



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services  
**Re:** 2016 Child Care Grants

**Date:** January 15, 2016  
**File:** 11-7000-01/2015-Vol  
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### Staff Recommendation

1. That, as outlined in the report from the General Manager of Community Services, dated January 15, 2016, titled "2016 Child Care Grants", the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$49,888.25;
2. That, Council authorize the expenditure of \$10,000 to support the Child Care Professional and Program Development Grants with funding from the Child Care Operating Reserve Fund; and
3. That, the Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$10,000.

Cathryn Volkering Carlile  
General Manager, Community Services  
(604-276-4068)

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Division	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  	<b>APPROVED BY CAO</b>  

## **Staff Report**

### **Origin**

The purpose of this report is to recommend the expenditure of \$49,888.25 for Child Care Capital Grants and \$10,000.00 for Child Care Professional and Program Development Grants.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

### **Findings of Fact**

#### 2016 Child Care Grants Budget

The City has two (2) Child Care Reserve Funds:

- The Child Care Development Reserve Fund (Bylaw No. 6367), established in 1994 for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- The Child Care Operating Reserve Fund (Bylaw No. 8877), established in May 2012 to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within the City of Richmond.

On December 14, 2015, Council approved the expenditure of \$50,000 from the Child Care Development Reserve to be used for child care capital grants. The budget for the 2016 Child Care Capital Grants will be \$50,000.

The 2016 Child Care Professional and Program Development Grants are proposed to be funded from the Child Care Operating Reserve Fund. The report seeks Council's authorization to transfer \$10,000 from the Child Care Operating Reserve Fund to provide a budget for these grants. If approved, this will provide a budget of \$10,000 to support the 2016 Child Care Professional and Program Development Grants.

#### Notice Given and Applications Received

Through October and November 2015, a call for applications for the 2016 Child Care Grants was posted on the City Page and City Website. A notice about the 2016 Child Care Grants was also sent to the Richmond Child Care Resource and Referral Centre, and Vancouver Coastal Health Child Care Licensing to share with their child care operator contacts. The deadline for submissions was November 20, 2015. A total of nine (9) applications were received of which seven (7) were for Child Care Capital Grants and two (2) were for Child Care Professional and Program Development Grants. Applicants to the 2016 Child Care Grants Program submitted their proposals utilizing the City's online web based grant application system.

## Analysis

### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a subcommittee to review the 2016 Child Care Grant applications and supporting materials. The subcommittee met on December 3, 2015 with the staff liaison. They discussed the grant applications, assessed them for eligibility in compliance with the Child Care Grant Guidelines (Attachment 3) and prepared recommendations for consideration by the CCDAC voting members.

On December 9, 2015 and January 13, 2016, the CCDAC received reports from its Child Care Grants Subcommittee on the 2016 Child Care Grant applications. The total amount requested for the Child Care Grants is \$59,888.25. The CCDAC's grant recommendations for the 2016 Child Care Professional and Program Development Grants are subject to Council's approval of \$10,000. The following nine (9) organizations are being recommended for grant allocations as noted in the table below (see also Attachment 1):

2016 Child Care Grant Applicants and Requests		Requested Amount
<b>Capital Grant Applicants and Requests</b>		
1.	Developmental Disabilities Association of Vancouver – Richmond (Riverside Child Development Centre)	\$4,900.00
2.	Little Friends Preschool Society	\$15,993.18
3.	Little Wings Day Care Society	\$5,103.22
4.	Richmond Pentecostal Church Childcare	\$10,380.00
5.	Richmond Society for Community Living	\$7,238.05
6.	Society of Richmond Children's Centres (Cook Road Children's Centre)	\$3,308.30
7.	Society of Richmond Children's Centres (Cranberry Children's Centre)	\$2,965.50
	<b>Total Amount Requested for Capital Grants</b>	<b>\$49,888.25</b>
<b>Professional and Program Development Grant Applicants and Requests</b>		
8.	Richmond Youth Service Agency	\$5,000.00
9.	Volunteer Richmond Information Services – Child Care Resource and Referral	\$5,000.00
	<b>Total Amount Requested for Professional and Program Development Grants</b>	<b>\$10,000.00</b>
	<b>Total Amount Requests for 2016 Child Care Grants</b>	<b>\$59,888.25</b>

The seven (7) Capital Grant requests amount to \$49,888.25. Applicants are seeking funding to assist with outdoor playground improvements, and the purchase of both indoor and outdoor furnishings and equipment.

