MEMORANDUM TO:  Chief Administrative Officers, CMSMs/DSSABs
                      General Managers/Commissioners, CMSMs/DSSABs
                      Children’s Service Managers, CMSMs/DSSABs

FROM:                 Pam Musson
                      Director, Early Learning and Child Care Implementation Branch
                      Early Learning Division
                      Ministry of Education

                      Andrew Davis
                      Director, Financial Analysis and Accountability Branch
                      Elementary/Secondary Business and Finance Division
                      Ministry of Education

DATE:                 May 9, 2011

SUBJECT:              Child Care Business Practices Guidelines, Qs and As
                      Year 2 Extended Day Fee Subsidy Guidelines, Qs and As
                      Year 2 Transition Funding Guidelines, Qs and As

We are pleased to provide you with the following material to support child care service system planning and the 2011 contract management process:

- Updated Child Care Business Practices Guidelines/Qs and As
- Year 2 Transition Funding Guidelines/Qs and As
- Year 2 Extended Day Fee Subsidy Guidelines/Qs and As

These guidelines will assist you in completing your Estimates Submission. The communication sent to you on April 29, 2011 stated that the Estimates Submission would be due 10 business days after the release of these guidelines. Your Estimates submission is therefore due to the Ministry of Education on May 24, 2011. As a reminder, a copy of your signed child care service contract is also due to the Ministry by no later than May 24, 2011.

Please contact your Child Care Advisor should you have any questions.
We thank you for your ongoing patience and cooperation.

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Pam Musson        Andrew Davis

Copy: Jim Grieve, Assistant Deputy Minister, Early Learning Division, Ministry of Education
Gabriel F. Sékaly, Assistant Deputy Minister, E/S Business and Finance Division, Ministry of Education
Jill Vienneau, Director, Early Learning and Child Care Policy & Programs Branch, Ministry of Education