or fax to:

**Alberta Child Care Accreditation Funding Program  
Alberta Children and Youth Services  
Child Development Branch  
6<sup>th</sup> Floor Sterling Place  
9940 – 106 Street,  
Edmonton, Alberta, T5K 2N2  
Fax: 780-427-1258**

If you have any questions, please call toll-free (in Alberta) 1-800-661-9754 or in Edmonton: 780-422-1119.

**Important Note:**

Staff certified as **child development supervisors** can apply for professional development funding through the Alberta Child Care Association, to cover the cost of approved workshops and conferences. For more information please call toll free 1-877-421-9937 or in Edmonton 780-421-7544. Professional Development Grant application forms for staff certified as child development supervisors are available online at [www.albertachildcare.org/professional-development-funding](http://www.albertachildcare.org/professional-development-funding).