The two (2) Professional and Program Development Grant requests amount to \$10,000. Applicants are seeking funding to provide training opportunities for Richmond child care

providers. One grant applicant is requesting funding to deliver training workshops on the latest techniques for encouraging intentional play. The workshops will present cutting-edge resources and activities based on Treasure Basket Play, Heuristic Play, and Loose Parts Play.

The other grant applicant is seeking funding to develop a bullying prevention curriculum and pilot training program for school age child care providers. The project, "Safe Spaces for School Age Child Care Centres", aligns with the City and Richmond School District's "Respectful City" initiative which promotes anti-bullying and seeks to create a safe, caring and connected community.

### **Financial Impact**

The proposed 2016 Child Care Grants budget of \$60,000 would be sufficient to support two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants.

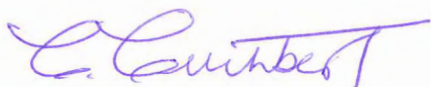
On December 14, 2015, City Council approved utilizing \$50,000 from the Child Care Development Reserve to fund the 2016 Child Care Capital Grants. The 2016 Child Care Capital Grants can be funded from within the approved \$50,000 budget for this grant stream. A total of \$49,888.25 in disbursements is recommended for the Child Care Capital Grants.

The budget for the 2016 Child Care Professional and Program Development Grants requires Council authorization of a transfer of \$10,000 from the Child Care Operating Reserve Fund to support the Child Care Professional and Program Development Grants. The recommended 2016 Child Care Professional and Program Development Grants for \$10,000 have been included in the 5 Year Financial Plan (2016-2020). Subject to Council's funding approval it is recommended that \$10,000 be allocated to the Professional and Program Development Grant requests.

The 2016 Child Care Grant allocations being recommended, subject to funding approval, amount to \$59,888.25.

### **Conclusion**

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care throughout Richmond. Staff recommend approval of the proposed CCDAC' recommendations for the 2016 Child Care Capital Grants amounting to \$49,888.25 and \$10,000 subject to Council's funding approval for the 2016 Child Care Professional and Program Development Grants.



Coralys Cuthbert  
Child Care Coordinator  
(604-204-8621)

- Att. 1: 2016 Child Care Grants  
2: 2016 Child Care Grant Summary Reports  
3: Child Care Grants Program Guidelines

## 2016 CHILD CARE GRANTS

Applicant	Program	Purpose	Request	Recommended	Attachment 2 Page Number
<b>Child Care Capital Grants</b>					
Developmental Disabilities Association (Riverside Child Development Centre)	25 Licensed Group Care 30 Months to School Age Child Care Spaces	For the purchase of outdoor play equipment and furnishings to be used in the covered play area	\$ 4,900.00	\$ 4,900.00	1
Little Friends Preschool Society	20 Licensed Group Care 30 Months to School Age Child Care Spaces and 22 Licensed Preschool Spaces	For the purchase of new outdoor play elements and removal of an aging 40 year old climber	\$ 15,993.18	\$ 15,993.18	3
Little Wings Day Care Centre Society	24 Licensed Group Care Under 36 Months Child Care Spaces and 14 Licensed Group Care 30 Months to School Age Child Care Spaces	For the purchase of new equipment and furnishings to improve the toddler indoor program area	\$ 5,103.22	\$ 5,103.22	5
Richmond Pentecostal Church Childcare	25 Licensed Group Care 30 Months to School Age Child Care Spaces and 20 Licensed Preschool Spaces and 95 School Age Care Spaces	For playground improvements to enhance the outdoor play area used by the 3 to 5 year old children enrolled in the Preschool and full-day child care programs	\$10,380.00	\$10,380.00	7
Richmond Society for Community Living (Treehouse Early Learning Centre, *Youth Connections & Supported Child Development Programs)	25 Licensed Group Care 30 Months to School Age Child Care Spaces and 17 *School Age Child Care Spaces for children and youth with developmental delays and the Supported Child Development Program	For purchase of new furnishings and equipment and to undertake playground improvements to enhance three programs that support children with developmental delays	\$7,238.05	\$7,238.05	9
Society of Richmond Children's Centres (Cook Road Children's Centre)	25 Licensed Group Care 30 Months to School Age Child Care Spaces	For the purchase of outdoor play equipment	\$3,308.30	\$3308.30	12
Society of Richmond	9 Licensed	For the purchase	\$ 2,965.50	\$ 2965.50	14

