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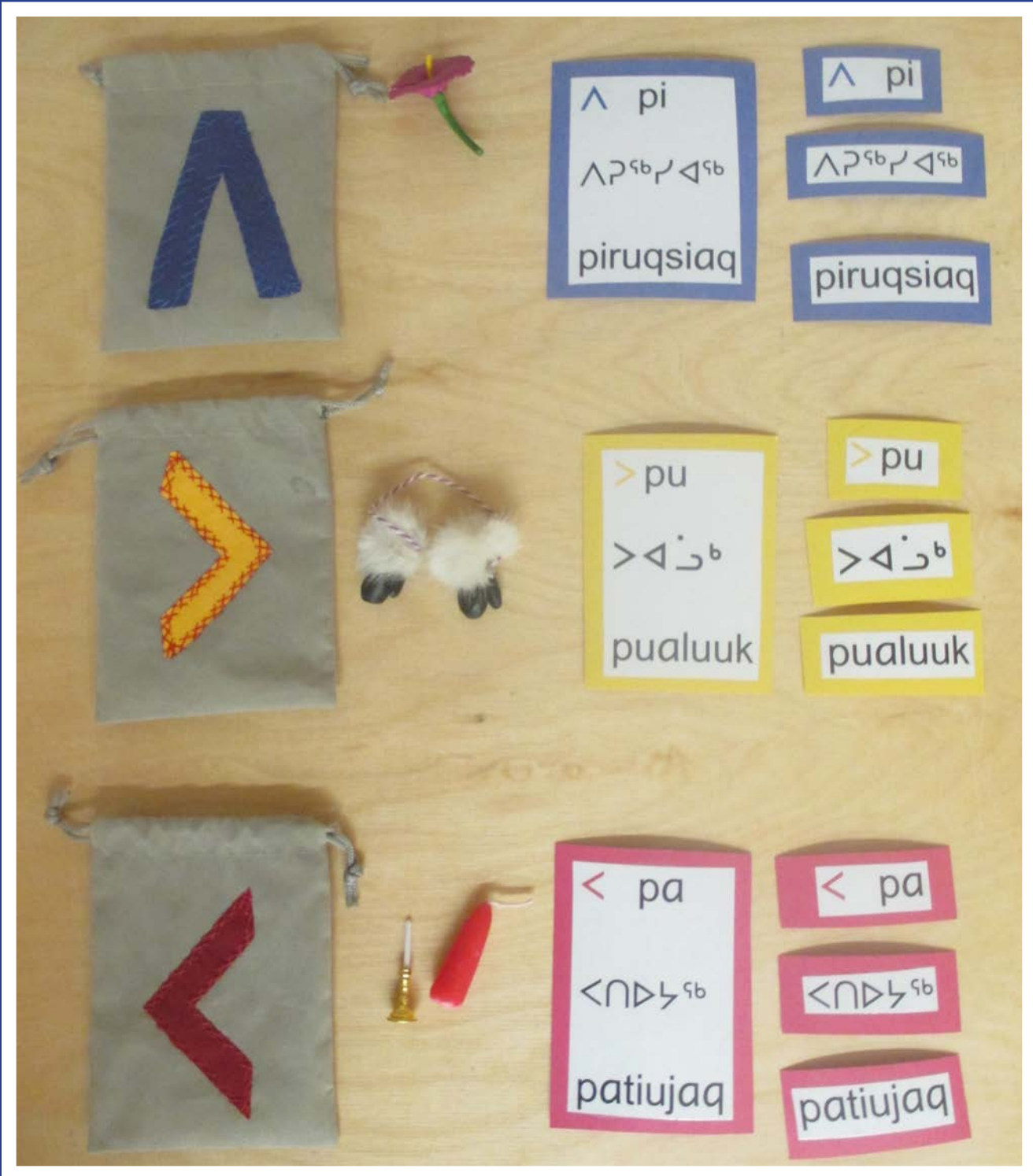
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Preface



Acknowledgements

This project is the result of the collective efforts between the Tumikuluit Saipaaqivik Inuktitut Daycare Administration in Iqaluit, and the Pirurvik Preschool Administration in Pond Inlet. Together we have supported one another to build capacity in order to keep our childcare centres open, despite the current complexity of Early Childhood Educational administrative responsibilities in Nunavut.

It is our intent to offer this guide to assist others who are offering this invaluable service in Nunavut communities.

We would like to thank many of the ECE stakeholders throughout Nunavut who spent time consulting with us by phone, e-mails, and meeting us in person to lend their expertise and support throughout this project. Your combined expertise is what has made this project a success.

The Tumikuluit Saipaaqivik Inuktitut Daycare and the Pirurvik Preschool are especially lucky to have such hardworking staff members. Your hard work enriches the children, and our communities on daily basis.

We owe special thanks to the Tumikuluit parent board and the Pond Inlet DEA for their support of both of our childcare programs. You are vital to the success of our childcare programming and we are very grateful to you.

We would also like to thank the Qikiqtani Inuit Association for providing continued financial support to the Pirurvik Preschool that has allowed us to continue during these initial developmental stages.

Finally, we would like to thank Nunavut Tunngavik Inc. and the Makigiaqta Inuit Training Corporation for funding the administrative guide project, and for initiating professional development opportunities for both of our childcare centres. We hope that this administrative guide will be useful for daycares throughout Nunavut, and that it may help in a small way, to increase capacity in the delivery of childcare programming in Nunavut. Thank you for your vision to help make this happen.

Nakurmiik

Tessa Lochhead and Noodloo Peter

Noodloo Peter is the director of the Tumikuluit Saipaaqivik Inuktitut Daycare in Iqaluit, and Tessa Lochhead is the Co-Founder and Co-Director of the Pirurvik Preschool program in Pond Inlet

Introduction

The Tumikuluit Saipaaqivik Inuktitut Daycare Administration in Iqaluit and the Pirurvik Preschool Administration in Pond Inlet both recognized the need for a step-by-step administrative guide for daycares in Nunavut. The directors of these two childcare centres first met during a Nunavut Early Learning and Childcare (ELCC) conference in Iqaluit in the spring of 2017 that was facilitated by Nunavut Tunngavik Inc. (NTI) and Inuit Tapiriit Kanatami (ITK). During this meeting there was a shared frustration regarding the provision of Early Learning and Childcare in Nunavut, which consists of a highly complex web of funding and administrative responsibilities that makes it difficult to initiate, build, and sustain programs across the territory. The insatiable need for childcare, and Early Childhood Education (ECE) programs, in Nunavut has resulted in this partnership between the Tumikuluit Daycare and the Pirurvik Preschool, with the goal of producing an administrators guide for Nunavut daycares in the hope that it can assist daycare administrators with their daily operations.

Nunavut currently lacks a centralized governing body with the capacity to oversee, and administer, daycares and ELCC centers in Nunavut. This fragmented context results in several negative outcomes, including: high turnover of staff and administration, a deficiency of pay equity, and a lack of professional development opportunities. Paramount among these issues is that staff training and retention is an ongoing issue for daycares. Directors often have little or no management training and can easily become overwhelmed by the amount of communication and reporting that is necessary for licensing and other legislated requirements.

We understand first hand, how the sheer volume of administrative requirements can take attention away from what matters most - the delivery of high quality childcare. In an attempt to increase capacity in childcare centres, we hope that this guide will help organize the responsibilities for daycare administrators into an easy step-by-step format that clearly outlines all areas of responsibility.

The intent of this document is to help support the existing administrative structures of daycares, and ELCC centers, by providing a reference that can be easily accessed for resources such as:

- starting a childcare centre;
- funding access (e.g. proposal templates for specific agencies and areas of funding, including examples of proposals);
- licensing requirements;
- monthly operational and maintenance reporting;
- daily management, planning and programming (e.g. parent meetings, staff management, scheduling);
- administrative materials (e.g. policies, forms, filing requirements);
- educational programming (i.e. childcare ECE curriculum and program development that is specific to each community's needs);
- parent communication; and
- financial management and reporting.

The Nunavut Department of Education (NDE) manual *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs* was published in 2014. This manual articulates the mandates of the daycare act and how to apply these mandates within a childcare centre. We will consistently reference this NDE manual in this administrative guide. The purpose of the *Nunavut Daycares: An Administrators' Guide* is meant to act as a supplementary document to the Nunavut day care regulations manual.

Each childcare centre in each community has their own specific needs and programming and attends to these needs accordingly. This guide provides examples of various forms, proposals, and reports from two different childcare centres, so that you may utilize them as examples as they apply to your own childcare setting. We hope that this guide may be useful to you.



In this Admin Guide, you will see the Tumikuluit Logo [above] on every item that was developed by the Tumikuluit Saipaaqivik Inuktitut Daycare.



In this Admin Guide, you will see the Pirurvik Preschool Logo [above] on every item that was developed by the Pirurvik Preschool in Pond Inlet.



All photographs are the property of Pirurvik Preschool.

Summary of Programs

Tumikuluit Saipaaqivik Inuktitut Daycare (Iqaluit)

The Tumikuluit daycare was established in August 2007 by a group of Inuit mothers who wanted a daycare where quality care was provided in Inuktitut and Inuit culture. Upon its creation, it became the first Inuktitut- only daycare in Iqaluit. [...] The Tumikuluit language policy is complete Inuktitut immersion. Inuktitut is to be spoken at all times by caregivers regardless of whether the children understand Inuktitut or not, unless there is a case of emergency that may harm a child or children. The board members are expected to function in Inuktitut. Everyone is expected to be respectful and embrace any dialects of Inuktitut spoken at the daycare. The Tumikuluit example has served as an exemplary model for instilling Inuktitut fluency in the children attending the daycare.



Tumikuluit is located in the heart in Iqaluit centre.

The Tumikuluit daycare follows a curriculum that is based on Inuit language and culture. There is an emphasis on Inuktitut literacy at Tumikuluit with heavy emphasis on learning Inuktitut songs on a daily basis. A lot of body language is used to illustrate the meaning of the songs, which can be anything from the translated version of Twinkle, Twinkle Little Star to actual traditional Inuit songs.

The Tumikuluit daycare also runs a number of cultural programs in addition to its core curriculum. Tumikuluit runs Inuktitut music programs by inviting local musicians to sing songs in Inuktitut with the children. Elders have

also been hired when funding is available to tell traditional stories and legends, which teach Inuit values and morals. Inuit traditional games such as Inugait are also taught by the elders, which is a children's game using a mix of seal flipper bones and bird bones.

The daycare includes such things as children sized amautiit for the children to carry their dolls in. [...] There are also small qilautiit (drums) that were used specifically to encourage traditional drum dancing. Throat singing lessons are also provided occasionally by volunteers. Wooden toy rifles are also used at the daycare if the children decide to role play hunting practices. Traditional Inuit roles are explained through such songs as Nattirmik qiniqpunga, which tells about the traditional seal hunt and explains the role of hunting and preparation of the seal for Inuit. Traditional food is served regularly at the Tumikuluit Daycare through lunch programs, and Inuit throat singing and drum dancing is taught to the children.¹



Pirurvik Preschool is located in Ulaajuk Elementary School in Pond Inlet.

Pirurvik Preschool (Pond Inlet)

The Pirurvik Preschool opened its doors on January 14, 2016 with the support of the Pond Inlet District Education Authority and the Nunavut Department of Education. This Early Childhood Education (ECE) program is for children ages 2.5-4 years old.

¹ The source of this overview is taken from p.15-19 of Navarana Beveridge's Case Study on the First Inuktitut Daycare in Iqaluit: Tumikuluit Saipaaqivik.

The Pirurvik Preschool was borne from a dream between two community members, Karen Nutarak and Tessa Lochhead, who shared a vision of providing culturally relevant ECE programming that would prepare children for educational success. Karen, who is from Pond Inlet, has been a long time educator and advocate for education in Nunavut. Tessa, originally from Ottawa, had been teaching in Nunavut since 2007. During the 2012-13 academic year, Tessa completed Montessori training and in conversations with Karen, they recognized the intrinsic connection between the Montessori method and the Inuit Qaujimaqatuqangit principles. This began the wheels in motion to bring their dream to fruition.

The Pirurvik Preschool initiated a partnership with the Nunavut Arctic College (NAC) in its' early stages. Between 2015-2017, the NAC provided a full-time Early Childhood Education Diploma program (2-year program) in Pond Inlet. The Pirurvik preschool was an extension of the Arctic College ECE training by providing a location and learning environment for the NAC practicum requirements. The preschool served a double role of providing ECE while also building capacity in education as the interested graduates of the ECE diploma program sought full time employment at the preschool upon graduation.

