

LEGISLATIVE ASSEMBLY OF THE  
NORTHWEST TERRITORIES  
10<sup>TH</sup> ASSEMBLY, 9<sup>TH</sup> SESSION

TABLED DOCUMENT NO. 73-87(1)

TABLED ON JUNE 4, 1987

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- science & nature planting seeds, cooking
- books & stories a quiet area available with comfortable furniture or cushions, books readily accessible to the children
- vigorous activities opportunities for children to climb, swing, run

### What happens after you receive a licence

A four month interim licence is granted, with a member of the Board inspecting on a monthly basis during this period

After this initial period, if no problems have been identified, a one year unconditional licence is issued. The home is then inspected every two months to determine continued adherence to the Yukon Day Care Regulations

Family day homes require reinspection by the fire marshal and environmental health officer on a yearly basis

### Appeal

The Board may put any condition or terms on a licence that it deems necessary, or it can decide to revoke or not grant a licence. If this happens, the operator may make a formal appeal to the Board, either in person, by correspondence or by agent, for an explanation of why the licence was limited or revoked.

### Day Care Coordinator

The day care coordinator is available for assistance in helping to set up a family day home. There is a variety of reading material available covering such areas as programming, games, songs, nutrition, discipline and administration

# Opening a Family Day Home

For further information, please contact:

Day Care Coordinator  
Department of Health and Human Resources  
Box 2703  
Whitehorse, Yukon  
Y1A 2C6

Or drop into the Royal Bank Building, Suite 201

Phone: 667-3002



**Yukon**  
Health and Human Resources

## Family day care and the law

If you are caring for four or more children under six years of age on a regular basis you must be licensed under the *Yukon Day Care Act*. Regulations can be obtained from the day care coordinator, Department of Health and Human Resources, Box 2703, Whitehorse, or phone 667-3002.

## Definition of family day home

A family day home is defined in the Act as: "A service operated for the care of four to six children for more than three hours a day, in a private dwelling, where the children are not related to the care giver by marriage or birth."

## Benefits of being licensed

1. Day care subsidies for which parents may be eligible are available only for care in licensed facilities.
2. The family home is included on a list of facilities that is handed out to persons making enquiries about available day care.
3. The day care coordinator is available for consultation in developing programs and to help with any issues that may arise.
4. A quarterly newsletter provides information on play ideas, materials, nutrition, games and songs.

## To obtain a licence

1. Contact the day care coordinator for:
  - a copy of the *Yukon Day Care Act*
  - a Family Day Home application form
  - an investigation authorization form for a confidential police check (required under the regulations)

2. Contact the following for inspection of the premises:
  - Environmental Health (Federal Government)
  - Fire Marshall (City of Whitehorse inspector or territorial inspector for areas outside of Whitehorse)
  - Electrical inspector (City of Whitehorse inspector or territorial inspector for areas outside of Whitehorse)

*These inspections are necessary to confirm that the environment is safe for children*

3. Have T.B. tests and medicals completed for all staff
4. Obtain insurance that includes off-premises liability.
5. Forward application forms, copies of inspection reports, investigation authorization forms and the names of three character references (who are not relatives and who the applicant has known for at least a year) to the day care coordinator. A member of the Day Care Services Board will then visit to review the regulations and inspection reports.

## Day care services board

The Day Care Services Board consists of five members: a chairperson and two other members appointed by the Commissioner, one member appointed by the Chief Medical Officer and the day care coordinator, who serves as secretary of the Board. The Board's duties include:

- receiving and reviewing all licence applications
- issuing licences when standards have been met
- inspecting each facility to ensure standards are being met and maintained

- making recommendations to day care operators about programming to encourage a high standard of care

## What the Board looks for when inspecting

1. Physical Facility:
  - is the environment safe and clean?
  - are there enough toys for the children, are they in good repair, readily accessible, and appropriate for all age groups?
  - is there both a quiet area where a child can play alone and open space where children are free to play together?
  - is there an accessible and safe outdoor area in which children may play?
  - are children safe and protected but also given room to explore?
2. Program
  - does the family day home provide a variety of toys and experiences that stimulate the child in the physical, social and intellectual areas?
  - are routine times provided for eating and resting?
  - is there a set of rules that are reasonable and consistent?
3. Suitable day care activities
  - table toys e.g. puzzles and games
  - music and movement records and tapes, songs and finger games
  - blocks: large and small blocks, toy people, trucks and animals
  - imaginative play: dress up clothes, mirrors, props such as toy dishes, dolls
  - arts & crafts: paper, paints, crayons, play dough, scissors, readily accessible to the children

6. Other things to look for are indoor and outdoor active play, opportunities to develop self-concept and language skills.