Applicant	Program	Purpose	Request	Recommended	Attachment 2 Page Number
Children's Centres (Cranberry Children's Centre)	Group Care 30 Months to School Age Child Care Spaces	of indoor play equipment for the infant/toddler program			
<b>Total Requested/ Recommended</b>			<b>\$49,888.25</b>	<b>\$49,888.25</b>	
<b>Total Funds Available</b>				<b>\$50,000.00</b>	
<b>Total Remaining</b>				<b>\$111.75</b>	
<b>Child Care Professional and Program Development</b>					
Richmond Youth Service Agency	Programs for children, youth and families including delivery of 44 licensed school age care, after school, tutoring programs, breakfast programs, camps, youth leadership, cultural programs through Asian Youth Outreach and Pathways Aboriginal Centre and employment programs for adults and seniors.	To assist with curriculum development and piloting of "Safe Spaces Bullying Prevention Program for School Age Child Care Centres. The project is supported by a number of agencies and it will involve piloting training workshops for Richmond school age child care providers based on an approach of "train the trainer".	\$5,000.00	\$5,000.00	16
Volunteer Richmond Information Services Society	Child Care Resource and Referral Services (CCRR), providing training, resources and services for child care providers and parents	To provide 3 training workshops for child care providers, parents and service providers on tools, strategies and vocabulary to engage children in intentional play.	\$5,000.00	\$5,000.00	20
<b>Total Requested/ Recommended</b>			<b>\$10,000.00</b>	<b>\$10,000.00</b>	
<b>Proposed Funding</b>			<b>\$10,000.00</b>	<b>\$10,000.00</b>	
<b>Total Remaining</b>			<b>\$0.00</b>	<b>\$0.00</b>	
<b>2016 Child Care Grant Requests</b>					
<b>Total Requested/ Recommended</b>				<b>\$59,888.25</b>	
<b>Total Proposed Funding</b>				<b>\$60,000.00</b>	
<b>Total Remaining</b>				<b>\$111.75</b>	



## Capital Assistance Application for 2016 Childcare Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Developmental Disabilities Association of Vancouver-Richmond

**Title:** Playground Improvements II (Equipment Purchase)

**Amount:** \$4,900.00

**Purpose:** Equipment

In an ongoing project of improving the outdoor play space of Riverside CDC, we have arrived at the phase of re-designing the under cover play area to better suit the needs of the children. Over the years, the furnishings and equipment for this section of the playground have become weathered and broken. We hope to increase the vitality of this play space through purchasing new equipment and once again have an interesting and useable environment.

**Service Delivery Benefits:**

If approved, the funds for this grant will be used to purchase a host of items that will enhance the children's creativity, social interactions and both fine and gross motor development.

**Beneficiaries:**

The children of Riverside will enjoy an improved outside play area, the parents will be satisfied with new additions to the centre and hopefully potential new families will find the setting enjoyable and inviting.

**Partners (if applicable):**

The City of Richmond has earmarked some funds to be spent on the "1990's" child care centres (of which, Riverside is one) but there is no room in the budget for the equipment and furnishings.

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$4201.00	Child Care Capital
2015	\$11000.00	Child Care Capital

### GRANT RECOMMENDATIONS

Recommended

## Capital Assistance for 2016

Developmental Disabilities Association of Vancouver-Richmond

Summary Page 2

Amount: \$4,900.00

**Recommendation:**

Playground Improvements II (Equipment) -

To purchase equipment and furnishings for the Riverside Child Development Centre's outdoor play area. This is the second phase of re-designing the outdoor play space to create an interesting and revitalized environment for the children. The equipment and furnishings will be used to enhance the covered portion of the outdoor play area.

