



Education and Early Years



Department of Education and Early Years

Early Years Centre Designation Application Assessment Tool

September 2023

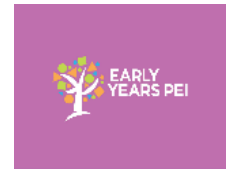
Centre: _____

Evaluation Process

Applications will be assessed by an “Application Review Committee” (Committee). This Committee will review all eligible applications and will recommend Early Years Centre Designations to the Early Years Assistant Deputy Minister.

Applications will be assessed using information provided in the completed application submitted by the applicant as well as three site visits. The site visits will be conducted by assigned representatives of the Department of Education and Early Years following receipt of the application. The Committee will use the site visit reports during the evaluation.

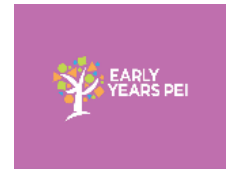
Applications will be assessed utilizing the following tool.



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Early Years Centre Readiness Criteria – To be completed by Application Review Committee

Criteria	Evidence <i>The types of information to consider in rating the application</i>	Source	Comments and Rating		Weight	Score <i>Rating x weight</i>
			Comments	Rating		
Staffing and Certification	Rating Criteria: Percentage of certified staff. Assessment Scale: <ul style="list-style-type: none"> 1-2: Does not meet minimum licensing requirements 3-5: Meets minimum licensing requirements 6-8: 60-80% of staff are certified 9-10: 90-100 % of staff certified 	Application			1.00	
Staff Support	There is evidence of staff supports in place sufficient for EYC designation: 1-5: Insufficient evidence 6-8: Evidence of adequate supports 9-10: Evidence that staff support is provided in all identified areas.	Application			0.50	
Pedagogical Leadership	<ul style="list-style-type: none"> Supervisor has a strong role in pedagogical leadership. There is evidence of a plan for staff growth and development Employee handbook is comprehensive and up to date 1-5: Insufficient evidence 6-8: Evidence of adequate supports 9-10: Evidence that that staff support is provided in all identified areas.	Application			0.75	
Physical Environment	Light and fresh air 1-5: Some full day program areas are without natural light 6-8: Some (less than 25%) of rooms used for programming during a portion (less than 50%) of the day are without natural light 9-10: All rooms used for programming have natural light during the day	Application			0.50	
	Indoor Learning Environment 1-5: Physical learning environment designed to support children's learning 6-8: Physical learning environment designed to support all children's: autonomy, social emotional well-being, culture and diversity, movement, and learning 9-10 Above with the addition of a designated parent area and staff area				0.50	
	Outdoor Learning Environment 1-5: Outdoor learning environment close by but not adjacent 6-8: Adjacent outdoor learning environment designed to support all children's: autonomy, social emotional well-being, culture and diversity, movement, and learning 9-10: Above with the addition of a separate learning environment for infants				0.50	
Curriculum	Relationships	Site Visit /			1.5	
	Experiences				1.5	
	Environment				1.5	
Inclusion	Program Accepts infants 1-5: Program does not accept infants but has a strategy to do so 6-8: Program accepts infants, but not consistently 9-10: Program accepts infants regularly and infants are enrolled	Application			0.25	



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	<p>Program accepts children with special / exceptional needs / vulnerable</p> <p>1-5: Program does not accept children with special / exceptional needs but has a strategy to do so</p> <p>6-8: Program accepts children with special needs, but not consistently</p> <p>9-10: Program accepts children with special needs regularly and has children with special needs enrolled presently.</p>	Application			0.25		
Parent Engagement	<p>Evidence of effective parent engagement, including Policy; parent body; educator / parent relationship; written parent information; Parent – Educator Meetings.</p> <ul style="list-style-type: none"> • 1-5: Low evidence of effective parent engagement • 6-8: Evidence of good parent engagement • 9-10: Evidence of best practices in parent engagement 	Application			0.50		
ELCC Registry	<p>The Program participates on the Early Learning and Childcare Registry</p> <ul style="list-style-type: none"> • 1-5: Has not used the Registry within 6 months • 6-8: Has used the Registry within 6 Months • 9-10: Uses the Registry extensively 	Admin Data			0.25		
Documentation	<p>Evidence of Policies and Practices are well defined and clearly communicated</p> <p>1-5: Insufficient evidence</p> <p>6-8: Evidence of adequate policies</p> <p>9-10: Evidence that policies and practices are implemented as identified and communicated.</p>	Application			0.50		
Total Score							
Eligibility: Is the applicant eligible for designation (Total Score is above 70). Check Yes or No.						Yes	No