A day care provides a well planned program that includes:

- activities that stimulate emotional, intellectual, physical, and social growth
  - flexible daily routine that includes play activities, snacks, lunch, rests and clean up time
  - balance between active and quiet play times
  - opportunity for the child to play in groups as well as alone
7. A day care centre has a definite philosophy and/or objectives which may include the following:
- a respect for the child and a belief in the need for a child to respect others
  - a commitment to stimulate the child's growth and development in all areas

## WHAT TO ASK:

### Program:

1. What is the method of discipline? Do you agree with it?
2. What type of program does the centre offer?
3. What provisions are made for snacks and lunches?
4. What policies are followed for naptime and toilet training?

### Staffing:

1. Does the staff have experience and training?
2. What are the procedures for:
  - a) fire or emergencies
  - b) a sick child
  - c) accidents

### Administration

1. Is the centre licenced and how many children are enrolled?
2. What is the procedure for fee payment?
3. What are the centre's expectations of parents participation?
4. Are there opportunities for parent/staff conferences?

For More Information Contact:

**Daycare Coordinator  
Health and Human Resources**

Box 2703  
Whitehorse, Yukon  
Y1A 2C6

**667-5674**

**Yukon**

Health and Human Resources

# Choosing Day Care

## a parent's guide



## WHAT IS DAY CARE?

Day care is a service providing for out of the home care and supervision of children who must be away from their families during some part of the day.

## A GUIDE FOR PARENTS

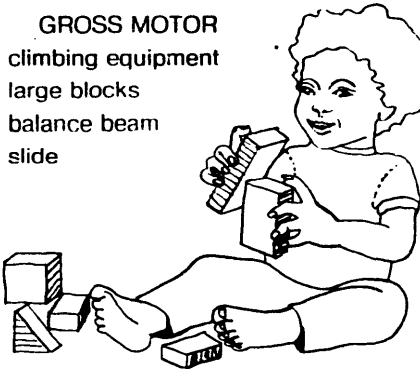
### WHAT TO LOOK FOR:

1. The centre must be licenced annually by the Day Care Services Board. The board then does five spot inspections during the year to ensure that standards are being maintained.
2. A daycare should offer a positive and comfortable first impression and allow for parents to visit and observe:
  - that the atmosphere is cheerful and happy
  - that the environment is clean and healthy
  - that the children move freely from one activity to another
  - that the child/staff ratio is being met.
3. The staff should be:
  - warm, friendly and responsive to the children's needs
  - encouraging and understanding toward children and their process of development
  - positive in their approach to the children.
4. A daycare provides sufficient equipment which:
  - is suitable for the child's age
  - is in good repair
  - is readily accessible to the children
  - encourages self help skills
5. A day care provides a wide range of experiences and materials for the children.

Materials to be looked for are:

### GROSS MOTOR

- climbing equipment
- large blocks
- balance beam
- slide



### SMALL MUSCLE

- sand (wet and dry)
- small blocks
- crayons
- puzzles

### ART

Easy access to a variety of materials such as paper, paints, scissors, glue, crayons, pencils, playdough, and easels.



### DRAMATIC PLAY

- housekeeping corner
- dress up
- puppets

### MUSIC

- group songs
- finger play
- records



### LIBRARY

- variety of books suitable to the child's age
- quiet comfortable area



### SCIENCE

- opportunities for observation and exploration of environment
- care of plants and animals
- food experiences, water and sand play

## HOW TO APPLY

Application forms are available at all licenced day care centres and licenced family day homes.

In addition, information and applications forms are available at all Department of Health and Human Resources offices throughout Yukon.

Completed applications should be forwarded to:

Department of Health and Human Resources,  
Yukon Government,  
P.O. Box 2703,  
Whitehorse, Yukon  
Y1A 2C6

### Deadlines

Applications must be made before the end of a month in order to be eligible for subsidization toward that month's day care costs. For example, to receive a subsidy for the month of July, a completed application must be made by July 31.

Applicants who qualify for a subsidy are advised in writing of their eligibility and the amount of subsidy which they receive. Applications are subject to verification with employers, educational institutions and day care operators.