**Staff Comments/Conditions:**

None



**Society: Little Friends Preschool Society****Title: Playground Equipment removal and upgrade****Amount: \$15,993.18****Purpose: Playground**

We would like to replace an aging piece of climbing equipment that is showing its age and is approx. 40 years old . we would like to replace this equipment with an natural play boat to add elements of imaginary play , climbing, balancing , and sliding

**Service Delivery Benefits:**

this new equipment will have improved benefits with our children that have mobility issues , Our current equipment has high monkey bars and rings that pose difficulty for these children . Children will have easier access be able to climb into the equipment and join their peers . The equipment will be whimsical and add a pretend play that will benefit children's social play. there is also climbing components to enhance physical activity , balance and strength. The ground cover will be top off for safety and the surrounding borders replaced as they are also rotting away

**Beneficiaries:**

The children in the preschool Monday to Friday everyday will benefit but also every Saturday and Sunday the church rent out the space to a Russian school and on Sundays , the church's Sunday school children all benefit from the playground upgrade . The church also rents the gym space for many events in the community all throughout the year and they are all welcome to use the playground for the children that attend

**Partners (if applicable):**

Our parents of the school past and present have been giving us direct donations . We have been vigorously fundraising for over three years now through cookie dough sales, earthquake kits, Purdy's chocolates, and Funscrip gift cards to achieve monies to help support this upgrade

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
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**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$15,993.18

Recommendation: 

Playground Equipment Removal and Upgrade - To replace a 40 year old piece of climbing equipment with an new natural play boat to add elements of imaginary play, climbing, balancing, and sliding.
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Staff Comments/Conditions:

None
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**Capital Assistance Application for 2016  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Little Wings Day Care Centre Society

**Title:** Little Wings Toddler Room Improvements

**Amount:** \$5,103.22

**Purpose:** Equipment

The purpose of this grant is to purchase new equipment and furnishings to improve the quality of materials and furnishings for the toddlers to happily and safely use on a daily basis. We believe these new furnishing and equipment will help us create a warm and beautiful space for the children to enjoy.

**Service Delivery Benefits:**

These grant funds will allow Little Wings to provide an engaging and fun environment that is welcoming and encouraging for toddlers to play in. New furnishings, carpets and equipment will help us deliver a toddler program that meets their specific developmental needs and size requirements. Furthermore, some of the items we would like to purchase will encourage and assist with gross motor development and social interaction between peers.

**Beneficiaries:**

The children (30 infants and toddlers, aged 8 months to 3 years old) and the staff of Little Wings Daycare will greatly benefit from this grant. By providing new and stimulating indoor and outdoor equipment, parents will also feel happy and confident entrusting their child's care to our centre.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2015	\$5000.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,103.22

**Recommendation:**

## Capital Assistance for 2016

Little Wings Day Care Centre Society

Summary Page 2

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equipment and furnishings to create a warm and beautiful space for the children to enjoy.

### Staff Comments/Conditions:

None

**Society: Richmond Pentecostal Church Childcare****Title: Funds requested for Playground Improvements****Amount: \$10,380.00****Purpose: Playground**

We need to create a more age appropriate outdoor playspace for the children in our Daycare and Preschool Program. We want to create an environment that is exciting and will contribute to hours of creative play. We want to create a space that the children can call their own. We have been told by licensing that we need to ensure that we have an outdoor area that is appropriate for the age and the development of the children in the Daycare and Preschool as our current playground has climbers that are appropriate for school age but not the younger children in our Daycare and Preschool Program. Therefore we want to create a space that is age appropriate for these children where they can explore and have fun.

**Service Delivery Benefits:**

These funds will be used to enhance the children's outdoor play experience. We will use the funds to create a natural playscape that will excite the children's imagination and create an environment that encourages creativity. These improvements have been recommended by licensing and will improve the quality of our program.

**Beneficiaries:**

If we receive this grant the 25 daycare children and the children in our 4 preschool classes will have a space to call their own that is safe and inviting and will not have to rely on the neighbourhood parks. We want to strive to help develop a love for the outdoors and for creative play in these young children. Our daycare department is open from 7am to 6pm and the 25 children who attend that program are here for most of their day and this playground will improve their outdoor play experience.

**Partners (if applicable):****MOST RECENT PREVIOUS GRANT(S) (if applicable)**

## Capital Assistance for 2016

Richmond Pentecostal Church Childcare

Summary Page 2

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Year	Amount	Grant Program
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### GRANT RECOMMENDATIONS

Recommended  
Amount: \$10,380.00

Recommendation: 

Playground Improvements - To purchase equipment to create a more age appropriate outdoor play space to meet the developmental needs of three to five year old children enrolled in the full time group child care and preschool programs.
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Staff Comments/Conditions:

None
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**Society:** Richmond Society for Community Living**Title:** RSCL Child Care Program Refurbishment Grant**Amount:** \$7,238.05**Purpose:** Other

RSCL will use funds received from City of Richmond Child Care Development Grant to make capital improvements in three distinct programs. These programs include two licensed child care centres - Treehouse early Learning Centre and Youth Connections - and Supported Child Development Program which provides supports to ensure that infants, children and youth with developmental disabilities are able to access and fully benefit from existing community programs. Program improvements include furnishings, equipment and playground improvements.