The Pirurvik Preschool provides Early Childhood Education that is child centered and based on the *Inuit Qaujimaqatuqangit* (IQ) principles and is enriched through the use of Montessori materials. The goal is to provide a culturally relevant learning experience. Pirurvik Preschool is guided by the IQ principal *Pilimmaksarniq*, which allows children to learn at their own pace. Children follow their own natural curiosity by choosing topics that interest them. The learning materials are 'hands on' resources and allow for self-directed development with teachers acting as facilitators by providing the appropriate support. Students are thus internally motivated to learn based on their individual interest in each activity. This experiential approach to learning creates a classroom of engaged and happy children.

This *Pilimmaksarniq* approach to education is facilitated by the resource rich Montessori method of learning. As reflected in the IQ principles, children are recognized as individuals and are left to make decisions for themselves. Both IQ and Montessori put the emphasis of learning in the hands of the child by trusting each to know what he or she needs. This approach to ECE compliments the educational values of the community of Pond Inlet as it builds confidence and independence at a critical age of development. Language development is key to ECE instruction and the classroom resources aim to promote and enrich Inuktitut in all areas.

The Pirurvik Preschool has recently created training modules on this unique ECE program. It is designed to be delivered by the Pirurvik Preschool staff, so they may lend their experiences and learning journeys with other ECE educators throughout Nunavut, who may be interested in this learning program, and who may wish to enhance their own ECE programs in their own community. In the fall of 2017, the Pirurvik Preschool staff trained the Iisaqsivik Society childcare staff in Pond Inlet and Clyde River, and opened a new IQ-Montessori parent and tot program for its' centre full of all of the necessary materials and resources necessary to run this unique program. This 3-week pilot training project was a success, and the Pirurvik preschool staff hope to share this training along with all of its' learning resources and materials, with other interested communities throughout Nunavut.

Pirurvik Preschool represents the collective efforts of the community of Pond Inlet to provide meaningful educational experiences for children. It has reinforced the idea that by working together, through patience and consultations, great things can happen by creating partnerships that work. This community based, culturally relevant, approach to education serves many needs in Pond Inlet, and is now helping to build capacity in other childcare programs as well. Pirurvik is indeed a place to grow for Inuit children, teachers in training, literacy, community capacity, and the dreams of Nunavut.

Licensing



Early Childhood Program: Starting a Licensed Early Childhood Facility

The Government of Nunavut's roles and responsibilities in Early Childhood Education include licensing, start-up funding and operations and management of daycare facilities.

All organizations who wish to run a childcare facility must obtain a license to do so. All licensed childcare facilities in Nunavut must abide by the **Nunavut Child Day Care Act²** and **Regulations³**.

As stated on the Dept. of Education website:

The Department of Education licenses community early childhood facilities under the Child Day Care Act, providing start-up and annual operations funding to non-profit licensed child care facilities and family day homes.

Regional offices administer applications and act as liaisons between non-profit organizations and the division of Early Childhood Education. To be eligible, an organization must be registered as a non-profit, and be in good standing with Nunavut Legal Registries.

[<https://www.gov.nu.ca/education/information/licensed-facilities>].

Eligibility and Licensing

Applications for funding to start or run a childcare program will be accepted from all non-profit organizations in good standing with **Nunavut Legal Registries**, including organizations such as the local District Education Authorities, municipalities, and family day homes (which are considered non-profit but do not need proof of good standing).

All Nunavut-based non-profit organizations in good legal standing with Nunavut Legal Registries can apply for funding to start or maintain a licensed childcare facility.

To register a non-profit organization, please contact:

Nunavut Legal Registries

Department of Justice
Government of Nunavut
P.O. Box 1000 Station 570.
Iqaluit, NU. X0A 0H0
Phone: [867] 975-6590. Fax: [867] 975-6194
corporateregistrations@gov.nu.ca

The form(s) for registrations, filings and requests are available from:
www.justice.gov.nu.ca

If you have any questions about licensing requirements, please contact the Dept. of Education. All of the necessary contacts are listed on the following page for your convenience.

The Dept. of Education contacts are also listed on the flow charts 'Starting a Licensed Early Childhood Facility', which are provided in Inuktitut, English, Inuinnaqtun and French.



Please see: Appendix 1: Starting a Licensed Early Childhood Facility for this document in all 4 languages

2 <https://www.gov.nu.ca/sites/default/files/files/consRSNWT1988cC-5.pdf>

3 <https://www.gov.nu.ca/sites/default/files/files/Reg029.pdf>

Department of Education Early Childhood Offices / Development Managers:

Qikiqtani Region

Early Childhood Program
Dept. of Education
Government of Nunavut
P.O. Box #204
Pangnirtung, NU
X0A 0R0
Phone: 1-800-567-1514
Fax: [867] 473-2647
ECOQikiqtani@gov.nu.ca

Kivalliq Region

Early Childhood Program
Dept. of Education
Government of Nunavut
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X0C 0G0
Phone: [867] 645-2343
ECOKivalliq@gov.nu.ca

Kitikmeot Region

Early Childhood Program
Dept. of Education
Government of Nunavut
P.O. Box #20
Cambridge Bay, NU
X0B 0C0
Phone: 1-800-661-0845
Fax: [867] 983-4025
ECOKitikmeot@gov.nu.ca

Early Learning and Child Care Dept.

867-975-4861
eclpc@gov.nu.ca

Early Childhood Development Manager / Development Coordinators:

Dept. of Education
Government of Nunavut
P.O. Box #1000, Station 920
Iqaluit, NU
X0A 0H0
Phone: [867] 975-5600

Regional Environmental Health Offices:

Qikiqtani Region

Phone: [867] 473-2676
Fax: [867] 473-2675

Kivalliq Region

Phone: [867] 645-8071
Fax: [867] 645-8272

Kitikmeot Region

Phone: [867] 983-4236
Fax: [867] 983-4063

Regional Fire Marshal Offices:

Fire Marshal

Robert Prima [Iqaluit]
rprima@gov.nu.ca
Phone: [867] 975-5310

Assistant Fire Marshal

Joanasie Adla [Iqaluit]
jadla@gov.nu.ca
Phone: [867] 975-5365

Fire Specialist Training Officer

Fred Morrison [Iqaluit]
fmorrison@gov.nu.ca
Phone: [867] 975-5369

Qikiqtani Region

Ted Clouter - Assistant Fire Marshal
tclouter@gov.nu.ca
Phone: [867] 897-3602

Kivalliq Region

Nathaniel Watson - Assistant Fire Marshal
nwatson@gov.nu.ca
Phone: [867] 645-8133 / 8127

Kitikmeot Region

Josh Doyle - Assistant Fire Marshal
jdoyle@gov.nu.ca
Phone: [867] 983-4016

Starting a Licensed Early Childhood Facility (Flow Chart) - English version

Early Childhood Program

Starting a Licensed Early Childhood Facility

! Please read through all the steps before proceeding.
• Contact information for the Department of Education, Office of the Fire Marshal, Environmental Health Office and Legal Registries is below.

Do you want funding from the Government of Nunavut?	YES	Are you a non-profit organization? (not required for Family Day Homes)	YES	Send in a copy of the non-profit incorporation certificate to the Department of Education, along with the list of Board of Directors.		
	NO	Proceed with the licensing steps only and omit all steps regarding funding.	NO	Apply to Legal Registries and become a non-profit organization (or join with another non-profit organization).		
Do you have a location (building or room) identified for the early childhood facilities?	YES	Do you need to renovate?	YES	Send in a floor plan with measurements.		
	NO		NO	Send in the proposed renovation plans to Fire, Health and Education.		
	NO	Are you planning to build?	YES	Have you received approval for use as a licensed childcare facility from the Fire Marshal's office and the Environmental Health Office?	YES	Send approval to Education.
			NO	NO	Contact them to get approval.	
		Are you planning to build?	YES	Send in a floor plan with measurements. The Department of Education will calculate maximum number of spaces and give options for number and type of licensed spaces.	YES	Send approval to Education.
			NO	Contact our office once a building plan or building/room has been identified. (follow appropriate steps listed above)	NO	Contact them to get approval.

Have you received a Start-Up Package from the Department of Education?	YES	Have you read through it?	YES	Contact the Department of Education if you have any questions.
	NO	Contact the Department of Education to have one sent to you.	NO	Contact the Department of Education if you have any questions.
Have you filled out the application for a Child Care Facility License?	YES	Send them to the Department of Education		Contact the Department of Education if you have any questions.
	NO	Fill out the form - found in the Start-Up Package.		Send it to the Department of Education.
Do you have the necessary insurance coverage?	YES	Send proof of \$1million general liability coverage to the Department of Education (\$2 million if applying for any Government of Nunavut funding).		
	NO	Contact insurance company to get quote.	Pay for insurance.	Send proof of \$1million general liability coverage to the Department of Education (\$2 million if applying for any Government of Nunavut funding).
Do you have evidence of compliance with the appropriate zoning by-laws?	YES	Send written proof (letter from Hamlet or Municipality) to the Department of Education.		
	NO	Contact your Hamlet or Municipal office and ask for written approval.		Send written proof (letter from Hamlet or Municipality) to the Department of Education.
Have you developed a written policy statement of the program goals and objectives?	YES	Send the plan/policy to the Department of Education.		
	NO	Contact the Department of Education for samples	Develop your own policy.	Send the policy to the Department of Education.
Have you developed a written policy for parental involvement?	YES	Send the policy to the Department of Education.		
	NO	Contact the Department of Education for samples.	Develop your own policy.	Send the policy to the Department of Education.

Have you developed an emergency evacuation plan/policy?	YES	Send the plan/policy to the Department of Education.		
	NO	Contact the Department of Education for samples.	Develop your own policy.	Send the policy to the Department of Education.
Are you applying for Start-Up Funding?	YES	Have you filled out the application?	YES Send to the Department of Education.	Send to the Department of Education.
	NO		NO Fill out the application form.	
		Proceed with the licensing steps only and omit all steps regarding funding.		
Have you written a brief description of the program?	YES	Send the description to the Department of Education.		
	NO	Contact the Department of Education for samples.	Develop your own description.	Send the description to the Department of Education.
Have you done a survey to show the need for a licensed early childhood facility? (if applying for Start-Up Funding)	YES	Send survey results to the Department of Education.		
		Develop your own survey or ask the Department of Education for a sample.	Ask community members to fill out the survey.	Send survey results to the Department of Education.
	NO	OR Compile a waiting list or potential users with parents' names and contact information along with the birthdates of the children.		Send waiting list to the Department of Education.
Do you have three letters of support? (if applying for Start-Up Funding)	YES	Send them into the Department of Education.		
	NO	Ask community members, businesses or organizations for a letter of support.	Suggested places are : - RCMP - Hamlet - Health Centre - Stores - School - Other Daycares	Send them into the Department of Education.

Have you developed a draft budget for the Start-Up Funding?	YES	Send it to the Department of Education.	
	NO	Contact the Department of Education for maximum amount allowable and for sample budgets. Develop own draft budget.	Send it to the Department of Education.
Do you have the necessary toys and equipment?	YES	Send it to the Department of Education.	
	NO	Order or purchase the necessary toys and equipment.	Set up equipment and toys in your facility when you receive them.
Have you developed the necessary policies for your facility?	YES	Send them to the Department of Education.	
	NO	Contact the Department of Education for samples. Develop the following policies: - parental involvement - emergency evacuation - communicable disease - transportation - confidentiality	Send them to the Department of Education. - discipline - illness - injury - supervision - goals and objectives
Have you posted all the necessary information?	YES	Ensure it is in a location that parents would be able to easily see it.	
	NO	Post the following information: - Child Day Care Act & Regulations - Emergency Evacuation Plans - Staff Schedule - Menus - Discipline Policy - Emergency Phone Numbers - Daily Program Schedule - License (once you receive it)	Ensure these are posted in a location that parents would be able to easily see it.
Have you developed the necessary files for your facility?	YES	Ensure you are able to lock up the children and staff files.	
	NO	Develop the following files: - one for each child and each staff - Department of Education inspection files - fire drill file - fire inspections file - insurance file - a registry file - health inspections file - Parental Policies file - financial files; etc	Ensure you are able to lock up the children and staff files.

<p>Have you hired staff to work in the facility?</p>	<p>YES</p>	<p>Do they have the following:</p> <ul style="list-style-type: none"> - RCMP Security Clearance Check - Vulnerable Sector Check - First aid/CPR Training - Medical Note - Proof of immunizations up to date 	<p>YES</p>	<p>Put all information in each staff's file.</p>
<p></p>	<p>NO</p>	<p>Do they have the following:</p> <ul style="list-style-type: none"> - RCMP Security Clearance Check - Vulnerable Sector Check - First aid/CPR Training - Medical Note - Proof of immunizations up to date <p>Hire Staff</p>	<p>YES</p>	<p>Put all information in each staff's file.</p>

Once everything above is completed, contact the Department of Education to set up a licensing inspection. Contact the Department of Education whenever you have questions.

Department of Education Early Childhood Officer Contacts:

QIKIQTANI REGION

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Box 204, Pangnirtung, NU X0A 0H0
 ☎ 1-800-567-1514
 ☎ (867) 473-2647
 ECOQikqtani@gov.nu.ca

KIVALLIQ REGION

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Box 002, Rankin Inlet, NU X0C 0G0
 ☎ (867) 645-2343
 ECOKivalliq@gov.nu.ca

KITIKMEOT REGION

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Box 20, Cambridge Bay, NU X0B 0C0
 ☎ 1-800-661-0845
 ☎ (867) 983-4025
 ECOKitikmeot@gov.nu.ca

Regional Fire Marshal Offices:

QIKIQTANI REGION SOUTH ☎ (867) 897-3602

QIKIQTANI REGION NORTH ☎ (867) 899-7396

KIVALLIQ REGION ☎ (867) 645-8127

KITIKMEOT REGION ☎ (867) 983-4016

Regional Environmental Health Offices:

QIKIQTANI REGION ☎ (867) 473-2676

KIVALLIQ REGION ☎ (867) 645-8071

KITIKMEOT REGION ☎ (867) 983-4236

Nunavut Legal Registries:

Department of Justice ☎ (867) 975-6590

☎ (867) 975-6594



Starting a Licensed Early Childhood Facility (Flow Chart) - Inuinnaqtun version

Mutaqqiqiingni Iihaqtukhaanufu Upalungnaiyaqtut

Laisikhamik Pinahuarut Nutaqqiqiingni Iihaqtukhanufu

- ! **Taiguttiaqarlugit maliktauyukhat atuliqtinnagjit.**
- **Iihaqtuliriitkunnut, Ikittuliriitkunnut, Avataliriitkut Munaqtiinnut, Maligakhaliuqtinut Atuqtauyukhat.**

Nunavut Kavamatkunnit manitliurpin?	HIII	Maniliuqtuungitpiit? (Anilrami munaqtiyunnut/nutaqqiyuunut atangittuq)	HIII IMANNAQ	Titiraq naunaiktu maniliuqrutangittuq ilauyariaqqaqtuq Iihaqtuliriitkunnut, katimayjitlu atit: aulaaqtittiguvin.
	IMANNAQ			Maligakhaliuqtinut titiraqt tukhiqtuut. Titiraqtakhat tukhiqtuutit titirarvigilugit. (uvvaluunil aallanut iluluttit).
Inikhaqqaqpiit (igluqvangmik nutaqqivikhamik iglumik)		Qingniguvin tapka qulaanittut atuqtaungitpatta, Iisikharnut uukturahuarut titrarlugu.		
	HIII	Nayuqtat ihuaqhaqtauyariaqqaqaa?	HIII IMANNAQ	Hanayuyukhap naunaikuttanik aullaqtittilitin. Ihuqhaqtaqkhat naunaikuttait aullaqtittilugit ikittuliriitkunnut; Aanniaqtaaliitkunnut, Iihaqtuliriitkunnutlu.
	HIII			Tuniyauvin anirungmik ikittuyurilitkunnit Avataliriitkut Munaqtiinnitlu?
	IMANNAQ	Hananiaqhimavit igluqvangmik?	HIII IMANNAQ	Hanayuyukhap naunaikuttanik aullaqtittilitin. Iihaqtuliriitkut naunaiyarniarat hanayuegiqqaqtut qaffiungmarnatta laisiqtaqkhat.
				Anirut aullaqtittilugu Iihaqtuliriitkunnut. Ugarvigilugit angiqtauyaaqharnik.
				Angirut aullaqtittilugu Iihaqtuliriitkunnut. Ugarvigilugit angiqtauyaaqharnik.
				Angirut aullaqtittilugu Iihaqtuliriitkunnut. Ugarvigilugit angiqtauyaaqharnik.
				Angirut aullaqtittilugu Iihaqtuliriitkut naunaiyarniarat atuqtaqkhat titiraqtauhimayut) (maliklugit

Ilihaqtuliriyitkunnit tuniyauvin aullarutikhanik?	HII	Tairaqtaqigut tuniyauyut?	HII	Ilihaqtuliriyitkut kangiqhivigilugit apiqqutiqaruvin.	
				Taiguttiarlugit.	Ilihaqtuliriyitkut kangiqhivigilugit apiqqutiqaruvin.
Nuttaqqiqivikhamik titirarviyuukhamik titiraqhimaviit laisikhamik?	IMANNAQ	Ilihaqtuliriyitkut uqarvigilugit aullaqtittiyangini ilingnun.	HII	Ilihaqtuliriyitkut kangiqhivigilugit apiqqutiqaruvin.	
				Aullaqtitlugit lihaqtuliriyitkunnut.	
Qayangaituutikaht akiligtuqtauvat?	IMANNAQ	Titiraqtakhaq titirarvigilugu- aularutikhaniituuq.	HII	Aullaqtitlugit lihaqtuliriyitkunnut.	
				Aullaqtitlugit lihaqtuliriyitkunnut naunaitkuttag qayangnaqtaailitjut 1 milliondala. (\$2milliondalamik aullaqtitlugit Nunavut Gavamatkunnit tukhiruvit)	
Nunagiyauyumi maliqakhat pihimavigit?	IMANNAQ	Insuarisimik naunaqihilutin qayangnaqtukkuurnait-urnik.	HII	Akiliqhilutin Insuarisimik	Aullaqtitlugit lihaqtuliriyitkunnut naunaitkuttag qayangnaqtaailitjut 1 milliondala. (\$2milliondalamik aullaqtitlugit Nunavut Gavamatkunnit tukhiruvit)
				Aullaqtitlugit titirarhimayumik (hamletkunnit nunaliitluuniit titirarvianin) lihaqtuliriyitkunnut.	
Titiraqhimayumik maliqakhanik atuqtukhaniklu pihimavigit?	IMANNAQ	Naunaqihivigilugin hamletkut nunaliitluuniit titirarvianin, apiqhilutinlu titiraqhimayumik angirunmik.	HII	Aullaqtitlugit titirarhimayumik (hamletkunnit nunaliitluuniit titirarvianin) lihaqtuliriyitkunnut.	
				Aullaqtitlugit maligakhaq titiraqhimayuuq lihaqtuliriyitkunnut.	
Titiraqhimayumik maliqakhanik atuqtukhaniklu angayuuqanut pihimavigit?	IMANNAQ	Ilihaqtuliriyitkut takuyakhanik naunaitkuhuqhimayumik apiqhivigilugit.	HII	Aullaqtitlugit maligakhaq titiraqhimayuuq lihaqtuliriyitkunnut.	
				Ilihaqtuliriyitkut takuyakhanik naunaitkuhuqhimayumik apiqhivigilugit.	
Titiraqhimayumik maliqakhanik atuqtukhaniklu angayuuqanut pihimavigit?	IMANNAQ	Ilihaqtuliriyitkut takuyakhanik naunaitkuhuqhimayumik apiqhivigilugit.	HII	Aullaqtitlugit maligakhaq titiraqhimayuuq lihaqtuliriyitkunnut.	
				Ilihaqtuliriyitkut takuyakhanik naunaitkuhuqhimayumik apiqhivigilugit.	

Titiraqhimayumik maligakhanik atuqtukhaniklu qayangaktukkuuqqat pihimavit?	HII	Aullaqtitlugit maligakhaut/maligakhaqlu lihaqtuiliriyyitkunnut.	
	IMANNAQ	Ilihaqtiiriyyitkut takuyakhanik naunaikkuhiuchimayumik apiqhivigilugit.	Ilikkut maligakhamik titirarlutin. Aullaqtitlugit maligakhaut titiraqhimayuuq lihaqtuiliriyyitkunnut.
Nutaqqiqiyup aullatjutikhanik maningmik tukhiaqqiit?	HII	Nutaqqiqiyivikhamik titirarviuyukhamik titiraqhimavii?	Aullaqtitlugit lihaqtuiliriyyitkunnut.
	IMANNAQ		IMANNAQ Titirarviuyukhaq titirarvigilugu Aullaqtitlugit lihaqtuiliriyyitkunnut.
Titiraqhimayumik aulatjutikhanik pihimavit?	HII	Aullaqtitlugit atuqtakhat lihaqtuiliriyyitkunnut	
	IMANNAQ	Aullaqtitlugit atuqtakhat lihaqtuiliriyyitkunnut	Aullaqtitlugit atuqtakhat lihaqtuiliriyyitkunnut
Iittuqhaqqiit nutaqqiqivikhamik naunaiyaunmik piqariakhaqar-mangaat? (aullaqtilihaaruviv nutaqqiqivivimik)	HII	Aullaqtitlugit iittuqhaqataviv naunairuttait lihaqtuiliriyyitkunnut.	
	IMANNAQ	Ilikkut atuqtakhanik iittuqhautimik titirarlutin uvvaluuniin lihaqtuiliriyyitkunnun naunaitkunmik apiqhilutin. UVVALUUNIIN	Aullaqtitlugit iittuqhaqataviv naunairuttait lihaqtuiliriyyitkunnut.
Titiraqhimayumik ikayuqtuutmik pingahunik pihimavii? (aullaqtilihaaruviv nutaqqiqivivimik)	HII	Aullaqtitlugit lihaqtuiliriyyitkunnut.	
	IMANNAQ	Nunagiyayumi Inuit apirilugit, nangminiqaqtutluuniin ikayuqqulugit.	Ukuat uaktuinnarialgit: - Paalihmatkut - Haamlatkut - Aallatu Nutaqqiivit - Aanniarvik Aullaqtitlugit lihaqtuiliriyyitkunnut.

<p>Havaktiyyukhat upalungnaiqqat?</p>	<p>HII</p>	<p>Hapkuat pihimavigit:</p> <ul style="list-style-type: none"> - Palihimatkunnit titiraq tuniyauhimayuuq - Hapkuulu pihimayariaqqattit - Qayangnaqtuqhiuttit ayuqhatuqaqqatlu ikayuuittikhat - Aanniqaqallittit naunaiktutait - Kapittiqhiyutittitu naunaiktutait piyauyarialgit 	<p>HII</p>	<p>Iliurarlugit titiqqat taimaita tutqumavingmun.</p>
<p>IMANNAQ</p>	<p>Havaktikharlutit</p>	<p>Hapkungninga pihimavat:</p> <ul style="list-style-type: none"> - Palihimatkunnit titiraq tuniyauhimayuuq - Hapkuulu pihimayariaqqattit - Qayangnaqtuqhiuttit ayuqhatuqaqqatlu ikayuuittikhat - Aanniqaqallittit naunaiktutait - Kapittiqhiyutittitu naunaiktutait piyauyarialgit. 	<p>HII</p>	<p>Iliurarlugit titiqqat taimaita tutqumavingmun.</p>

Taimaita inkipiaqqatta, Ilihaqtuliriyitkut uqarvigilugit naunaiyarlugu laisirmik takuuqtauuyhamik. Ilihaqtuliriyitkut Uqarvigilugitlu

Ilihaqtuliriyitkut Uqarvigilugit Hapkuu:

QIKIQTALUUP NUNAANI

Nutaqqiqivngni Ilihaqtukhaanutlu Upalungnaiyaqut Ilihaqtuliriyitkut
 Nunavut Gavamatkut
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 📠 (867) 473-2647
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KIVALLIUP NUNAANI

Nutaqqiqivngni Ilihaqtukhaanutlu Upalungnaiyaqut Ilihaqtuliriyitkut
 Nunavut Gavamatkut
 P.O.Bag 002, Kangitiniq, NU X0C 0G0
 ☎ (867) 645-2343
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KITIKMEOT NUNAANI

Nutaqqiqivngni Ilihaqtukhaanutlu Upalungnaiyaqut Ilihaqtuliriyitkut
 Nunavut Gavamatkut
 P.O.Box 20, Ikaluktuuttiaq, NU X0B 0C0
 ☎ 1-800-661-0845
 📠 (867) 983-4025
 📧 ECOkitikmeot@gov.nu.ca

Munalingni Aviktuqhimayunni Ikittuliriyitkut Havagviit:

- QIKIQTANI NUNAGIYAUUYUP HIVURAAANI** ☎ (867) 897-3602 📠 (867) 897-3633
- QIKIQTANI NUNAGIYAUUYUQ TUNGUNGANI** ☎ (867) 899-7396 📠 (867) 899-7329
- KIVALLIRMI NUNAGIYAUUYUQ** ☎ (867) 645-8127 📠 (867) 645-3026
- KITIKMEOT NUNAGIYAUUYUQ** ☎ (867) 983-4016 📠 (867) 983-4003

Munalingni Aviktuqhimayunni Avatliiriyit Havagviit:

- QIKIQTALUUP NUNAANI** ☎ (867) 473-2676 📠 (867) 473-2675
- KIVALLIUP NUNAANI** ☎ (867) 645-8071 📠 (867) 645-8272
- KITIKMEOT NUNAANI** ☎ (867) 983-4236 📠 (867) 983-4063

Munavunmi Maligaliriyitkut:

Maligaliriyitkut ☎ (867) 975-6590 📠 (867) 975-6594



Starting a Licensed Early Childhood Facility (Flow Chart) - French version

Programme d'éducation à la petite enfance

Démarrer un centre de la petite enfance agréé

! **Veillez lire toutes les étapes avant de poursuivre.**
• Les coordonnées du ministère de l'Éducation, du bureau du commissaire aux incendies, du bureau de la santé environnementale et du Bureau d'enregistrement se trouvent ci-dessous.

<p>Désirez-vous obtenir un financement de la part du gouvernement du Nunavut?</p>	<p>OUI</p>	<p>Étes-vous un organisme sans but lucratif? (non obligatoire pour les services de garde en milieu familial)</p>	<p>OUI</p>	<p>Faites parvenir une copie du certificat de constitution en organisme à but non lucratif au ministère de l'Éducation ainsi qu'une liste des membres du conseil d'administration.</p>	<p>Faites parvenir une copie du certificat de constitution en organisme à but non lucratif au ministère de l'Éducation ainsi qu'une liste des membres du conseil d'administration.</p>
	<p>NON</p>	<p>NON</p>	<p>NON</p>	<p>Faites une demande auprès du Bureau d'enregistrement et devenez un organisme sans but lucratif (ou rejoignez un autre organisme sans but lucratif).</p>	<p>Faites une demande auprès du Bureau d'enregistrement et devenez un organisme sans but lucratif (ou rejoignez un autre organisme sans but lucratif).</p>
<p>Possédez-vous un lieu (bâtiment ou pièce) désigné où établir le centre de la petite enfance?</p>	<p>Suivez uniquement les étapes d'obtention de permis et sautez toutes les étapes relatives au financement.</p>				
	<p>Faites parvenir un plan d'étage où sont indiquées les dimensions.</p>				
	<p>OUI</p>	<p>Faites parvenir les rénovations proposées au bureau du commissaire aux incendies, au bureau de la santé environnementale et au ministère de l'Éducation.</p>			
	<p>OUI</p>	<p>Avez-vous besoin d'effectuer des rénovations?</p>	<p>NON</p>	<p>OUI</p>	<p>Faites parvenir l'approbation du bureau du commissaire aux incendies et du bureau de la santé environnementale pour utiliser ce lieu en tant que centre de la petite enfance agréé?</p>
<p>NON</p>	<p>OUI</p>	<p>NON</p>	<p>NON</p>	<p>Communiquez avec eux pour obtenir l'approbation.</p>	<p>Communiquez avec eux pour obtenir l'approbation.</p>
<p>Faites parvenir un plan d'étage où sont indiquées les dimensions. Le ministère de l'Éducation déterminera le nombre maximum de places et proposera des options pour le nombre et le type de places agréées</p>					
<p>Avez-vous fait parvenir vos plans au bureau du commissaire aux incendies et au bureau de la santé environnementale pour approbation?</p>					
<p>OUI</p>					
<p>NON</p>					
<p>Faites parvenir un plan d'étage où sont indiquées les dimensions. Le ministère de l'Éducation déterminera le nombre maximum de places et proposera des options pour le nombre et le type de places agréées.</p>					
<p>Communiquez avec notre bureau une fois les plans de construction prêts ou lorsque vous aurez désigné un bâtiment ou une pièce. (suivez les étapes appropriées ci-dessus)</p>					

Avez-vous reçu une trousse d'aide au démarrage de la part du ministère de l'Éducation?	OUI	Avez-vous consulté tous les documents qu'elle contient?	OUI	Communiquez avec le ministère de l'Éducation si vous avez des questions.
	NON	Communiquez avec le ministère de l'Éducation pour en obtenir une.	NON	Consultez tous les documents. Communiquez avec le ministère de l'Éducation si vous avez des questions.
Avez-vous rempli votre demande de permis pour centre de la petite enfance?	OUI	Faites-la parvenir au ministère de l'Éducation		
	NON	Remplissez le formulaire qui se trouve dans la trousse d'aide au démarrage.		Faites-le parvenir au ministère de l'Éducation.
Disposez-vous de la couverture d'assurance nécessaire?	OUI	Faites parvenir une preuve de couverture d'assurance responsabilité civile générale de 1 million \$ au ministère de l'Éducation (2 millions \$ si vous demandez un financement de n'importe quel type auprès du gouvernement du Nunavut).		
	NON	Communiquez avec une compagnie d'assurance pour obtenir un prix.	Payez votre assurance.	Faites parvenir une preuve de couverture d'assurance responsabilité civile générale de 1 million \$ au ministère de l'Éducation (2 millions \$ si vous demandez un financement de n'importe quel type auprès du gouvernement du Nunavut).
Possédez-vous des preuves de conformité aux règlements de zonage appropriés?	OUI	Faites parvenir une preuve écrite (lettre du hameau ou de la municipalité) au ministère de l'Éducation.		
	NON	Communiquez avec votre hameau ou votre municipalité et demandez une approbation écrite.	Faites parvenir une preuve écrite (lettre du hameau ou de la municipalité) au ministère de l'Éducation.	
Avez-vous élaboré un énoncé de politique écrit des objectifs du programme?	OUI	Faites parvenir l'énoncé de politique au ministère de l'Éducation.		
	NON	Communiquez avec le ministère de l'Éducation pour obtenir des exemples.	Élaborez votre propre énoncé de politique.	Faites parvenir l'énoncé de politique au ministère de l'Éducation.
Avez-vous élaboré une politique écrite en matière d'implication parentale?	OUI	Faites parvenir la politique au ministère de l'Éducation.		
	NON	Communiquez avec le ministère de l'Éducation pour obtenir des exemples.	Élaborez votre propre politique.	Faites parvenir la politique au ministère de l'Éducation.

Avez-vous élaboré un plan ou une politique d'évacuation d'urgence?	OUI	Faites parvenir le plan ou la politique au ministère de l'Éducation.	
	NON	Communiquez avec le ministère de l'Éducation pour obtenir des exemples.	Élaborez votre propre politique. Faites parvenir la politique au ministère de l'Éducation.
Effectuez-vous une demande de financement de démarrage?	OUI	Avez-vous rempli la demande?	Faites-la parvenir au ministère de l'Éducation.
	NON	Remplissez le formulaire de demande.	Faites-la parvenir au ministère de l'Éducation.
Avez-vous rédigé une courte description du programme?	OUI	Faites parvenir la description au ministère de l'Éducation.	
	NON	Communiquez avec le ministère de l'Éducation pour obtenir des exemples.	Rédigez votre propre description. Faites parvenir la description au ministère de l'Éducation.
Avez-vous effectué un sondage pour déterminer le besoin d'ouvrir un centre de la petite enfance agréé dans votre quartier? (si vous effectuez une demande de financement de démarrage)	OUI	Faites parvenir les résultats du sondage au ministère de l'Éducation.	
	NON	Créez votre propre sondage ou demandez un exemple de sondage au ministère de l'Éducation. OU	Demandez aux membres de la collectivité de remplir le sondage. Faites parvenir les résultats du sondage au ministère de l'Éducation.
Disposez-vous de trois lettres d'appui? (si vous effectuez une demande de financement de démarrage)	OUI	Faites-les parvenir au ministère de l'Éducation.	
	NON	Demandez des lettres d'appui auprès des membres, des entreprises et des organisations de votre localité.	Les organisations suivantes sont recommandées : - GRC - Hameau - Centre de santé - Magasins - École - Autres centres de la petite enfance

Avez-vous élaboré une ébauche de budget pour le financement d'aide au démarrage?	OUI	Faites-le parvenir au ministère de l'Éducation.		
	NON	Communiquez avec le ministère de l'Éducation pour connaître le montant allouable maximal et pour obtenir des exemples de budgets.	Élaborez votre propre ébauche de budget.	Faites-le parvenir au ministère de l'Éducation.
Possédez-vous les jouets et équipements nécessaires?	OUI	Installez les équipements et les jouets dans votre centre.		
	NON	Commandez les jouets et équipements nécessaires.		Installez les équipements et jouets dans votre centre lorsque vous les aurez reçus.
Avez-vous élaboré les politiques nécessaires pour votre centre?	OUI	Faites-les parvenir au ministère de l'Éducation.		
	NON	Communiquez avec le ministère de l'Éducation pour obtenir des exemples.	Élaborez les politiques suivantes : - implication parentale - évacuation d'urgence - maladies transmissibles - transport - confidentialité	Faites-les parvenir au ministère de l'Éducation.
Avez-vous affiché tous les renseignements nécessaires?	OUI	Assurez-vous qu'ils sont affichés à un endroit où les parents peuvent les remarquer facilement.		
	NON	Affichez les renseignements suivants : - Loi et règlements sur les garderies - Plans d'évacuation d'urgence - Horaire des employés - Menus		Assurez-vous que ces renseignements sont affichés à un endroit où les parents peuvent les remarquer facilement.
Avez-vous créé les dossiers nécessaires pour votre centre?	OUI	Assurez-vous d'être en mesure d'entreposer les dossiers des enfants et du personnel dans un endroit fermé à clé.		
	NON	Créez les dossiers suivants : - dossier pour chaque enfant et chaque employé - dossiers d'inspection du ministère de l'Éducation - dossier d'exercice d'évacuation - dossier d'inspections incendie - dossier d'assurance		Assurez-vous d'être en mesure d'entreposer les dossiers des enfants et du personnel dans un endroit fermé à clé.

Avez-vous embauché des employés pour travailler au centre?	OUI	Possèdent-ils les qualifications suivantes : - Vérification de casier judiciaire par la GRC - Formation de premiers soins et en RCR - Preuve d'immunisation à jour - Vérification des antécédents en vue d'un travail auprès de personnes vulnérables - Note du médecin	OUI	Mettez les renseignements dans le dossier de chaque employé.
	NON	Embauchez du personnel Possèdent-ils les qualifications suivantes : - Vérification de casier judiciaire par la GRC - Vérification des antécédents en vue d'un travail auprès de personnes vulnérables - Formation de premiers soins et en RCR - Note du médecin - Preuve d'immunisation à jour	OUI	Mettez les renseignements dans le dossier de chaque employé.

Une fois toutes les étapes ci-dessus effectuées, communiquez avec le ministère de l'Éducation pour programmer une inspection pour délivrance de permis. Communiquez avec le ministère de l'Éducation dès que vous avez des questions.

Coordonnées des agents à la petite enfance du ministère de l'Éducation :

RÉGION DE QIKIQTANI

Programme d'éducation à la petite enfance
Ministère de l'Éducation
Gouvernement du Nunavut
C.P. 204, Pangnirtung (Nunavut) X0A 0H0
☎ 1-800-567-1514
✉ (867) 473-2647
ECOQikiqtani@gov.nu.ca

RÉGION DE KIVALLIQ

Programme d'éducation à la petite enfance
Ministère de l'Éducation
Gouvernement du Nunavut
C.P. Sac 002, Rankin Inlet (Nunavut) X0C 0G0
☎ (867) 645-2343
ECOKivalliq@gov.nu.ca

RÉGION DE KITIKMEOT

Programme d'éducation à la petite enfance
Ministère de l'Éducation
Gouvernement du Nunavut
C.P. 20, Cambridge Bay (Nunavut) X0B 0C0
☎ 1-800-661-0845
✉ (867) 983-4025
ECOKitikmeot@gov.nu.ca

Bureaux des commissaires aux incendies régionaux :

RÉGION DU SUD DE QIKIQTANI ☎ (867) 897-3602 ✉ (867) 897-3633

RÉGION DU NORD DE QIKIQTANI ☎ (867) 899-7396 ✉ (867) 899-7329

KIVALLIQ REGION ☎ (867) 645-8127 ✉ (867) 645-3026

KITIKMEOT REGION ☎ (867) 983-4016 ✉ (867) 983-4003

Bureaux de santé environnementale régionaux :

RÉGION DE QIKIQTANI ☎ (867) 473-2676 ✉ (867) 473-2675

RÉGION DE KIVALLIQ ☎ (867) 645-8071 ✉ (867) 645-8272


RÉGION DE KITIKMEOT ☎ (867) 983-4236 ✉ (867) 983-4063



Bureau d'enregistrement du Nunavut

Ministère de la Justice ☎ (867) 975-6590 ✉ (867) 975-6594

Dept. of Education Licensing and Application for Child Day Care Facility License

 Please see: Appendix 2a: Dept. of Education Application form for Child Day Care Facility License


You are required to complete this application form, and submit it along with all of the necessary documentation:

- A written statement of the **program goals and objectives**.
- **Floor-plan with dimensions**.
- Evidence of compliance with the appropriate **zoning by-laws**.
- Evidence of a minimum \$1,000,000.00 **comprehensive general liability insurance** [\$2,000,000.00 if applying for funding]. Submit a copy of the insurance policy or letter of approval from the insurance company. This insurance needs to be updated annually. (One example of an Insurance company who works with ELCC centres is HUB International Nunavut Insurance [866] 853-6940. www.hubinternational.com)
- An **emergency evacuation plan**.
- A written **policy for parental involvement**.
- A list of the Board of Directors with addresses and telephone numbers.
- A copy of an approved **inspection by the Office of the Fire Marshal that is no more than one year old at the time of submission of the licensing application**. (There are no standardized forms or checklists used to conduct inspections. Inspections rely on the individual knowledge and expertise of the inspector to assess a building or facility for compliance with the National Fire Code.) However some items to keep in mind is that combustible materials (such as artwork and teaching materials) that are attached

to walls shall not exceed 20% of the area. Waste receptacles shall be made of non-combustible materials, and flammable liquids and combustible liquids shall be stored in a secured location in areas inaccessible to children.

- A copy of an approved **inspection by a Health Officer that is no more than one year old at the time of submission of the licensing application** regarding compliance with the Public Health Act.

We have also attached an example of the *Pirurvik Preschool licensing application* for your reference, including the application form, and our 10-page written application, which also contains an outline of our Start-Up Budget. Each childcare centre will have their own program goals, objectives, policies, etc. However we hope that an example of a licensing application may prove useful to you during your application process.

 Please see: Appendix 2b: Pirurvik Preschool Licensing Application Form [2015] and Appendix 2c: Pirurvik Preschool Licensing Application [2015] [budget included]

Once you have obtained a license, it will be e-mailed to you by the Dept. of Education, and you will first receive an electronic version of the *Child Care Facility License*, and an original will be mailed to you. (See image below of an example of the *Pirurvik Preschool License granted in 2016*).



Appendix 2a

Dept. of Education Application form for Child Day Care Facility License



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 Department of Education
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 Ministère de l'Éducation

Early Childhood Program APPLICATION FOR CHILD DAY CARE FACILITY LICENCE

Instructions

- The following attachments MUST be included with your application:**
- A written statement of the program goals and objectives.
 - Floor-plan with dimensions
 - Evidence of compliance with the appropriate zoning by-laws.
 - Evidence of a minimum \$1,000,000-⁰⁰ comprehensive general liability insurance (\$2,000,000. ⁰⁰ if applying for funding).
 - An emergency evacuation plan.
 - A written policy for parental involvement.
 - Where applicable, a list of the Board of Directors with addresses and telephone numbers.
 - A copy of an approved inspection by the Office of the Fire Marshal regarding compliance with the National Fire Code.
 - A copy of an approved inspection by a Health Officer regarding compliance with the Public Health Act.

When completed, send this copy of the application (keeping a copy for yourself) and all supporting documentation to:

Qikiqtani Region	Kivalliq Region	Kitikmeot Region
Early Childhood Program Department of Education Government of Nunavut P.O.Box 204 Pangnirtung, NU X0A 0R0 Fax: (867) 473-2647 Ph: 1-800-567-1514 ECOQikiqtani@gov.nu.ca	Early Childhood Program Department of Education Government of Nunavut P.O.Bag 002 Rankin Inlet, NU X0C 0G0 Fax: (867) 645-2127 Ph: 1-867-645-2343 ECOKivalliq@gov.nu.ca	Early Childhood Program Department of Education Government of Nunavut P.O.Box 20 Cambridge Bay, NU X0B 0C0 Fax: (867) 983-4025 Ph: 1-800-661-0845 ECOKitikmeot@gov.nu.ca

FACILITY/APPLICANT INFORMATION

Name of Facility		
Mailing Address		Postal Code
Location		
Type of Organization: <input type="checkbox"/> Non- Profit Organization <input type="checkbox"/> Family Day Home Operator <input type="checkbox"/> Private Child Day Care Operator		
Name of Sponsoring Group/Operator		
Mailing Address		Postal Code
Contact Person/Person Responsible for Daily Operations		
Mailing Address		Postal Code
Telephone	Fax	E-mail

DETAILS OF OPERATIONS

Type of Child Care to be Provided: <input type="checkbox"/> Full-time Daycare <input type="checkbox"/> Part-time Daycare <input type="checkbox"/> Preschool Daycare <input type="checkbox"/> Out of School Daycare		
Type of Child Care Facility: <input type="checkbox"/> Centre Day Care <input type="checkbox"/> Family Day Care Home <input type="checkbox"/> Other (specify):		
Status of Facility: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Other (specify):		
Type of Accommodation	DAY CARE CENTRE <input type="checkbox"/> New Building – Constructed for Day Care <input type="checkbox"/> Existing Building – Renovated for Day Care <input type="checkbox"/> Existing Building – Use AS IS for Day Care	FAMILY HOME Number of Rooms: <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment
Circle Month(s) Facility is Operational January February March April May June July August September October November December		
Circle Day(s) Facility is Operational Sunday Monday Tuesday Wednesday Thursday Friday Saturday		Hours of Operations From: To:
Requested Number of Spaces By Age Group	Infants (0 to 24 months)	Preschoolers (2 to start grade 1)
		School-age (Kindergarten to age 12)

APPLICANT CERTIFICATION

If a license is granted, I hereby agree to permit inspections of the facility (or a proposed facility) by an appointed inspector. I do so knowing that these inspections may be unannounced, the object being to safeguard the children in care. I further certify that these inspections may reveal conditions which violate the requirements of the Child Day Care Act and regulations, for which I shall be held accountable.

 Applicant's Signature Position Title Date

Appendix 2b

Pirurvik Preschool Licensing Application Form (2015)



Nunavut Department of Education
Inuktitut: Inuktitut Department of Education
English: Department of Education
Inuktitut: Inuktitut Department of Education

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Department of Education
Ilinniqtuliqiyikkut
Ministère de l'Éducation

Early Childhood Program APPLICATION FOR CHILD DAY CARE FACILITY LICENCE

Instructions

The following attachments MUST be included with your application:

- X A written statement of the program goals and objectives.
- X Floor-plan with dimensions
- X Evidence of compliance with the appropriate zoning by-laws.
- X Evidence of a minimum \$1,000,000-⁰⁰ comprehensive general liability insurance (\$2,000,000. ⁰⁰ if applying for funding).
- X An emergency evacuation plan.
- X A written policy for parental involvement.
- X Where applicable, a list of the Board of Directors with addresses and telephone numbers.
- X A copy of an approved inspection by the Office of the Fire Marshal regarding compliance with the National Fire Code.
- X A copy of an approved inspection by a Health Officer regarding compliance with the Public Health Act.

When completed, send this copy of the application (keeping a copy for yourself) and all supporting documentation to:

<p>Qikiqtani Region Early Childhood Program Department of Education Government of Nunavut P.O.Box 204 Pangnirtung, NU X0A 0R0 Fax: (867) 473-2647 Ph: 1-800-567-1514 ECOQikiqtani@gov.nu.ca</p>	<p>Kivalliq Region Early Childhood Program Department of Education Government of Nunavut P.O.Bag 002 Rankin Inlet, NU X0C 0G0 Fax: (867) 645-2127 Ph: 1-867-645-2343 ECOKivalliq@gov.nu.ca</p>	<p>Kitikmeot Region Early Childhood Program Department of Education Government of Nunavut P.O.Box 20 Cambridge Bay, NU X0B 0C0 Fax: (867) 983-4025 Ph: 1-800-661-0845 ECOKitikmeot@gov.nu.ca</p>
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FACILITY/APPLICANT INFORMATION

Name of Facility: Ulaajuk Elementary School – Pirurvik Preschool		
Mailing Address: P.O. Box #520 (Ulaajuk School), Pond Inlet, NU.	Postal Code: X0A 0S0	
Location: Classroom E – 106		
Type of Organization: <input checked="" type="checkbox"/> Non- Profit Organization <input type="checkbox"/> Family Day Home Operator <input type="checkbox"/> Private Child Day Care Operator		
Name of Sponsoring Group/Operator: Pond Inlet District Education Authority, (Chair- Colin Saunders, Office Manager- Abraham Kublu / Samantha Kublu)		
Mailing Address: P.O. Box #520 (Ulaajuk School), Pond Inlet, NU, X0A 0S0	Postal Code: X0A 0S0	
Contact Person/Person Responsible for Daily Operations: Tessa Lochhead		
Mailing Address: P.O. Box #479, Pond Inlet, NU	Postal Code: X0A 0S0	
Telephone: 867-899-8789	Fax: n/a	E-mail: tessalochhead@hotmail.com

DETAILS OF OPERATIONS

Type of Child Care to be Provided: <input type="checkbox"/> Full-time Daycare <input checked="" type="checkbox"/> Part-time Daycare <input checked="" type="checkbox"/> Preschool Daycare <input type="checkbox"/> Out of School Daycare		
Type of Child Care Facility: <input checked="" type="checkbox"/> Centre Day Care <input type="checkbox"/> Family Day Care Home <input type="checkbox"/> Other (specify):		
Status of Facility: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input checked="" type="checkbox"/> Other (specify): Child Day Care in Classroom of Elementary School		
Type of Accommodation	DAY CARE CENTRE <input type="checkbox"/> New Building – Constructed for Day Care <input type="checkbox"/> Existing Building – Renovated for Day Care <input checked="" type="checkbox"/> Existing Building – Use AS IS for Day Care	FAMILY HOME Number of Rooms: _____ <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment
Circle Month(s) Facility is Operational January February March April May June July August September October November December		
Circle Day(s) Facility is Operational Sunday Monday Tuesday Wednesday Thursday Friday Saturday		Hours of Operations From: 1pm To: 4pm
Requested Number of Spaces By Age Group	Infants (0 to 24 months)	Preschoolers (2 to start grade 1): 18
		School-age (Kindergarten to age 12)

APPLICANT CERTIFICATION

If a license is granted, I hereby agree to permit inspections of the facility (or a proposed facility) by an appointed inspector. I do so knowing that these inspections may be unscheduled, the object being to safeguard the children in care. I further certify that these inspections may reveal conditions which violate the requirements of the Child Day Care Act and regulations, for which I shall be held accountable.

Applicant's Signature	Position Title	Date
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Appendix 2c

Pirurvik Preschool Licensing Application (2015)

PIRURVIK PRESCHOOL

Licensing Application



1- Written Statement of the Program Goals and Objectives:

Pirurvik Preschool. *Pirurvik 'A Place to Grow'*

In December of 2012, the DEA approved the Pond Inlet preschool program to use a classroom in Ulaajuk Elementary School as the permanent location in the after-school program room. The DEA also approved for this project to be an Inuit Qaujimajatuqangit - Montessori themed preschool. In December of 2012, the Hamlet Council of Pond Inlet also approved the program to take place in the community of Pond Inlet. In March of 2014, the DEA approved the Preschool Program to be a part of its society, and to act as the administrator for the program. In March of 2015, the DEA has approved the use of a specific classroom in the Ulaajuk Elementary School for the Preschool program.

Method

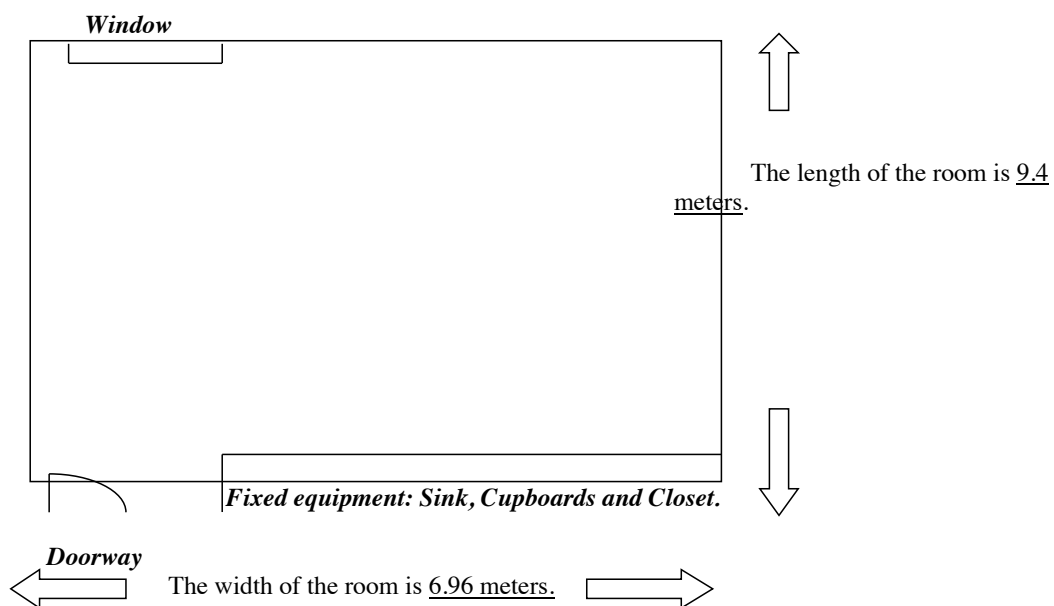
This educational approach recognizes the tremendous developmental achievements of each child, through careful, systematic observation. Both Montessori and the Inuit Qaujimajatuqangit educational framework encourage children to learn at their own pace, and choose topics that interest them, which hold their attention. As with the Inuit Qaujimajatuqangit philosophy, Pillimaksarniq, the Montessori system also believes that children have an inner natural guidance, which allows for self-directed development with the appropriate support in the classroom.

Pirurvik Preschool Program Goals and Objectives

- To provide care for children between the ages of 3-4 (toilet trained).
- To provide a carefully planned, stimulating environment which will help the children develop within themselves the foundation habits, attitudes, skills, and ideas which are essential for a lifetime of creative thinking and learning.
- To provide a warm and caring environment which enhances personal learning and encourages each child's intellectual growth and self-worth.
- To encourage children to develop a positive attitude towards school and learning and become life-long learners.
- To provide a bilingual environment for children.
- To provide materials that allow children opportunities to sharpen their senses, and discriminate between senses in their learning activities.
- To allow each child to develop at his or her own rate.
- To provide children with opportunities to learn to take initiative.
- To show empathy towards children, acknowledging their individual needs.
- To create an environment that encourages creative expression.
- To foster an environment where children are able to develop a sense of personal identity.
- To foster the value of concentration in activities that are engaging for children.
- To provide an environment where children are able to develop an abiding curiosity.
- To encourage each child to develop positive self-esteem and a positive self-image.
- To combine outdoor learning activities with the discovery of nature and the various cultures that exist in Pond Inlet.
- To provide nutritious snacks that may encourage good eating habits as recommended by Canada's Food Guide / Nunavut's Food Guide with country foods when available.

- To foster the children's awareness of and sensitivity to the different abilities of children with special needs.
- To integrate special needs children within the day care programs and to encourage interaction among all children.
- To provide an environment where staff and parents work together for the ultimate benefit of the children.

2- A Floor Plan showing room dimensions and the location of fixed equipment:



*There are greenboards (blackboards) that hang on either side of the room – please see photos below. These will be taken down upon the beginning of the preschool. We will also be removing all of the contents you see in the following photographs.



This is the view of the room upon your entrance if you look straight ahead to the window.



Looking a little further to your right, this is the view of the centre of the room.



Looking a little further to your right, this is the view of the side of the room with the countertops and sink.



If you walk to the centre of the room this is the view of the cupboards, countertops and sink.

These counter-top / long row of cupboards are 441 cms wide, and 60 cms deep.

The closet on the far left is 100cms wide and 63cms deep.

The low row of shelves hanging above the long row of cupboards are 86 cms wide per shelf, and 27cms deep.



This is the view of the doorway from the side of the room closest to the door.

*Please note – the classroom E – 106 that has been approved by the DEA also will have approved access to the Kindergarten washroom facilities down the hallway from the Preschool location. This is the same-sized classroom as the after-school program classroom previously used by the Naurainuk Society. Therefore, the measurements of the room (which you already have in your possession) would allow for a licensing of a maximum of 20 children.

- 3- **Evidence of Compliance with the appropriate zoning by-laws:** Attached to this application in the form of an *e-mail from the Hamlet of Pond Inlet*, indicating that Ulaajuk School (see number 8 in community Poster Zoning Plan) **is the in Community Use Zone**, which is the correct zone for the preschool.

-This e-mail is not attached to the Admin Guide for confidentiality reasons.

- 4- **Evidence of a minimum \$2,000,000.00 comprehensive general liability insurance:** A *copy of the insurance policy of approval from the insurance company HUB INTERNATIONAL* for the Preschool program room in Ulaajuk elementary school is attached.

-We could not attach this policy to the Admin Guide, but this policy states our name (Pirurvik Preschool), and in order to receive this policy, we filled out the HUB INTERNATIONAL 'Commercial Survey' application which is 8 pages in length.

*-The HUB International Nunavut Insurance Office can be reached at: (866-853-6940).
www.hubinternational.com*

- 5- **An Emergency Evacuation Plan:** Please see the attached **Floor Plan of Ulaajuk School**, including the location of the Preschool classroom (classroom E – 106).

-Please see Appendix 17h: Pirurvik Preschool Floor Plan / Emergency Evacuation Map.

- 6- **A written policy for parental involvement:**

The Pirurvik Preschool is a branch of the District Education Authority of Pond Inlet. The Pirurvik Preschool parent committee is comprised of the parents of children enrolled in the preschool as well as interested community members. The Board of Directors consists of members that have been elected at the Annual General Meeting for the District Education Authority. The Parent Committee of the Pirurvik Preschool will oversee the running of the Preschool and all parents have ownership for the ongoing operation of the Pirurvik Preschool. The District Education Authority will oversee the financial responsibilities for the Pirurvik Preschool. A list of the Pirurvik Preschool Parent Committee and their phone numbers is available in the Pirurvik Preschool. All parents are encouraged to volunteer for fundraising, outings, special events and committees.

- 7- **Parent Committee (in lieu of Board of Directors) with addresses and telephone numbers:**

NAME	PHONE #'s	E-MAIL
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- Names, Phone #'s withheld for confidentiality for the Purpose of the ADMIN GUIDE

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-
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(4 of the 5 parents shown here will have children in the preschool once we are operating).

- 8- **Reports from the Fire Marshal’s Office on the condition of the building proposed:** Please see report attached. This is the most recent reports available at the present time.

-This report is not attached to the Admin Guide for confidentiality reasons. In our experience, it was difficult to obtain the Fire Marshal Inspection reports since Fire Marshal’s are responsible for many communities, and can only travel to the communities periodically over long periods of time to conduct their inspections.

We strongly advise you to contact your regional Fire Marshal office immediately upon beginning your journey to starting a licensed childcare facility to inquire about the timing of their next visit to your community. (See contacts in flow chart and in the Admin Guide outline under ‘Starting a Licensed Early Childhood Facility.’)

- 9- **Reports from the Environmental Health Officer on the condition of the building proposed:** Please see report attached. This is the most recent report available at the present time.

-This report is not attached to the Admin Guide for confidentiality reasons. In our experience, it was difficult to obtain the Environmental Health Inspection reports since Environmental Health Officers are responsible for many communities, and can only travel to the communities periodically over long periods of time to conduct their inspections.

We strongly advise you to contact your regional Environmental Health Officer immediately upon beginning your journey to starting a licensed childcare facility to inquire about the timing of their next visit to your community. (See contacts in flow chart and in the Admin Guide outline under ‘Starting a Licensed Early Childhood Facility.’)

If you are also applying for START-UP FUNDING – you will also need to include the following information in your application:

- 10- **A survey of potential users or a needs study:**

The following list has been generated from interested parents who would like their child to attend the Pond Inlet preschool. However there are more parents who are also interested in signing up for the preschool once they see the layout of the preschool. We aim to have 20 children registered in the preschool (as per the legal limit in the space allocated to us).

<u>Child</u>	<u>D.O.B</u>	<u>Parent/Guardian</u>
<i>Names, DOB’s withheld for confidentiality for the Purpose of the ADMIN GUIDE 18 children’s names, D.O.B’s and Parents/Guardians were listed here</i>		

- 11- **Proof of Non-Profit status, and in good standing:** The Pirurvik Preschool has been incorporated by the District Education Authority of Pond Inlet, and the DEA is in good standing.

- 12- **Letters of Support:**

- Pond Inlet District Education Authority Support Letters
- Hamlet Council of Pond Inlet
- Ulaajuk Elementary School
- Naurainnuk Daycare Society
- Nasivvik High School Daycare Society
- Parent Letters

-Only 3 letters of support are required if you are applying for Start-Up Funding.

13- Draft Budget: START- UP BUDGET – Pirurvik Preschool

Facility Address:

Classroom # E - 106
Ulaajuk Elementary School
Pond Inlet, NU

Mailing Address:

P.O. Box #520
Ulaajuk Elementary School
Pond Inlet, NU. X0A 0S0

Contact Person:

Tessa Lochhead. Phone # 867-899-8789

Budget Items

General Furnishings - 1	\$ 8,737.00 – Afford Montessori.com
Music	\$ 73.99 – Afford Montessori.com
Practical Life Activities	\$ 506.05 – Afford Montessori.com
Language-1 Materials	\$ 1,166.00 – Afford Montessori.com
Language-2 Materials	\$ 1,800.00 – Kido Enterprises (Inuktitut Materials)
General Furnishings - 2	\$ 1,798.40 – Perrytech Montessori
Geography Materials	\$ 493.95 – Perrytech Montessori
Sensorial Materials	\$ 1,253.70 – Perrytech Montessori
Office Materials	\$ 570.32 – Staples Inc.
Arts & Crafts	\$ 1,620.87 – Staples Inc.
Cleaning Supplies / Kitchen Equip.	\$ 982.61 – Canadian Tire
Book Corner	\$ 1,000.00 – Nunavut Bilingual Education Society
General Furnishings – 3	\$ 944.99 – School Specialty

TOTAL =\$ 20,947.88

Taxes	\$ 3,142.18 (%15 on total)
Freight	\$ 3,000.00 (approximately)

GRAND TOTAL \$ 27,090.06

-Please note that we obtained Cultural Materials for the preschool through other third party funding.

