

Application for Purchase of Service Agreement: Face Sheet

Application Year: Renewal New Agreement

Legal Agency Name (Head Office):

Address: P.O. Box:

Phone: Fax:

Email:

Completed by: Position:

Site Name:

Site Address (if Different from Head Office):

Phone: Fax:

Email:

The Following items are Completed/Attached in this Package

Insurance

Parent Handbook (which includes financial policies related to Invoicing and fee collection, hours of care, parent vacation policy, centre holiday shutdowns, and sick days)

Parent Fee Schedule (Communication to parents, including all fees not just requested changes)

Minutes of (Annual) General Meeting (where the motion is passed that supports the implementation of a new fee policy and/or a fee increase)

Completed Budget Package

Health Inspection (Entire Facility)

Fire Inspection (New Applications Only)

For Children's Services Office Use Only

Arrival Date: **Completed Date:**

Documents Received: **Reviewed By:**

Insurance Parent Handbook Fee Schedule Budget Submission AGM Minutes Health Inspection Fire Inspection	<p>Comments:</p>
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Head Office General Information		
Hours of Operation:		
Governance Structure:	Non-Profit	Commercial
Date of Last Annual General Meeting:		
Date of Next Annual General Meeting:		

Owner and Board Information		
Owner/Operator	Telephone	Address
Name:		
Non-Profit Agency	Telephone	Address
President/Chair:		
Vice President/Chair:		
Secretary:		
Treasurer:		
Board Member:		
Board Member:		
Board Member:		
Signing Officers		
Name:	Signature:	

Site Information

Site Name: License Status: Provisional Clear
Hours of Operation:

Current Operating Capacity and Parent Fees

Current Budget Year:

Report full days - unless otherwise stated	# of Months program operates	FDE Operating #s	Operating Days/Year	Daily Rate	Revenue
Infants (0 - 18 mos.)					
Toddlers (18 - 30 mos.)					
Preschool (30 mos.- 5 yrs)					
Kindergarten (3.5 - 5 yrs)					
Kindergarten - Before School					
Kindergarten - After School					
School Age (6 - 12 yrs)					
School Age - Before School					
School Age - After School					
Nursery School					
Other					
Totals Current Year					

Proposed Operating Capacity and Parent Fees

Proposed Budget Year:

Report full days - unless otherwise stated	# of Months program operates	FDE Operating #s	Operating Days/Year	Daily Rate	Revenue
Infants (0 - 18 mos.)					
Toddlers (18 - 30 mos.)					
Preschool (30 mos.- 5 yrs)					
Kindergarten (3.5 - 5 yrs)					
Kindergarten - Before School					
Kindergarten - After School					
School Age (6 - 12 yrs)					
School Age - Before School					
School Age - After School					
Nursery School					
Other					
Totals Proposed Year					

Staff Salary Worksheet						
	Current Budget Year:			Proposed Budget Year:		
	1 FTE Hours Per/Year	# of Positions	Total Salary paid to these positions (excl. benefits)	1 FTE Hours Per/Year	# of Positions	Total Salary paid to these positions (excl. benefits)
Staff Details: Full Time Employees Position Titles (e.g., Supervisor, ECE, Cook)						
Subtotal – F/T Employees						
Staffing Details: Part Time/Supply Staff Position Titles (e.g., Supervisor, ECE, Cook)						
Subtotal – P/T Employees						
Total – F/T & P/T Employees						
Staffing Details: Head Office/ Administration Position Titles (e.g., Director, Accountant)						
Total – Head Office/ Administrators						

Legend:

FTE = Full Time Equivalent

of Positions = # of individuals holding this position

FTE hours = # of hours in a year staff person works

Total Salary paid to these positions

Example: Early Childhood Educators – 3, Cleaner – 1

Example: 7.5 hrs/day for 261 days = 1,957.5 FTE hours

Example: combined salary of 3 ECE - \$60,000

Budget Submission		
Site Name:		
Current Budget Year:		Proposed Budget Year:
Revenue		
Municipal Funding		
General Operating Grant		
100% Proxy Pay Equity		
Small Water Works		
Other:		
Subtotal:		
Organizational Revenue		
Fee Revenue - Full & Subsidized Fees		
Other:		
Other:		
Other:		
Total Revenue:		
Expenditures		
Salaries - Full Time		
Benefits - Full Time		
Salaries - Part Time		
Benefits - Part Time		
Administration - Salaries (Max 10% of total budget)		
Facility Lease/Mortgage		
Utilities - Hydro, Gas, Water		
Nutrition		
Supplies - Program		
Supplies - Admin		
Resources		
Transportation		
Repairs and Maintenance		
Small Water Works		
Total Expenditures:		
Surplus (Deficit)		