**Service Delivery Benefits:**

RSCL operates two licensed group child care programs – Treehouse early Learning Centre and Youth Connections. Our Supported Child Development Program works closely with licensed child care centres in the City of Richmond to provide the supports necessary to ensure inclusion for children with developmental disabilities into existing programs. Our grant application will be used to improve quality and accessibility for infants, children and youth with developmental disabilities in our programs, and throughout Richmond.

Treehouse early Learning Centre is an integrated program offering care for typically developing children with dedicated spots for children with disabilities or who have additional support needs. The program offers both full- and part-time pre-school and daycare using an Emilio Reggio approach to learning. With the children spending much of their day outside, in the enclosed playground, it has become necessary to replenish the Fibar (soft surfacing) to ensure safety for the children.

Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities. Operating after school weekdays during the school year and for full days during the spring, summer and winter breaks, the program

allows participants to expand their independence skills and improve overall quality of life through therapeutic recreation.

With 17 youth (some with wheelchairs or other mobility supports) and up to 10 staff on site daily, it has become necessary to invest in storage solutions

**Beneficiaries:**

Funds received through the City of Richmond Child Care Development Grant will improve the quality and accessibility of care for every child in the City of Richmond. In addition to our ability to make improvements to our licensed child care programs, RSCL will also be able to improve our Lending Library which benefits licensed child care programs throughout the city. This will allow for the infants, children and youth supported in all three programs to experience improved community inclusion.

**Partners (if applicable):**

Upon approval of funding, RSCL will submit an application to the Ministry of Children and Family Development Minor Capital Replacement Fund to off-set the costs of the furnishings for Youth Connections

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$5892.49	Child Care Capital
2014	\$2161.00	Child Care Capital
2014	\$828.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$7,238.05

**Recommendation:** Richmond Society for Community Living Program Refurbishment - To purchase equipment and furnishing, and make playground improvements for the following programs: Treehouse Early Learning Centre, Youth Connections and the



## Capital Assistance for 2016

Richmond Society for Community Living

Summary Page 3

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Supported Child Development Program.
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Staff Comments/Conditions:

None
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**Society: Society of Richmond Children's Centres**
**Title: Cook Road Children's Centre Outdoor Play Area**
**Amount: \$3,308.30**
**Purpose: Equipment**

Cook Road Children's Centre was recently renovated after being closed for several months due to a flood. While the interior was beautifully redone the exterior playground had deteriorated to the point of having to be torn down. After the cost of tearing it down and repairing it to be licensed the SRCC exhausted its budget. The desire now is for new equipment and a custom built, CSA approved, small climbing structure. The size and scope of the climber will dependent on funding.

**Service Delivery Benefits:**

The outdoor area of a centre is a critical part of the overall program space. The outdoor play area is lagging now that the interior is so beautifully renovated. Having new equipment and a new, custom, natural climbing structure will greatly enhance the play value of the space and add to the quality of the child care experience for all the children.

**Beneficiaries:**

The current and future enrolled children at Cook Rd and their families as well as the Educators who work there.

**Partners (if applicable):**
**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$5104.34	Child Care Capital
2014	\$9639.00	Child Care Capital
2015	\$4000.00	Child Care Capital

**GRANT RECOMMENDATIONS**
**Recommended**

## Capital Assistance for 2016

Society of Richmond Children's Centres

Summary Page 2

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**Amount:** \$3,308.30

**Recommendation:** Cook Road Children's Centre Outdoor Play Area - To purchase and install a custom built, CSA approved, small climbing structure for the outdoor play area. The previous outdoor play equipment that had to be removed due to poor condition.

**Staff Comments/Conditions:**

None

**Society:** Society of Richmond Children's Centres

**Title:** Cranberry Infant/Toddler Loft

**Amount:** \$2,965.50

**Purpose:** Equipment

The purpose of this equipment is to add a level of complexity and challenge to the Infant/Toddler Program at Cranberry Children's Centre.

**Service Delivery Benefits:**

We had purchased a full size loft for this location and it did not fit safely under the dropped ceiling so we moved it to Cook Rd Children's Centre. This brand new half loft designed for Infants and Toddlers will greatly enhance the quality of the equipment and make the use of the tight space more efficient and increase the play value in the program.