Applicants who are not eligible for subsidy payments will also be informed in writing and are advised of the reasons they did not qualify.

### Review

Re-application for continuing day care users is required every six months. This is done so the department can update information, review your circumstances and make any necessary adjustments to your subsidy.

### Monthly Claim

A monthly claim form for the subsidy must be completed by the applicant and submitted to the department by the 20th of the month following the month being claimed. For example, July claims must be in by August 20.

The form contains a section in which verification of attendance and the monthly day care billing to the applicant must be completed by the operator of the day care facility.

It is important to ensure that the monthly claim form is received by the department by the 20th of the next month. Failure to claim by that date means you won't receive the subsidy for the previous month. Subsidy cheques are sent to the applicant through the mail as soon as they are processed.

# DAY CARE SUBSIDY PROGRAM



# Yukon

Department of Health and  
Human Resources

## INTRODUCTION

Yukon's Day Care Subsidy Program came into effect July 1, 1981. This folder describes the main features of the program and procedures under which it operates.

## ELIGIBILITY

Applications will only be considered from parents whose children are in a day care centre or family day home which is licenced by the Yukon Day Care Services Board.

### Single Parent

To be eligible, a single parent must be gainfully employed, attending an educational institution, undertaking medical treatment, or involved in a rehabilitation program.

### Couples

In the case of a married applicant, both applicant and spouse must either be gainfully employed, involved in education improvement, undertaking medical treatment or in a rehabilitation program.

### Special Needs

Eligibility may also be possible where an applicant is either a single parent or from a two parent family (whether or not either or both are working) when day care is approved on the basis of an individual assessment of special needs of the family or child. This includes a physical, emotional, mental, developmental, language or other identifiable and recognized handicap; or where emergency day care services are required to meet a short term family crisis.

### Time Factor

Day care services for a child for more than 100 hours in a month is considered full time. Between 50 and 100 hours is considered half time.

To be eligible for subsidy the amount of day care service (full or half time) provided to the child must be consistent with the amount of time the parent or parents are necessarily absent from home for reasons of employment, education, medical treatment or rehabilitation.

Applicants who use day care services on an irregular or infrequent basis (less than 50 hours a month) are not eligible for subsidy payments.

### Income

To be eligible for a subsidy, your total family net income must be below established limits based on family size and geographical area.

## CALCULATION

The amount of subsidy that a family can be paid under the program will be established by the use of an income test to determine the ability of the family to meet the cost of day care.

Cost of living components are used to determine the "turning point" (income level reaches a point where the family is no longer eligible for full subsidy). From that point, a sliding scale fee schedule is used so that the amount of subsidy will decrease in direct proportion to the applicant's ability to pay.

If the family's net income exceeds the turning-point, the applicant pays roughly 50 percent of additional income towards the cost of day care services.

The income level at which full subsidization of day care costs would no longer apply is determined by whether there are one or two parents, the number of dependent children living in the home, and the area of Yukon in which the family lives.

For purposes of the subsidy program, Yukon communities have been categorized into two areas. Area I includes Whitehorse, Carcross, Teslin, Car-macks and Haines Junction, plus the immediate surrounding area. Area II includes all other communities.

In Areas I and II the maximum subsidy which could be paid to any eligible applicant is ~~\$200~~ per month per child, or the actual cost incurred by the applicant, whichever is the smaller amount.

These rates are subject to periodic review and may be increased in the future.

\$300 per month per child over two  
\$250 per month per child under two  
or special needs



# **YUKON DAYCARE CAPITAL DEVELOPMENT PROGRAM**

**Yukon**

Health and Human Resources



**YUKON DAY CARE CAPITAL DEVELOPMENT PROGRAM**  
**1987 GUIDELINES AND APPLICATION**

Sponsored and administered by  
the Department of Health & Human Resources  
Government of Yukon

Margaret Joe  
Minister of Health & Human Resources  
Working Together for Improved Day Care Services

## YUKON DAY CARE CAPITAL DEVELOPMENT PROGRAM

### WHAT IS IT ?

The Day Care Capital Development Program is a Yukon Government initiative designed to promote accessible, affordable, quality child care for families in all Yukon communities.

This program will provide start-up grants to enable the establishment of licensed day care centres in communities or residential areas not presently or inadequately served, and will also provide enhancement grants for the improvement of licensed day care centres in operation as of April 1, 1987.

This program is available until March 31, 1988 only.

### WHO IS ELIGIBLE TO APPLY ?

To be eligible for the Day Care Start-Up Grant, you must be a registered non-profit society, a Yukon Indian Band, a municipality, or a private enterprise with a local business license. This grant is available on a one-time per applicant basis.

To be eligible for the Day Care Enhancement Grant, you must be the operator of a day care centre licensed pursuant to the Day Care Act and in operation as of April 1, 1987.

Where your application for either grant involves non-portable assets, you must be the owner, or have, or be able to acquire long term control of the facility, and/or space, and/or land associated with your proposed day care centre prior to project approval.

### WHAT WILL THE CAPITAL DEVELOPMENT GRANTS COVER ?

The Day Care Start-Up Grant may contribute to:

- o building acquisition, construction or renovation;
- o land acquisition, site preparation or grounds improvement;
- o purchase of major play equipment (indoor or outdoor);
- o purchase of furnishings and equipment.

The Day Care Enhancement Grant may contribute to:

- o facility renovations and upgrading;
- o the replacement and acquisition of major equipment and furnishings, and/or toys and grounds improvement up to a maximum of \$5,000 per centre.

## HOW DO YOU APPLY FOR DAY CARE CAPITAL DEVELOPMENT ASSISTANCE ?

### Developing Your Proposal

If you or your organization have a proposal to make for program assistance, you must address - at a minimum - the questions identified in the enclosed insert page, titled "Instructions to Applicants". Please complete your submission in as much detail as possible.

If you think that an advance payment would be essential to the successful implementation of your project, please identify this.

You will be expected to use Yukon materials, and/or purchases, and/or labour to complete your project if approved, unless explicitly exempted in writing by the Program Review Board. If you think that you require such an exemption, you may wish to identify this in your application.

### Should You Require Assistance

Do not hesitate to contact the Day Care Coordinator or representatives of the other agencies identified below for assistance respecting program guidelines, day care licensing procedures, or the specifics of your application.

All applicants are encouraged to seek assistance which may be available for:

- o conducting an indepth business feasibility study for your proposed day care centre through the Yukon Government's Business Development Offices in Dawson City, Watson Lake, Whitehorse, and (soon to be opened in) Ross River; and,
- o completing energy audits and implementing energy conservation measures for your day care facility through the Yukon Government's energy conservation programs.

For assistance from the Day Care Coordinator please call 667-3002 or drop in to Suite 201, Royal Bank Building in Whitehorse. Rural callers please dial toll free 1-667-5955. For information or advice on business development services, please drop in to community offices in Whitehorse, Watson Lake, Dawson City, or call 1-667-5955. For assistance with energy conservation programs, please contact your local Business Development Office or contact program officers in Whitehorse, toll free 1-667-5955.

Application Destination and Deadline

Send your application to the Day Care Coordinator, Department of Health & Human Resources (H - 10), Box 2703, Whitehorse, Yukon Y1A 2C6 or deliver it to the Coordinator, Suite 201 of the Royal Bank Building in Whitehorse. Applications will be accepted up to February 29, 1988 or until such time as program funds are fully expended.

WHAT HAPPENS TO YOUR APPLICATION ?

Your application will be reviewed for eligibility. Additional information may be requested from you to facilitate assessment of your proposal. Your application will be considered by a Program Review Board, and you will be notified of a decision within two months.

Priorities for program assistance have been established. Full consideration will be given to all eligible applicants, however.

The priorities for Day Care Start-Up Grants are proposals for centres in unserved communities, provision of specialized space (such as for infants), apparent viability, extent of the investment by applicant, non-profit applicants, projects with likelihood of completion and licensing prior to March 31, 1988, projects using Yukon material, purchases and labour, and those with operation and maintenance cost reduction potential.

The priorities for Day Care Enhancement Grants involve project size and related applicant investment, projects using Yukon material, purchases and labour, projects with potential to reduce operation and maintenance and/or capital cost pressures on centre rates, and projects likely to complete prior to March 31, 1988.

WHAT HAPPENS IF YOUR PROPOSAL IS APPROVED ?

You will receive a letter of offer and a proposed project agreement spelling out the extent of and the terms and conditions for program assistance. Should you accept this offer, the Day Care Coordinator will be in touch with you to make the necessary arrangements for your project to proceed.

