

# Saskatchewan Early Learning and Child Care: Community Needs Assessment Form

The Community Needs Assessment form assists the Ministry of Education’s Early Years Branch to determine your community’s child care needs. Information provided is assessed through a process that considers the organization’s ability to develop regulated child care spaces in alignment with ministry goals for space development. Attach additional pages, if needed.

You will be notified of the status of your application.

Date: (day/month/year)	
Name of organization:	
Incorporated entity’s name (if different from above):	
Have you completed a <a href="#">Survey of Need for Child Care Services</a> ? (This is recommended.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Contact information:</b> Name: _____ Role in organization: _____ Phone number: _____ Email: _____ Mailing address: _____ City/Town: _____ Postal Code: _____	
<b>Identify the group(s) the applicant belongs to:</b> <input type="checkbox"/> Indigenous early learning and child care organization <input type="checkbox"/> Municipality <input type="checkbox"/> Operational child care facility <input type="checkbox"/> Parent/community group <input type="checkbox"/> Post-secondary institute <input type="checkbox"/> School division Other: _____	Proposed Community/location:
<b>Identify the age groups requiring child care (from the Survey of Need for Child Care Services, if available)</b> <input type="checkbox"/> Infants (6 weeks – 18 months) <input type="checkbox"/> Toddlers (18 – 29 months) <input type="checkbox"/> Preschool (30 months – end of Kindergarten) <input type="checkbox"/> School-age (attends school in Grade 1 or higher)	<b>Is there a need for child care during special times?</b> <input type="checkbox"/> Before/after school for school-aged children <input type="checkbox"/> Children enrolled in part-time prekindergarten programs <input type="checkbox"/> Evenings/after-hours care <input type="checkbox"/> Weekends

Complete this chart if you are making application for a NEW child care centre	
Type of Regulated Space	Number of Regulated Spaces Requested
Infant	
Toddler	
Preschool	
School age	
<b>TOTAL</b>	

Complete this chart if you are an EXISTING centre requesting ADDITIONAL spaces for expansion within an existing facility or to expand service in a new facility		
Type of Regulated Space	Current Number of Regulated Spaces in the Centre	ADDITIONAL Number of Regulated Spaces requested
Infant		
Toddler		
Preschool		
School age		
<b>TOTAL</b>		

**Identify relevant children/family groups the facility will serve:**

- families requiring full-time care
- families requiring extended/flexible hours
- children requiring enhanced or individual supports
- Francophone
- Indigenous
- lone-parent
- low income
- newcomer
- racialized and visible minority children
- rural
- seasonal child care needs
- students

1. Provide additional information on the relevant family groups the facility will serve. How will the proposed child care development improve access for underserved populations as identified above?
  
2. Provide a description of the community that would be served by the child care centre. How does this child care initiative align with other community plans or strategies?
  
3. Clearly indicate the current need for child care and the projected need in the next five to 10 years? Consider: the survey of need, local economic developments; major employers, industries or sectors influencing the demand for child care in the community; recent anticipated economic or population changes and the provision of child care in the local schools.
  
4. Identify if/where a location has been secured. If a physical location has been secured, clearly explain the plan to ensure it will meet regulatory requirements.
  
5. The licensee is responsible for governance of the centre and carries the legal and financial responsibilities for child care operations. Relevant legislation to review includes:
  - *The Child Care Act, 2014*
  - *The Child Care Regulations, 2015*
  - *The Co-operatives Act, 1995*
  - *The Non-profit Corporations Act, 1995*

Explain who the board members are, include their experience with governance and financial oversight. If applicable, include information regarding past and current involvement in child care in Saskatchewan and/or in other provinces.

6. The Ministry of Education provides financial support in the form of grants, for example, the Start-up Grant and operating grants to assist with the costs.
  - What funding sources are confirmed/secured to develop and operate a regulated child care centre?
  - What funding sources are anticipated to support the development and operations of a regulated child care centre?
  - How will financial risk be managed during start-up or expansion?
  
7. In addition to the projected budget, include other information that demonstrates financial viability.

8. What sparks your interest and motivates you to open a regulated child care centre? What do you envision achieving through this endeavor and how does it align with other aspirations of the organization?

**Email completed form and supporting documents, or any questions, to: [cwcentredev@gov.sk.ca](mailto:cwcentredev@gov.sk.ca)**