**Beneficiaries:**

The current and future enrolled children at Cranberry Children's Centre and their families will benefit as well as the Early Childhood Educators in the program.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$5104.34	Child Care Capital
2014	\$9639.00	Child Care Capital
2015	\$4000.00	Child Care Capital

## GRANT RECOMMENDATIONS

**Recommended  
Amount:** \$2,965.50

**Recommendation:** Cranberry Infant/Toddler Loft - To purchase play equipment

## Capital Assistance for 2016

Society of Richmond Children's Centres

Summary Page 2

for the infant/Toddler indoor play area. The item to be purchased is a half loft designed for Infants and Toddlers. It will make more efficient use of a tight play area and increase play value in the program.

### Staff Comments/Conditions:

None

**Society: Richmond Youth Service Agency****Title: Safe Spaces - School Age****Amount: \$5,000.00****Purpose:**

This grant will assist in the development and pilot of Safe Spaces for School Age Child Care Centres. Safe Spaces is a Bullying Prevention Program for Preschool Aged Children developed by Westcoast Child Care Resource Centre. There is a need in School Age Centres for a similar training that can teach children the skills they need to resist and prevent bullying, nurture children's self-esteem and empathy and establish a bully-free environment. The curriculum will also help to develop a common language for child care providers, children and parents to use in talking about bullying, as well as learning intervention techniques that promote positive change.

Safe Spaces is based on four concepts around a child's safety: my body is safe; my feelings are safe; my thoughts, ideas and words are safe; and my work is safe. The four goals of the program are: to increase and develop self-esteem; to increase and develop empathy for others; to teach critical thinking skills; and to take action when one witnesses unfairness or bias. These goals and concepts will remain the core of the school age Safe Spaces curriculum as the program is adjusted to be age-appropriate, including developing a module on cyber bullying.

This curriculum will support Council Term Goal 1: A Safe Community through decreasing bullying and increasing safety for school age children. One of the children in our Child Care Centre wrote a letter to his school about his experience with bullying, here is what he had to say: "I want to change schools because [my school] does not deal with the problem... I feel scared and unsafe

**Service Delivery Benefits:**

The funds will be used to update the Safe Spaces curriculum to be age appropriate for school-age and to pilot the training in Richmond for group school-age child care providers and stakeholders. This will benefit the larger child care community in Richmond, because once the training is updated it will be able to be used in School Age Child Care Centres. The funding will also contribute to a Train the Trainer session, where Richmond Child Care Professionals will be trained as facilitators to each others in the future for our community. In this way the program can continue if trained child care staff

leave their positions.

According to a UBC study bullying occurs once every 7 minutes on the playground and once every 25 minutes in the classroom and 25% of children in grades 4 to 6 have been bullied. As child care providers we have seen how the effects of bullying carry over from the classroom to the child care centres, especially after school. Cyber bullying is also very prevalent, meaning bullying happens even when children leave school or child care and go home. Parents are asking us to help, but the problem is bigger than just intervening when we see it happen, we need tools to prevent bullying and common language and strategies to stop bullying. This training has had success in early child care centres in seeing a decrease in bullying and an increase in pro-social behaviours. We believe through adapting this curriculum to be age-appropriate for school age children, we will not only increase skill development for the child care providers, but also for the children and families in our centres.

**Beneficiaries:**

Child Care Providers and the children and their families in Richmond School Age Child Care Centres will benefit most directly from this grant, but we are hopeful that schools where the children attend will also benefit as this training not only teaches the child care providers, but also the children to be advocates within their environments. Our goal for the first year is to have 12 Richmond Child Care Providers trained through the Pilot Training. The Pilot is set up in two parts so the providers can go back to their Centres and try the tools they've learned with the children and their families and then come back with their feedback so we can adjust the curriculum as needed. Once the curriculum has been adjusted, our goal is to have a Train the Trainer session, where 12 Trainers throughout BC would be trained, including Richmond trainers, so the program can continue to have impact in our community for years to come.

