

**COMMUNITY AND HUMAN
SERVICES**
Children's Services
Postal Bag 6300, 228 Church Street
Belleville, Ontario K8N 5E2



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APPLICATION FOR SERVICE AGREEMENT

Hastings County Children's Services is the Service System Manager responsible for Early Years and Child Care programs in Hastings County. Hastings County Children's Services has the discretion to enter into a Service Agreement with Licensed Child Care Service Providers.

Hastings County reviews all applications submitted and has the right to approve or decline applications if they do not meet the requirements and priority criteria for licensed child care within Hastings County.

Please complete the application below and submit to Hastings County Children's Services, csfunding@hastingscounty.com. Hastings County will review 2023 applications within 30 calendar days upon receiving the completed application. Application received 2024-2026 will follow the below timeline.

Round 1: January – April

- Submit application by March 15th
- Hastings County will review by end of April

Round 2: May – August

- Submit application by July 15th
- Hastings County will review by end of August

Round 3: September – December

- Submit application by November 15th
- Hastings County will review by end of December

SECTION 1: APPLICATION INFORMATION

TYPE OF APPLCIATION	
Application Date:	
Purchase Service Agreement Application Level:	<input type="checkbox"/> Level 1: Current Service Agreement with Hastings County, expanding licensed capacity at current site with minor construction only. <input type="checkbox"/> Level 2: Current Service Agreement with Hastings County, opening an additional child care site or major site alterations that involve construction costs over \$20,000.00 <input type="checkbox"/> Level 3: Non-Service Agreement with Hastings County, opening a child care site or is currently operating a site within Hastings County
Request an application for other Funding Supports:	<input type="checkbox"/> Ministry's of Education License CWELCC Service System Manager Confirmation form <input type="checkbox"/> One-Time Funding Application <input type="checkbox"/> Start-up Grant Application

CONTACT INFORMATION	
Legal Name:	
Address of Licensee:	
Type of Agency: Please check one	Auspice: Please check one
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual	<input type="checkbox"/> Not-Profit <input type="checkbox"/> For-Profit
Contact Name:	Position Title:
Mailing Address:	
Business Email:	
Phone Number:	

SECTION 2: PROGRAM INFORMATION

PROGRAM									
<input type="checkbox"/> Full-Time Centre Based		<input type="checkbox"/> Full-Time School Based		<input type="checkbox"/> Nursery School		<input type="checkbox"/> Before & After School		<input type="checkbox"/> Non-Instructional Days	
HOURS OF OPERATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.	_____ A.M.		
	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.	_____ P.M.		
EXTENDED HOURS									

SECTION 3: LICENSE INFORMATION

LICENSEE INFORMATION	
Child Care Site Operating Name: _____	
Child Care Site Operating Address: _____	
Current License Status: <input type="checkbox"/> Not Applied <input type="checkbox"/> Applied & awaiting approval <input type="checkbox"/> Provisional <input type="checkbox"/> Regular	
License Number: _____ Total number of Licensed sites currently operating: _____ Expanding or opening more than 1 site? <input type="checkbox"/> YES <input type="checkbox"/> NO	

INFORMATION FOR NEW PROGRAMMING OR PROGRAM ADDITION				
AGE RANGE	PROPOSED NUMBER OF ROOMS	CURRENT LICENSING CAPACITY	PROPOSED LICENSING CAPACITY	PROPOSED BASE FEE*
Infants				
Toddlers				
Preschool				
Kindergarten				
School Age				
Primary Junior				
Family Age Grouping				
TOTAL CAPACITY:				

* For Service Providers opted into the CWELCC System, refer to Hastings County CWELCC Funding Guidelines for CWELCC Cap on Fees.

SECTION 4: BUSINESS PLAN REQUIREMENTS

Hastings County's application process for a Purchase of Service Agreements for licensed child care operators may require a formal business plan as part of the submission. To support Service Providers in the application process, Hastings County Children's Services has created a sample business plan to outline the required elements.

The requirements of the business plan may differ depending on the level of expansion:

Level 1:

- Submit the following documents:
 - Completed Application
 - Employee Acquisition Plan
 - High-quality Child Care Implementation Plan
 - Reasoning for Expansion
 - *Full Business Plan Optional

Level 2 & 3:

- Submit the following documents:
 - Completed Application
 - Business Plan as detailed below.

BUSINESS PLAN REQUIREMENTS:

- Introduction about the organization and reasoning for expansion or opening a new child care site
 - Location of the Centre with the following specifications:
 - Address
 - Square footage
 - Floor Plan
 - Photos of building and rooms
 - Funding Sources; including revenue sources, such as: grants, loans, capital, equity etc.
 - Program Budget; outlining revenue vs. expenses
 - Long Term Financial Viability
 - Employee Acquisition Plan
 - High-Quality Child Care Implementation Plan
- *See the appendix to the sample business plan that outlines the framework for the quality child care implementation plan.
- Programming will support at least one of the following populations;
 - children living in low-income families

- children with special needs
 - Indigenous children
 - Black and other racialized children
 - children of newcomers to Canada
 - Francophone children
- Professional Learning Development Plan for Employees that outlines the support for organizational culture and details how staff meetings will be conducted, and if that time will utilize a community of practices method.
 - Demand Analysis; demonstrates the geographic location, age range served and type of program offered are needed.
 - Licensing information, including current licensed and operational capacity, and licensing history.

SECTION 5: TERMS OF APPLICATION

Please check if you agree and understand that:

<input type="checkbox"/>	I understand that this is an application to determine <i>eligibility</i> to enter a Purchase Service Agreement with Hastings County.
<input type="checkbox"/>	I understand that should the requirements for consideration for a Purchase of Service Agreement be met by the Service Provider and Hastings County Council provides its approval, a Service Agreement will not be provided for signature until all financial, operating and licensing requirements are met, and the licensee complies with all legislative requirement.
<input type="checkbox"/>	I hereby attest that the information included in the application form is accurate at the time of the submission.
<input type="checkbox"/>	I understand that any financial responsibility the agency undertakes is at its own risk and Hastings County takes no responsibility for any financial investment or contractual agreement to the agency makes prior to entering into a Service Agreement.

SECTION 6: NOTICE OF COLLECTION OF PERSONAL INFORMATION

This information is collected under the legal authority of the *Child Care and Early Years Act (2014)* for the purpose of administering the services and programs prescribed or authorized under this Act. Questions or concerns about this collection of information should be addressed to Hastings County Children’s Services, at csfunding@hastingscounty.com

Authorized Signing Officers Name:

Signature:

Date:
