

## Appendix A: Information Submission Package

To be submitted annually by **February 28**

Head Office/Corporation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact for budget purposes: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Center:

Commercial

Non-Profit

Main contact person: \_\_\_\_\_ Position title: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Documents to be submitted with the Annual Information Submission Package:

Copy of the Parent Handbook and Program Statement (if there are changes from previous year).

If there are no changes please check box.

### Documents to be submitted annually:

- Audited Financial Statements (Within 4 months of Year End)
- Copy of Annual General Meeting Minutes (Within 30 days after Meeting Date)
- Copy of the Insurance Renewal Certificate (within 30 days of the renewal date of the policy)
- Copy of Lease Agreement(s) (within 30 days of being renewed)
- Financial Reporting Reconciliation templates (Dates to be determined)
- Annual Reporting (Date to be determined)

**By checking this checkbox, I affirm that the Board of Directors information is up to date on CCLS.**

*Note: the information must be updated anytime there is a change.*

### Accountability Review

Section	Complete √	In Progress √	If in progress, provide expected completion date	Date policy was last updated/reviewed
<b>Governance</b>				
Code of Conduct Policy which applies to all levels of the Organization	<input type="checkbox"/>	<input type="checkbox"/>		
Policy on Protection of Privacy	<input type="checkbox"/>	<input type="checkbox"/>		
Policy of Conflict of Interest for persons at all levels of the organization * <b>send us a</b>	<input type="checkbox"/>	<input type="checkbox"/>		

<b>copy if there are changes from previous year)</b>				
Policies relative to decision-making processes * <b>send us a copy if there are changes from previous year)</b>	<input type="checkbox"/>	<input type="checkbox"/>		
Financial Management Policies	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Retention of Records</b>				
Records Retention Policies/ Procedures	<input type="checkbox"/>	<input type="checkbox"/>		

Does your organization have an Equity, Diversity and Inclusion (EDI) strategy?

- Yes**
- No**
- In Progress**

**Projected FTE Summary**

Operator Name: \_\_\_\_\_

<b>Staffing Information</b>	<b>Total # of FTE's Per Operator</b>
Registered ECEs working with children 0 to 5 years	
Director Approved staff working with children 0 to 5 years	
Non ECEs working with children 0 to 5 years	
Supervisors working with children 0 to 5 years	
* Admin/Other (Non- program staff) children 0 to 5 years	
Registered ECEs working with children 6 to 12 years	
Director Approved staff working with children 6 to 12 years	
Non ECEs working with children 6 to 12 years	
Supervisors working with children 6 to 12 years	
* Admin/Other (Non-program staff) children 6 to 12 years	
<b>Total FTE's</b>	

Staffing Information	Hourly Salary Grid (not including WEG or CWELCC funding)		Do these staff receive benefits (medical, dental...) Yes or No?	Do these staff work in ratio?		How many staff are working in this position?	
	Low	High		Y or N	% of time in ratio	Part-Time	Full-Time
Registered Early Childhood Educators (RECEs) working in ratio							
Director Approved Staff working in ratio							
Non-RECE staff working in Ratio							
Team Lead (RECE)							
Team Lead (non-RECE)							
Supply Staff (RECE)							
Supply Staff (non-RECE)							
Cook							
Enhanced Support							
Supervisor (single site, not in ratio)							
Executive Director (manages several sites)							
Administrative Staff (HR, Finance, Payroll, etc..)							
Other - please specify job:							
Other - please specify job:							
Other - please specify job:							
Other - please specify job:							
<b>Total Number of staff</b>							

Site Contact Information	Site Name: _____						
Site Supervisor							
Site Supervisor Email							
Site Phone Number							
Contact for Fee Subsidy/Attendance Reporting							
Email Address							
Phone Number							