

Professional Development Grant 2014-15

Information Sheet

The 2014-15 Professional Development (PD) Grant will be made available to licensed child care facilities under the following terms and conditions:

- Grants will be issued, regardless of their early childhood educator level, for attendance by individuals currently employed by a licensed child care centre (directors, assistant directors, early childhood educators, and cooks), operating a licensed family child care home, employed as an assistant in a licensed group child care home, individuals employed in a family child care or group family child care home to assist with children with additional support needs or those serving as a board member of a licensed centre.
- Grants will be issued only for attendance at events or on-line sessions in Saskatchewan or in other provinces that meet the following criteria:

Eligible Topics: Events or on-line sessions must be related to one of these topics	
✓	Programming Examples include: Play and Exploration; Holistic Approach to Learning; Developmentally and Age Appropriate Practices; Family Engagement; Positive Social Emotional Strategies; Language Rich Environments; Responding to the Interests of Children; Reflective Practices; Inclusive Practices
✓	Health and Safety Examples include: Nutrition Self-study Course; LEAP; Wellness Events; Healthy Start/Départ Santé; Safe and Engaging Environments
✓	Administration/Human Resource Management Examples include: Budgeting; Director Training; Quality Leadership and/or goal setting; Continuous Improvement
✓	Governance/Board Training Examples include: Labour Standards; Board Operation
✓	Multiple Topic Conferences With the primary emphasis on early childhood education

Every licensed facility is eligible to receive a maximum PD grant amount for 2014-15. Please consider the maximum grant listed below when planning (i.e., car pooling or local rather than long distance PD) for PD events for 2014-15.

Centres with 30 or fewer spaces	\$1,500
Centres with 31-60 spaces	\$2,500
Centres with 61-90 spaces	\$3,500
Homes	\$300
Group homes (providers \$300 & assistants \$300)	\$600

The grant is available for the following expenses related to attendance at the approved events or on-line sessions from March 15, 2014 to March 15, 2015.

Event Expenses

- Event fees/registration fees
- The maximum amount is \$300 per person, per event, plus mileage if travel is required.
- Accommodation costs for two-day events and for events which the person would otherwise have had to leave home before 7:00 a.m. (receipts required)
- Travel costs
 - receipts required for bus
 - mileage is 42.03¢/km or 45.26¢/km north of the 54th parallel
 - mileage capped at \$100.00 for out-of-province travel
- Meals, if not provided at the event (receipts not required) \$8 for breakfast, \$14 for lunch, \$19 for supper

Staffing Expenses

- Staffing stipend to help offset the costs of additional wages and/or hiring replacement staff.
 - \$25 for events 2 hrs or less
 - \$50 for half-day events
 - \$100 for full-day events

If an individual registers for the entire duration of an event but does not end up attending the entire event, staffing stipend will be adjusted.

Note: When an approved event is held in the community in which the individual is employed or on-line, only the event fees and staffing stipend may be claimed.

The following steps will assist you in the process:

1. Employers will complete the Application for Reimbursement of PD Expenses form (enclosed) for all of their staff who attended an event. Those who attended the event will provide required receipts and a copy of the Certificate of Participation (if available). All individuals will have to sign the form, indicating they attended the claimed event. More than one application form can be submitted but the total of all applications cannot exceed your facility's maximum PD Grant.
2. The form must be submitted to your ELCC program consultant. **Applications must be submitted within two months following each event attended** by eligible individuals.

March 15, 2015 is the final deadline for remaining applications to be submitted. Applications received after the deadline dates will not be processed.

If you have questions about the Professional Development Support Grant, please contact your ELCC program consultant.