

# Saskatchewan Child Care Community Needs Assessment Form

Complete the information below, which will be used by the Early Years Branch to support assessing the child care needs of your community, your organization's priorities for serving children and families, and the preparedness of your organization for child care centre development. Attach additional pages if needed. The information below is to be updated each year your organization remains on the list for child care space development consideration.

If you have questions, or are having technical difficulties completing the form, contact the Early Learning and Child Care (ELCC) Program Manager nearest to you:

- Saskatoon ELCC – Andrea Van Vliet (306) 933-5522
- Central Rural and Northern Regions ELCC – Darlene Trumier (306) 425-4389
- Southwest and Regina Region ELCC – Natasha Feld (306) 798-9556
- Southeast and Regina Region ELCC – Anne Schlivert (306) 787-3204

Name of organization	
Is this organization currently incorporated as a non-profit entity?	
If yes, provide the incorporated entity's name (if different from above):	
Name of contact for the above organization	
Telephone	Email
Mailing address	
City/Town	Province
Postal Code	Date (Year/Month/Day)

Provide a description of the community that would be served by the child care centre. For urban areas, indicate the neighbourhood that would be served.

What are the current or planned major sources of employment in the community?

Who are the families the centre would be anticipated to serve, and what are their early learning and child care needs (e.g. rural families with seasonal child care needs, students, teen parents, shift workers requiring flexible hours, families requiring full-time care, families requiring part-time care, etc.)?

Saskatchewan's child care space allocation approach may focus on allocating spaces to organizations that:

- respond to the early learning and child care needs of families;
- offer flexible child care arrangements, such as infant and/or part-time care;
- support Indigenous families, new Canadians, and/or French language minority communities;
- are located in areas where children and families experience vulnerability.

Provide a description of how your organization may provide early learning and child care services to any of these focus areas that are relevant for your community and the families who will be served.

What services are currently available for young children and their families in your community (e.g. Head Start, Prekindergarten, part-time preschool programs, before and after school programs, etc.)?

How many child care spaces is your organization requesting? What age ranges would you expect the centre to serve (e.g. infants, toddlers, preschoolers up to and including children attending Kindergarten)?

Provide a description of the licensee/board. The licensee is responsible for governance of the centre, and carries the financial and legal responsibility for child care operations. Refer to Section 7 of *The Child Care Act, 2014*, for further information.

Provide a description of the involvement of additional partners, agencies, or services in the development of the child care centre (if applicable).

- Have you secured a site for a child care centre, or explored options for a site? Would the site be a new build, or a renovation of an existing site? Provide a description of the proposed site.
- If your organization is considering a school-based site, which school is proposed for a site, and is space currently available in the school? Have you contacted the School Division to discuss your request, and what was the outcome of the discussion? Provide contact details for the school division representative.

Where resources are available, government provides grant funding to offset the costs associated with the development and operation of child care centres. Describe the ability of your organization to support the cost of developing and operating child care spaces beyond government grant funding.

**Submit completed forms by mail, email, or fax to the ELCC Program Manager for your area. Email is the preferred method of submission.**

**Central Region**

Andrea Van Vliet, ELCC Program Manager  
Ministry of Education  
8th Floor, 122-3rd Avenue North  
Saskatoon, SK S7K 2H6  
[andrea.vanvliet@gov.sk.ca](mailto:andrea.vanvliet@gov.sk.ca)  
Fax: (306) 933-7082

**Southern Region**

Natasha Feld, ELCC Program Manager  
Ministry of Education  
4th Floor, 2220 College Avenue  
Regina, SK S4P 4V9  
[natasha.feld@gov.sk.ca](mailto:natasha.feld@gov.sk.ca)  
Fax: (306) 798-5052

**Northern Region**

Darlene Trumier, ELCC Program Manager  
Ministry of Education  
Box 5000  
La Ronge, SK S0J 1L0  
[darlene.trumier@gov.sk.ca](mailto:darlene.trumier@gov.sk.ca)  
Fax: (306) 425-4383