**Partners (if applicable):**

School Age Child Care Association of British Columbia – Tyler Summers

Westcoast Child Care Resource Centre – Crystal Janes/ Pam Preston

Richmond Child Care Resource and Referral (Richmond Cares, Richmond Gives) – Marcia MacKenzie

These three partners will all contribute to the development and training of this

program. Each member will be part of an advisory committee during the development to give feedback as well as contribute to the training of Richmond School Age Child Care staff. Westcoast Child Care Resource owns the Safe Spaces curriculum as they developed the early years training, and will contribute financially for the Train the Trainer. Richmond Child Care Resource and Referral will assist with training and supporting Richmond Child Care Providers. SACCA BC will assist in training and supporting Child Care Providers across the province, including Richmond and will be key in developing the training, as the Chair, Tyler Summers has experience both with the early years Safe Spaces and School Age Child Care Bullying Prevention and other age-specific trainings. Richmond Youth Service Agency will coordinate this project and participate in the advisory committee, pilot project and training sessions in Richmond.

Other child care centres in Richmond will also be partners once we reach the pilot stage of this project. Parents and the children who attend the Child Care Centres who participate in the Pilot will also be partners in developing the final stage of this curriculum.

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$12500.00	Health, Social & Safety
2012	\$12500.00	Health, Social & Safety
2011	\$9947.00	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,000.00

**Recommendation:** Safe Spaces for School Age Care Centres - To develop and pilot a "Safe Spaces" anti-bullying prevention program for school age child care programs in Richmond. The curriculum to be developed will be based upon one created for preschoolers by Westcoast Child Care Resource Centre. It will be adapted to be age appropriate and include approaches



## Program and Professional Development Assistance for 2016

Richmond Youth Service Agency

Summary Page 4

for talking about bullying; intervention techniques to promote positive change and ways to address cyber bullying. The pilot will entail training twelve "trainers" from various Richmond-

### Staff Comments/Conditions:

None

**Society: Volunteer Richmond Information Services Society**
**Title: Provoking Play: Treasure Baskets and Loose Parts Workshop Series**
**Amount: \$5,000.00**
**Purpose:**

To provide child care providers, parents, and service providers the tools, strategies, and vocabulary to engage children in intentional play.

**Service Delivery Benefits:**

Child care providers, parents, and service providers will have the opportunity to explore new and cutting-edge resources and activities based on Treasure Basket Play, Heuristic Play, and Loose Parts Play. Workshop participants will receive a resource kit and book that will assist them to put their training into immediate practice. Resources will be added to the RCCRR Early Learning Library covering the exploration, mathematics and storytelling components.

**Beneficiaries:**

This series of three 2½ hour workshops will provide child care providers with 7½ hours of professional development. Parents and service providers who attend will learn the value of intentional play with children, thus benefitting the children in their care.

**Partners (if applicable):**
**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$10000.00	Professional and Program Development
2015	\$5000.00	Professional and Program Development
2006	\$0.00	Parks, Rec and Community Events

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$0.00

**Recommendation:**

Provoking Play: Treasure Baskets and Loose Parts Workshop Series - To provide three 2.5 hour workshops for child care providers, parents and service providers. The workshops will focus on tools, strategies, and vocabulary to engage children in intentional play. Participants will have the opportunity to explore cutting-edge resources and activities based on Treasure Basket Play, Heuristic Play, and Loose Parts Play.

**Staff Comments/Conditions:**

None



# **Child Care Grants Program Guidelines**

City of Richmond - Community Services  
Community Social Development  
September, 2015

# Child Care Grants - Program Guidelines

## Introduction

The City of Richmond provides grants to non-profit societies who provide child care services within the City's geographic boundaries. Child Care grants are funded by voluntary community amenity contributions from developers. These funds are held in the Child Care Development Reserve or the Child Care Operating Reserve. The ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the attached *City of Richmond's Child Care Development Policy*.

## Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible. Applicants may be either non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

## Purpose

Child care grants are available for both: (1) capital and (2) professional and program development expenses. These purposes are outlined below.

### (1) Capital

Capital grants are provided to acquire or upgrade physical assets such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of child care in Richmond, such as: equipment, furnishings, renovations, playground improvements. For equipment to qualify as a capital expenditure, it must be of long-term use and durability (e.g., an easel would qualify; art supplies would not).

### (2) Professional and Program Development

Non-profit societies developing or providing professional and program development opportunities (e.g., training, workshops) are eligible to apply for funding. The initiatives must be of benefit to the broader child care community in Richmond, rather than to a few specific centres. The need for and benefit to the child care community must be demonstrated.