If you project a large surplus or deficit, please provide rationale and explain how you plan to manage this.

Budget Submission Notes	
Revenue	Description
General Operating Grant	As per annual contract
100% Pay Equity Memorandum	Amount that you are receiving if applicable - as per annual contract
Small Water Works	Amount that you are receiving if applicable - as per annual contract
Other-please identify	Funding from other municipal sources
Subtotal	Total of the above revenue sources
Parent Fee Revenue - All Full/Subsidized	Parent Revenue from full fee & partial fee paying families. If you use the parent fee calculator, this calculation will pull from the total parent fees (current and projected fees) calculation on the Parent fees
Other-please identify	Funding from other sources - i.e. United Way, grants, donations, registration fees, interest income, fundraising etc.
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Total Revenue	Total Municipal & Organizational Revenue
Expenditures	Description
Salaries - full time	As per Ministry guidelines, salaries over and above the regulatory requirements for minimum wage, to a maximum of the per FTE wage rate paid by the service provider in 2012. Expenditures can include salaries of the Supervisor, program staff (ECE, assistants, floats), supply staff, dietary staff, janitorial staff (if paid through the agency) and home child care visitors and providers.
Benefits - full time	Benefits over and above the regulatory requirements for minimum wage. Expenditures can include mandatory (E.I, W.C., C.P.P.) and discretionary (medical, dental, disability plans) benefits being provided.
Salaries - part time	Same as Salaries - full time
Benefits - part time	Same as Benefits - full time
Administration – Salaries (max of 10% of total)	Portions of administrative overhead - i.e. salaries, benefits.
Facility Rental/Mortgage	Lease or Mortgage - Costs of mortgage and taxes or rental fees.
Utilities - Hydro, Gas, Water	Heat, electricity, water and utilities
Nutrition	Dietary expenses. Cost of meals and snacks
Supplies - Program	Program Supplies - Educational supplies for the children including New Toys & Furnishings - Educational toys, equipment, field trip
Supplies - Administration	Advertising - Advertising and promotion costs, parent handbooks, agency flyers Office Equipment - Costs to replacement of office equipment, desks, chairs, adding machines, filing cabinets etc.

	<p>Office Supplies - General office supplies, licensing fees, etc. Postage, postage meter rental costs, courier services</p> <p>Data Processing - Computer support services, computer requirements, software and computer paper, etc.</p> <p>Telephone & Internet Service - Phone(s), long distance calls, Bell Canada listings, fax machine lines, Internet etc.</p> <p>Purchase of Services - Payroll costs, legal fees, audits, financial support services, bank charges, equipment rentals (photocopier).</p>
Resources	<p>Staff Training & Travel - Costs for staff development from courses, workshops and seminars, Mileage associated with program needs, training, field trips, emergency taxis</p> <p>Conferences & Conventions - Costs for transportation, accommodation, meals, registration fees for staff to attend conferences and/or conventions, etc.</p>
Transportation	Cost associated with transporting children to and from the program - gas, vehicle maintenance and insurance.
Repairs & Maintenance	<p>Cleaning supplies, disinfectants, soaps, detergents, toilet paper, paper towels, mops, brooms, contractors for indoor cleaning.</p> <p>Repair & Maintenance - Costs of Kitchen, laundry, maintenance supplies for indoor and outdoor maintenance. Outside maintenance contractors for grass cutting, snow removal, tree trimming, playground</p>
Small Water Works	Amount that you are receiving if applicable - as per annual contract
Total Expenditures	Add together all lines of expenditures
Surplus (Deficit) (A - B)	Total Revenue subtract Total Expenditures