**INSTRUCTIONS TO APPLICANTS  
FOR  
DAY CARE START-UP GRANTS**

Please address the topic headings identified below in your letter or submission for program assistance.

**1. Applicant Information**

Please identify your organization, the name of the person making the application together with a mailing address (including postal code) and a telephone number. An alternative contact person should be identified if possible as well.

Please indicate how you are an eligible applicant by identifying the status of your organization as a registered non-profit society or a municipality for example. The names of the members of the Board of Directors or of the owner/operator(s) who will be responsible for administering the day care centre should be provided. If you are a private entrepreneur, please provide your business license number and source.

Please note that you are applying for a Day Care Start-Up Grant.

**2. Proposed Day Care Services**

First, please document the need for a day care centre in your community or area. At a minimum information should include the estimated number and ages of children to be served by the proposed centre. This may be indicated through such means as a survey of the community or area, results of parent meetings, or initial registration.

Second, please describe the services to be provided by the day care centre. At a minimum you should identify the age groups, and numbers of children to be served, hours of operation, and programming.

If your proposed day care centre is located in a community or area which is already served by a licensed day care facility, you must specifically address the level of community or area support for your proposed centre and its impact on existing licensed facilities.

**3. Request for Program Assistance**

First, please provide a detailed description of the requirements and cost estimates for which program assistance is being sought, if any, to bring the building and/or property up to standards required by the Day Care Act. This must be accompanied by cost estimates from at least two qualified persons or contractors.

Where a contribution to non-portable assets is requested, an explanation of the ownership or the extent of control you have or plan to establish respecting the building, space or property associated with the proposed centre is required.

Second, provide a description of equipment, furnishing and other requirements and costs for which program assistance is being sought, if any, together with supporting evidence from catalogues, wholesalers or retailers.

Third, please provide evidence of appropriate zoning and compliance of the centre with relevant territorial and municipal laws.

Fourth, please indicate how long you think it will take to complete the project from start to finish.

#### 4. Reason for Request

Please outline the reasons why you think that program assistance would be beneficial to the establishment or viability of your day care centre.

#### 5. Budget and Applicant's Financial Investment

Please provide a statement of projected expenditures and revenues in the form of a budget for the development phase and the first 12 months of actual operation of your centre.

The budget for the development phase of your centre may include the cost of facility renovations, installation of furnishings and basic equipment, acquisition of major play equipment, leveling and fencing of the grounds adjacent to the centre, and so on.

The budget for the operation of your centre includes -

o expenditures items: salaries and benefits for employees, facility operations and maintenance (such as rent, insurance, utilities, property taxes, repairs and maintenance), play room supplies (such as paper, paint, paste, puzzles, table toys), equipment repairs and maintenance, office supplies, and telephone; and,

o revenue items: parent fees, funding received from other sources (such as community clubs, fund raisers), and the Yukon Government direct Operation and Maintenance Grant.

Please identify the extent of your organization's financial contribution to the establishment of the proposed day care centre.

#### 6. Marketing

Please describe how you plan to ensure that all potential users of your centre will be made aware of your services initially and on a continuing basis.

**INSTRUCTIONS TO APPLICANTS  
FOR  
DAY CARE ENHANCEMENT GRANTS**

Please review the topic headings identified below in your letter or submission for program assistance.

**1. Applicant Information**

Please identify your organization, the name of the person making the application together with a mailing address (including postal code) and a telephone number. An alternative contact person should be identified if possible as well.

Please provide the names of the members of the Board of Directors of the owner/operator(s) who are responsible for administering the day care centre. If you are a private entrepreneur, please provide your business license number and source.

Please note that you are applying for a Day Care Enhancement Grant.

**2. Request for Program Assistance**

Please provide a detailed description of the facility, property, or equipment related requirements and cost estimates for which program assistance is being sought.

Estimated costs must have supporting evidence (such as estimate by contractors, equipment prices from catalogues, wholesalers or retailers). There must be at least two cost estimates for individual items over \$1,000.

Where a contribution to non-portable assets is requested, an explanation of the ownership or the extent of control you have or plan to establish respecting the building, space or property associated with the proposed centre is required.

Please provide a copy of changes to building plans as required by the Day Care Act, and evidence of compliance with zoning and other relevant territorial or municipal laws.

**3. Reason for Request**

Please outline the reasons why you think that program assistance would be beneficial to the day care services you offer.

**4. Applicant's Financial Investment**

Please identify the extent of your organization's financial contribution to the project.