## Priorities

Priority will be given to applications supporting infant/toddler and school-age care, identified as priorities in the 2009 – 2016 Richmond Child Care Needs Assessment and Strategy.

## Online Grant Application Process

The City of Richmond has moved to an online grant application process. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site. The guide provides tips and illustrations for all sections of the grant application. In preparation for submitting an application, please have electronic documents in a location on your computer so they can be attached as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that you can use to provide information on licensed capacity, project budgets and project timelines. If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant. Here is a list of the items to have ready for attaching to your application:

- Society Incorporation Certificate, Contact List for the Society's Board of Directors, Officers and Executive Director, Most Recent Annual General Meeting Minutes, Provincial Child Care License(s), Last Year's Financial Statements or Audited Statement, Current Year Operating Budget, Itemized Project Budget, Project Timeline, and Support Letters; and
- If you received a grant in the previous year, you will need to submit a grant-use report documenting how the awarded funds were used and to what benefit. This is required in order to be eligible to apply for a grant in the current funding year.

## Applications are to include the following:

### Step 1 - Applicant Contacts:

- a) Society name
- b) Society number issued by the BC Registry Services at the time of incorporation
- c) Society web site if applicable
- d) Contact names for the Society, e.g., an executive director, program manager or Board member
- e) Contact members role in the Society
- f) Society's address, postal code, phone number, and e-mail address

## **Step 2 - Applicant Information:**

- a) Briefly outline the Society's history, mandate, goals and objectives of your organization.
- b) Describe the programs and services provided in the last 5 years.
- c) If the Society delivers licensed child care programs provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers, and Executive Director, including their addresses and contact information.
- f) Attach minutes of the most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
  - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year.

## **Step 3 - Grant Program:**

### **Capital Grants or Professional and Program Development Grants**

#### Capital Grants:

- a) Purpose of the grant - what is the intent of the proposed grant (e.g., for equipment, furnishings, playground improvements, other?). If you select "other" please provide a description of what capital project you wish to undertake.
- b) Provide a detailed description of how the funds would be used to enhance the delivery of Richmond child care services (e.g., improve quality, availability, accessibility).
- c) Describe who will benefit from the grant if received, e.g., for Capital Grants: the number and age groups of children who will benefit.

#### Professional and Program Development Grants:

- d) Purpose of the grant – Describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- e) Describe who will benefit from the grant, if received (e.g., child care educators).

For both Grants Programs:

- f) List any partners who will be assisting with the project (e.g., any other funders, volunteers, or companies who will be money, services, in-kind assistance or other contributions).
- g) Provide a dollar figure for the requested grant amount.

Supporting Documents:

- h) Provide supporting documents - you will be asked to attach copies of the following:
  - An itemized budget for how grant funds will be used;
  - Additional supporting information for the projected costs (e.g., workshop presenters quotes or 3 quotes from suppliers/trades for Capital projects); and
  - Additional sources of funding or contributions that will be used to complete the grant project.
  - A timeline for completing the project and using the grant funds.
- i) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- j) Letters of support if applicable.

## **Terms and Conditions**

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:

- Any grant applicant who has awarded funds previously by the City must, if not already provided, submit a report documenting use of those funds and describe the benefits received before their current application can be considered.
- Funds must be used within one year of receipt by successful applicants.
- All grant recipients must provide a photo (for capital grants only) and a report documenting the use of the funds and the benefits received, as soon as complete (at the latest, one year following receipt) to the Child Care Development Advisory Committee.
- In addition, the grant received should be mentioned in any newsletter published by the organization and the City of Richmond logo included in any related publicity.

Consent to these terms will be requested as part of the application process.

## **Review Process and Approval Process**



Grant submissions are first reviewed by City staff from the Community Social Development Division to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee reviews the grant applications and makes recommendations to City Council. These are summarized by staff into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.

### **Submit an Application**

The City of Richmond has an online web based grant application. The *Child Care Grants Program Guidelines* and the *Child Care Web-based System Grant Applicant User Guide* are useful resources to assist you with filing an online grant application. Only electronic applications will be accepted.

### **Application Deadlines and Decisions**

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants web site for more information on the grant program and important application deadlines:  
[www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)

If you have questions about applying for a child care grant, please contact:

Coralys Cuthbert  
Child Care Coordinator  
City of Richmond – Community Social Development  
Phone: 604-204-8621  
E-mail: [ccuthbert@richmond.ca](mailto:ccuthbert@richmond.ca)