

JULY 2010

IMPORTANT REMINDERS

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

Licence Holder Changes and Accreditation Site Visits

Accredited programs that make a change to the licence holder (i.e., legal name change or asset sale) are required to immediately notify the accreditation agency (Accreditation of Early Learning and Care Services) at 1-877-552-2227. If the licence holder change occurs within six months from the program's last accreditation or re-accreditation site visit, then the program will not be required to undergo another site visit to maintain their accreditation status. A new accreditation certificate will be issued under the new licence holder's name. If the licence holder changes after six months from the program's last site visit, then a six month temporary certificate will be issued in order for the program to request a re-accreditation site visit.

After contacting the accreditation agency, a new Accreditation Funding Grant Application and Supplementary Form A for each staff member must be submitted to the Alberta Child Care Accreditation Funding Program in order to continue to receive funding. For more information, contact the Alberta Child Care Accreditation Funding Program at 780-422-1119 (Edmonton) or 1-800-661-9754 (in Alberta).

Claiming Accreditation/Programming Hours

A maximum of eight hours each month may be claimed, if the staff/provider is assigned programming responsibilities or is a member of the program's accreditation team working on accreditation planning; and only if the staff member worked these hours in the claimed month. A breakdown of these hours must be maintained for audit purposes.

Day Care Programs and Out-of-School Care Programs:

Claiming Direct Child Care and Administrative Hours

Child care programs recently received a copy of the Claims Guide for Child Care Programs in Alberta. As a result, questions have been received about monthly administration and direct child care hours that can and cannot be claimed.

Hours that **cannot** be claimed:

- hours worked doing the following functions: payroll; administrative/office support; cooking; maintenance and cleaning duties;
- administrative hours worked by an executive director or owner who is not employed as the program supervisor/alternate supervisor; and
- statutory holidays, vacation, illness and training time.

Hours that **can be claimed** for certified staff:

- direct child care hours by primary staff who provide direct care and supervision of children; and
- administrative hours worked by the person who is employed as the program supervisor, or in the absence of the program supervisor, by the designated alternate supervisor, for the on-site supervision of the daily operation of the child care program.

Examples:

In June, Sam (owner) worked 150 hours managing the business doing payroll, recruitment and other office functions, 20 hours as the alternate supervisor when the program supervisor was away, and 10 hours providing direct child care to children. Sam can record on the claim form 20 administrative hours as the alternate program supervisor and 10 direct child care hours. Sam cannot claim 150 hours managing his business.

In June, Sarah provides direct child care for 10 hours and cooking duties for 40 hours. Sarah can claim 10 hours of direct child care on the monthly claim form. Sarah cannot claim the 40 hours spent cooking on the claim form.

Note: All claimed hours must be recorded on staff attendance records for audit purposes.

Claiming Hours for Co-located Programs

For co-located licensed day care and out-of-school care programs, hours must be claimed separately under each respective program. This means that staff hours worked with school-aged children cannot be claimed on the day care claim form.

The Alberta Child Care Accreditation Funding Program Guides for Licensed Day Care Programs, Licensed Out-of-School Care Programs, and Contracted Family Day Home Agencies as well as the Claims Guide for Child Care Programs in Alberta are available online at www.child.alberta.ca/childcare. For questions on claiming child care staff and FDH provider hours, please visit the website or call the Alberta Child Care Accreditation Funding Program at 780-422-1119 (Edmonton) or 1-800-661-9754 (in Alberta).