Affordable Montessori Material Inc.

info@affordmontessori.com

1064 Salk Road, Unit 9. Pickering, ON. L1W 4B5

Tel: 905-239-2585. Fax: 905-239-7185

General Furnishings

Children's Cubbies (Code #ELR-0453) (5 Section Coat Locker w/ Bench - 54x13x48inches)	4 x \$419 = \$1676.00
2 Children's Tables (Code #CF17J) - Blue (Rectangle table with short legs size - 36x60 inches)	2 x \$219 = \$438.00
2 Trapezoid Table w/ Short Legs (Code #CF51A)	2 x \$159 = \$318.00
2 Chairs w/ Table Set - Library (Code #ELR-0344)	\$139.00
Classroom Portfolio File (32 x 16 x 35 H)	\$310.00
12 Low Deep Shelf Storage (Code #CF04)	12 x \$289 = \$3468.00
4 Tall-Deep Shelf Storage (Code #CF03)	4 x \$309 = \$1236.00
10 Children's Small Activity mats (Code #PR33)	10 x \$9.00 = \$90.00
10 Children's Large Activity mats (Code #PR34)	10 x \$12.00 = \$120.00
Step-Up Tall Stairs (Code #WB0088) (Step-Up to sink - high back w/ extra support)	\$159.00
Primary Book Rack (Code #CF08) (Book Rack Dimensions 36 x 12 x 29 inches)	\$209.00
Painting Easel Center (2 stations) (Code #CF14)	\$269.00
Paint Dryer (20 Shelf) (Code #CF13)	\$305.00
TOTAL	\$8,737.00

Music

Musical Instrument Set D (Code #TOD04A)	\$24.00
Musical Instruments (Code #OB-MUSIC)	\$19.99
Large Brass Bell (Code #PR52)	2 x \$15 = \$30.00
TOTAL	\$73.99

Practical Life Activities

Jugs – 4oz (Code #PR60)	5 x \$4.25 = \$21.25
Water Pouring Activity (Code #PR53)	\$19.00
Rice Pouring Activity (Code #PR55)	\$19.00
Latch Boards (Code #PR66)	\$49.00
Nuts and Bolts Activity – Type 1 (Code #PR27A)	3 x \$29 = \$87.00
Apron – Waterproof (Code #PR20) (10 – Blue, 10 – Grey)	20 x \$7 = \$140.00
Jumbo Tweezers (Code #LER1963) (Ergonomic depression to guide a proper pincer-grasp grip)	20 x \$2.49 = \$49.80
Slicing Fruits and Vegetables Activity (Code #PR56)	\$27.00
Cloth Folding Exercise Activity (Code #PR57)	\$29.00
Complete Cleaning Set (Code #PR68)	\$26.00
Practical Life Stand (Code #PR69)	\$39.00
TOTAL	\$506.05

Language-1 Materials

Metal Insets, set of 10 with 2 stands (Code #LA18)	\$86.00
Coloured Metal Inset Paper (Code #BS17C)	4 x \$7.00 = \$28.00
Paper Box for Inset Paper (Code #LA22)	\$10.00
Single Metal Inset Tracing Tray (Code #LA19B)	3 x \$12.00 = \$36.00
Small Sand Tray (Code #LA41)	\$19.00
Large Sand Tray (Code #LA42)	\$25.00
11 Coloured Pencil Holders (Code #LA21B)	\$25.00
Small Sandpaper Letters (Code #TOD82L)	2 x \$49.00 = \$98.00
Small Moveable Alphabet - Print (Code #LA08A)	2 x \$69.00 = \$138.00
Large Moveable Alphabet - Print (Code #LA07B)	2 x \$109.00 = \$218.00
Phonograms / Double Sand paper letters (Code #LA05)	\$49.00
Greenboards (Code # LA17C) (set of 2 – Double lines/Squares)	5 x \$29.00 = \$145.00
Stand for Greenboards (Code #LA17D)	\$49.00
Spelling Mat (Code #LA44) (For use with Small Moveable Alphabets)	20 x \$12.00 = \$240.00
TOTAL	\$1,166.00

Kido Enterprises

www.kidoenterprises.com Tel: + 91 (80) 26690220. Fax: + 91 (80) 26691742
No 12, RK Layout 2nd Stg., Thimmaiah Road BSK 2nd Stg. Bangalore 560070, India

Language-2 Materials

Sandpaper Letters Print (Inuktitut)	2 x 300.00 = \$600.00 – ESTIMATE with shipping
Moveable Alphabet, Print (Inuktitut)	2 x 300.00 = \$600.00 – ESTIMATE with shipping
Small Moveable Alphabet Print (Inuktitut)	2 x 300.00 = \$600.00 – ESTIMATE with shipping
TOTAL	\$1,800.00

Perrytech Montessori

Christopher Perry – christopher.perry@perrytechmontessori.com
P.O. Box #2220, Station B. Richmond Hill, ON. L4E 1A4
Phone: 1-800-363-3013 / 905-773-3013. Fax: 905-773-3965

General Furnishings - 2

12 Rectangular Tables (Code #DMM.0423)	12 x \$99.95 = \$1,199.40
20 children's chairs	20 x \$29.95 = \$599.00
TOTAL	\$1,798.40

Geography Materials (Discount)

Puzzle Map Stand	
Globe – Land & Water	\$26.95
Globe - Continents	\$26.95
World Puzzle Map	\$29.95
World Control Chart - labeled	\$3.95
Canada Puzzle Map	\$29.95
Canada Control Chart - labeled	\$3.95
North America Puzzle Map	\$29.95

North America Control Chart - labeled	\$3.95
South America Puzzle Map	\$29.95
South America Control Chart - labeled	\$3.95
Europe Puzzle Map	\$29.95
Europe Control Chart - labeled	\$3.95
Asia Puzzle Map	\$29.95
Asia Control Chart – labeled	\$3.95
Africa Puzzle Map	\$29.95
Africa Control Chart – labeled	\$3.95
Australia Puzzle Map	\$29.95
Australia Control Chart – labeled	\$3.95
World Map with Flags	\$48.95
Puzzle Map Stand	\$99.95
Land Form Cards	\$19.95
TOTAL	\$493.95

Sensorial Materials

Trinomial Cube with box	\$37.95
Graded Geometric Figures	\$39.95
Scent Bottles	\$20.95
Pressure Cylinders	\$29.95
Follow Me Game	\$34.95
Gonzagarredi Bells	\$1,089.95
TOTAL	\$1,253.70

Staples Ltd.

2210 Bank Street. Ottawa, ON. K1V 1J5. Phone: 613-521-3030. www.staples.ca

Office Materials

Paper (20 lb – 8 1/2” x 11” case = 5000 sheets)	\$44.96
Filing Cabinet (Vertical Legal File Cabinet–2 Drawer)	\$168.74
Hanging File Folders (Legal Size – Green - 25/box)	6 x \$9.49 = \$56.94
Folders (Letter Size – White – 100/Pack)	4 x \$13.70 = \$54.80
Adult Chairs (10 Folding Metal Chairs – Black)	10 x \$21.99 = \$219.90
Stapler + Staples + Scotch Tape	\$24.98
TOTAL	\$570.32

Arts & Crafts

Crayola Coloured Pencils (100/pack)	10 x \$19.99 = \$199.90
Pencils (48 pack)	30 x \$3.86 = \$115.80
Pens (12/pack)	30 x \$1.89 = \$56.70
Glue (sticks) – 12/pack	10 x \$14.96 = \$149.60
Scissors (Children- Blunt Tip Scissors – 12/pack)	2 x \$38.26 = \$76.52
Scissors (Adult – 3 size value pack)	3 x \$7.90 = \$23.70
Small Construction Paper (500/pack colour variety)	15 x \$19.29 = \$289.35
Large Construction Paper (96/pack colour variety)	10 x \$28.99 = \$289.90
Paint (Washable Kids Paint – 10/box – 6 packs)	10 x \$41.94 = \$419.40
TOTAL	\$1,620.87

Canadian Tire

4776 Bank Street. Ottawa, ON. K1T 3V7
Phone: (613) 822-1289

Cleaning Supplies / Kitchen Equipment

Plastic Floor Coasters (Furniture Leg Protector-set of 4)	16 x \$7.89 = \$126.24
Cutting Boards	3 x \$9.99 = \$29.97
Small and Large bowls (variety set of 3)	15 x \$4.99 = \$14.97
Small and Large plates (variety set of 3)	15 x \$4.99 = \$14.97
Knives (all-purpose kitchen set - variety set of 5)	3 x \$9.99 = \$29.97
Forks (set of 3)	7 x \$4.99 = \$34.93
Spoons (set of 3)	7 x \$4.99 = \$34.93
Buckets (5 + 10-L Plastic Pail set)	3 x \$9.99 = \$29.97
Small towels (set of 5 dish towels)	6 x \$5.99 = \$35.94
Liquid Soap (Aloe Vera Liquid Hand Soap – large)	20 x \$7.99 = \$159.80
Thyme Spray Disinfectant	8 x \$6.49 = \$51.92
Tissue Paper / Paper Towels (6 pks)	20 x \$7.99 = \$159.80
Children’s Toothbrushes	40 x \$1.99 = \$79.60
Children’s Toothpaste	30 x \$3.99 = \$79.80
Children’s Floss	20 x \$2.99 = \$59.80
Toothbrush Rack / Hangers for 20 brushes	\$40.00
TOTAL	\$982.61

The Nunavut Bilingual Education Society (www.nbes.ca)

Inhabit Media

Fitzhenry & Whiteside Limited

195 Allstate Parkway. Markham, ON. L3R 4T8
Phone: 1-800-387-9776. Fax: 1-800-260-9777

Book Corner

Children’s books (English and Inuktitut)	1,000.00
TOTAL	\$1,000.00

School Specialty

orders@schoolspecialty.com

School Specialty. PO Box 1579
Appleton, WI 54912-1579
Phone: 1-866-519-2816

General Furnishings - 3

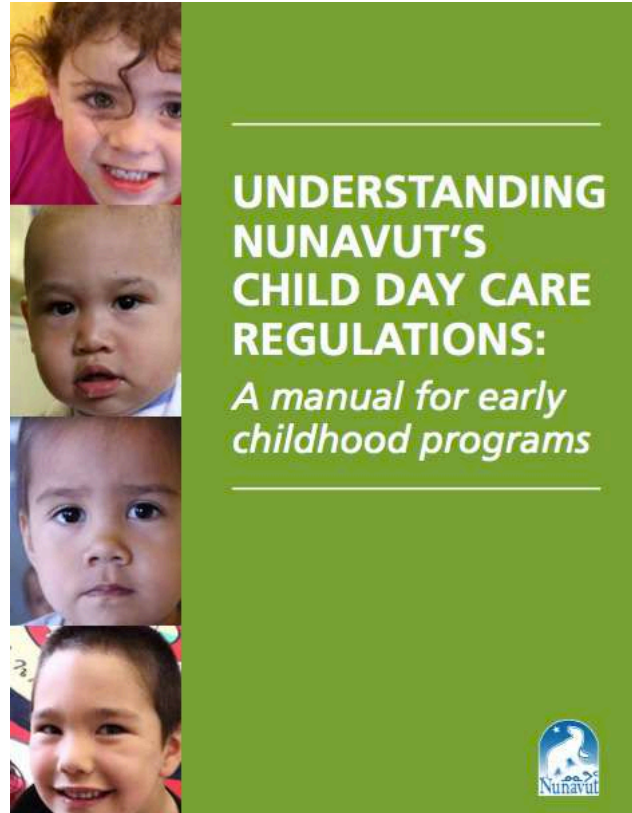
Joy Carpet Children of Many Cultures Rug 10 ft 9 inches x 13 ft 2 inches (Code #1456281)	\$944.99
TOTAL	\$944.99

Dept. of Education Requirements within a Child Care Facility

The *Inspection of Child Day Care Facility* template is a basic form used by the Early Childhood Officers (ECO's) during their visits to community childcare centres. These forms help the ECO's to generally determine how the childcare centre is operating and if the centre is following all of the necessary requirements and regulations (as outlined in the Nunavut Dept. of Education manual *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs* [2014]).

The purpose of providing the *Inspection template* here in this guide, is to provide you with a general outline of what kinds of things the ECO's are looking for, and how you can best prepare your child care centre for the Dept. of Education inspections so you may fulfill all of the necessary requirements in order to maintain a license.

These requirements are the most basic regulations for a child care centre to operate. The ECO's have more detailed requirements as well, but this provides a general outline of what kinds of things they are hoping to see in your childcare centre to ensure that it is an organized, healthy, and safe environment for children.



Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs [2014]



Please see: Appendix 3a: Dept. of Education Inspection of Child Day Care Facility Template

Appendix 3a

Dept. of Education Inspection of Child Day Care Facility Template



Department of Education
Ilinniqaqtulliqiyikkut
Ministère de l'Éducation

INSPECTION OF CHILD DAY CARE FACILITY

Name of Child Day Care Facility	Date d/m/y
Mailing Address of Facility	Postal Code
Operator/Supervisor of Facility	Phone Number

* Specific to Family Day Home

Subject	Regulation Reference	Compliance			Comments
		Yes	No	N/A	
1. REGISTRY MAINTAINED					
Name of Operator/Board Members	3 (a)				
Contact Person for Director & Operator	3 (b)				
Copy of All Licenses - Terms/Conditions/Exemptions	3 (c)				
Copy of Notice of Suspension or Revocation	3 (d)				
Records of Appeals	3 (e)				
2. POSTED IN CONSPICUOUS PLACE					
Act and Regulations	11				
License - Terms/Conditions/Exemptions	11 (see guidelines)				
Daily Program	23				
Staff Schedule	23 (see guidelines)				
Menus	31 (1) (2)				
Emergency Phone Numbers & Procedures	46				
Discipline Policies	26 (2)				
3. WRITTEN POLICIES					
Discipline	26 (1)(a)(b)(2)				
Parental Involvement	47 (1)(2)				
Program Goals & Objectives	21 (see guidelines)				
Emergency Evacuation	45 (1)				
Supervision	56				
Transportation Policy	56 (see guidelines)				
4. RECORDS MAINTAINED/ADMINISTRATION					
Financial Records	12 (1) (2)				
Application for Enrollment	10 (1) (2)				
Child Information & Attendance Records	10 (3)				
Insurance	2 (3) (vii)				
Evacuation Drills	45 (2)				
Medication Administered	39				
Confidentiality	10 (4)				
5. PHYSICAL REQUIREMENTS					
Indoor - Room in Good Repair & Safe	13 15 (1) (2)				
Play Space	14 (1)				
* Indoor Space - Family Day Home	14 (2)				
Sleeping Space	16 (1) (2)				
Storage of Children's Effects	17 (1) (2)				
Animals	18 (a)(b)guidelines				
6. FURNISHINGS AND EQUIPMENT					
Furnishings & Equipment	19 (1)				
Tables & Chairs	19 (2)				
High Chairs	19 (3)				
Cots/Beds	19 (4) (5)				
Coverings	19 (6)				
7. EXTERIOR					
Outdoor Play Space	20 (1) (2) (3)				
* Outdoor Play Space - Family Day Home	20 (3)				

* Specific to Family Day Home

Subject	Regulation Reference	Compliance			Comments
		Yes	No	N/A	
8. DAILY PROGRAMS					
Indoor Play	21				
Outdoor Play	22				
Integration of Special Needs Children	24				
Use of Community/Services	25 (see guidelines)				
9. NUTRITIONAL STANDARDS					
Food Provided	27				
Infant Feeding & Bottling	28 29				
Time Between Meals & Snacks	30				
Food Storage	32				
Drinking Water	33				
10. HEALTH CARE					
Plumbing	34 35				
Bathing	36				
Diapering	37				
Garbage	38				
11. IMMUNIZATION & ILLNESS					
Immunization of Children & Staff	40 (1)				
Communicable Disease	40 (2) (3) (4)				
* Communicable Disease - Family Day Home	40 (5)				
Illness	41				
12. HAZARDS & EMERGENCIES					
Radiators, Electrical Outlets, Toxic Plants, etc.	42 (1)				
Storage of Poisons, Medicines, etc.	42 (2)				
Storage of Utensils	42 (3)				
Smoking	43 (1)				
* Smoking - Family Day Home	43 (2)				
* Firearms - Family Day Home	42 (4)				
13. EMERGENCY EQUIPMENT & PROCEDURES					
Equipment Smoke Detectors	44 (1)				
Fire Extinguishers	44 (1)				
First Aid Kit	44 (2)				
Telephone	44 (2)				
Injury	45 (3)				
Emergency Numbers - Readily Available	46				
14. STAFF					
Ethnic Backgrounds	48				
Age	49				
Contact Person	50				
Qualifications	51 (1) (3) (4)				
* Qualifications - Family Day Home	51 (2)				
Staff Training	52 53				
Medical Exam & Immunization	54				
Criminal Record Check	55				
15. SUPERVISION OF CHILDREN					
Child Staff Ratios & Group Size	57				
Minimum Staff on Duty	58				
* Minimum Staff - Family Day Home	59				

16. EVALUATION/COMMENTS/INSTRUCTIONS

Inspected By: _____

Position Title _____

APPROVED

MINOR CHANGES REQUIRED

REJECTED

Dept. of Education Areas of Funding



Dept. of Education Start-Up Funding Support


Non-profit organizations are able to receive funding from the Dept. of Education to support new and existing childcare programs and facilities.

As stated on the Dept. of Education website:

Regional offices are responsible for issuing start-up grants, providing ongoing program contributions, inspecting facilities annually, as well as providing licensing and operating support.

Funding for non-profit organizations is offered to promote the development of licensed non-profit childcare programs.

This funding is a one-time source of money to help childcare facilities purchase the necessary toys, equipment and program materials needed to open. This funding cannot be used to purchase, construct or do major renovations to a building. (<https://www.gov.nu.ca/education/information/licensed-facilities>).

 Please see: Appendix 4a: Early Childhood Program Application Form for Start-Up [Funding]

You are required to complete this application form, and submit it along *with all of the same documentation that is required for the licensing application, as well as:*


- A survey of **potential users or a needs study**. A list of names and D.O.B's of children who could attend the centre. (If an existing childcare centre in the community is not used to at least 80% capacity, start-up for a new centre will not be approved).
- Proof of **Non-Profit Status, and in good standing** with Nunavut Legal Registries
- At least 3 **Letters of Support** (It is recommended to have one letter of support

from the Hamlet Council / Municipality. Other letters of support could include ECE stakeholders such as schools, daycares, health centres, etc.)

- A copy of the Draft **Budget** for Start-Up Funds
- Proof from the Office of the Fire Marshal, Environmental Health Officer or Dept. of Education that the facility requires relocation (for required relocation ONLY).

If approved, a contribution agreement will be signed between the Department of Education and the childcare facility.

We have also attached an example of the *Pirurvik Preschool Start-Up Funding Application Form* for your reference. The Pirurvik Preschool Start-Up Budget Application was outlined in the previous section (Please see *Appendix 2c*) since we applied for licensing and for Start-Up funding at the same time.

 Please see: Appendix 4b: Pirurvik Preschool Start-Up Application [2015]

Each childcare centre will have their own programming goals and desires for certain materials and programming needs for their centres. We hope that an example of a Start-Up Budget application may be useful to you during your application process.

Please note that the Dept. of Education is currently translating all of the application forms for funding into Inuktitut. They were not available at the time of publishing this Administrative Guide.

Appendix 4a

Early Childhood Program Application Form for Start-Up (Funding)

Form ECE-001



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Ilinniagtuiliqiyikkut
Department of Education
Ministère de l'Éducation

Early Childhood Program APPLICATION FOR START-UP

INSTRUCTIONS:

The following attachments **MUST** be included with your application:

- A brief description of the program
- Floor-plan with dimensions
- A draft budget.
- Proof of non-profit status, and in good standing.
- Evidence of a minimum \$2,000,000-⁰⁰ comprehensive general liability insurance coverage for the proposed location.
- Application for Child Care Facility License or copy of Child Care Facility License.
- For your benefit we suggest you obtain reports from the Health Department and Fire Marshal's Office on the condition of the building proposed.
- A survey of potential users or a needs study (**For Initial Start-Up only**).
- Attach 3 letters of support from Hamlet Council, schools etc. (**For Initial Start-Up only**).
- Proof from the Office of the Fire Marshal, Environmental Health Officer or Department of Education that facility is required to move to a new location (**For Required Relocation only**).

When completed, send this copy of the application (keeping a copy for yourself) and all supporting documentation to:

Qikiqtani Region

Early Childhood Program
Government of Nunavut
P.O.Box 204
Pangnirtung, NU X0A 0R0
Fax: (867) 473-2647
Ph: 1-800-567-1514

Kivalliq Region

Early Childhood Program
Government of Nunavut
P.O.Bag 002
Rankin Inlet, NU X0C 0G0
Fax: (867) 645-2148
Ph: 1-800-953-8516

Kitikmeot Region

Early Childhood Program
Government of Nunavut
P.O.Box 20
Cambridge Bay, NU X0B 0C0
Fax: (867) 983-4025
Ph: 1-800-661-0845

TYPE OF START-UP

- Initial Increasing Spaces Required Relocation Re-opening

FACILITY INFORMATION

Name of Facility/Sponsoring Group: _____

Mailing Address: _____

Location: _____

Contact Person: _____

Telephone: _____

DETAILS OF OPERATIONS

Type of Child Care Facility Centre Day Care Family Day Care Home Other (specify): _____

Status of Facility Owned Rented Leased Other (specify): _____

Type of Accommodation	DAY CARE CENTRE	FAMILY HOME
	<input type="checkbox"/> New Building – Constructed for Day Care <input type="checkbox"/> Existing Building – Renovated for Day Care <input type="checkbox"/> Existing Building – Use AS IS for Day Care	Number of Rooms: <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment

Times Facility is Operational	Months - From: _____ To: _____	Days - From: _____ To: _____
	Hours - From: _____ To: _____	

SPACES AVAILABLE

Age	Full-Time	Part-Time	Out-of-School	Indicate which spaces are for children who require additional support
Infants (1- 24 months)			X	
Preschoolers (2 years until start school full-time)			X	
School-Age (kindergarten/Grade one to children up to 12 years)	X	X		
Total				

NOTE: You must provide verification from a Health Professional for any children that require additional support.

APPLICANT CERTIFICATION

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature _____

Date _____

Appendix 4b

Pirurvik Preschool Start-Up Application (2015)

Form ECE-001



Early Childhood Program APPLICATION FOR START-UP

INSTRUCTIONS:

The following attachments **MUST** be included with your application:

- A brief description of the program
- Floor-plan with dimensions
- A draft budget.
- Proof of non-profit status, and in good standing.
- Evidence of a minimum \$2,000,000-⁰⁰ comprehensive general liability insurance coverage for the proposed location.
- Application for Child Care Facility License or copy of Child Care Facility License.
- For your benefit we suggest you obtain reports from the Health Department and Fire Marshal's Office on the condition of the building proposed.
- A survey of potential users or a needs study **(For Initial Start-Up only)**.
- Attach 3 letters of support from Hamlet Council, schools etc. **(For Initial Start-Up only)**.
- Proof from the Office of the Fire Marshal, Environmental Health Officer or Department of Education that facility is required to move to a new location **(For Required Relocation only)**.

When completed, send this copy of the application (keeping a copy for yourself) and all supporting documentation to:

Qikiqtani Region

Early Childhood Program
Government of Nunavut
P.O.Box 204
Pangnirtung, NU X0A 0R0
Fax: (867) 473-2647
Ph: 1-800-567-1514

Kivalliq Region

Early Childhood Program
Government of Nunavut
P.O.Bag 002
Rankin Inlet, NU X0C 0G0
Fax: (867) 645-2148
Ph: 1-800-953-8516

Kitikmeot Region

Early Childhood Program
Government of Nunavut
P.O.Box 20
Cambridge Bay, NU X0B 0C0
Fax: (867) 983-4025
Ph: 1-800-661-0845

TYPE OF START-UP

- Initial Increasing Spaces Required Relocation Re-opening

FACILITY INFORMATION

Name of Facility/Sponsoring Group: **District Education Authority: Ulaajuk Elementary School**

Mailing Address: **P.O. Box #520, Pond Inlet, NU. X0A 0S0**

Location: **Classroom E-106 in Ulaajuk Elementary School**

Contact Person: **Tessa Lochhead**

Telephone: **867-899-8789**



DETAILS OF OPERATIONS

Type of Child Care Facility Centre Day Care Family Day Care Home Other (specify): **Elementary School**

Status of Facility Owned Rented Leased Other (specify):

Type of Accommodation	DAY CARE CENTRE	FAMILY HOME
	<input type="checkbox"/> New Building – Constructed for Day Care <input type="checkbox"/> Existing Building – Renovated for Day Care <input checked="" type="checkbox"/> Existing Building – Use AS IS for Day Care	Number of Rooms: _____ <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment

Times Facility is Operational Months - From: **August** To: **June** Days - From: **Monday** To: **Friday**
 *Please note-We are aiming for a Start Date of Jan 6th, 2016 due to the involvement of the Arctic College Program
 Hours - From: **9am** To: **12pm (noon)**
 *Please note-We are aiming for a Start Date of January 6th, 2016 due to the involvement of the Arctic College Program. The NAC students will require certain ECE courses before starting in the Practicum / Preschool setting.

SPACES AVAILABLE

Age	Full-Time	Part-Time	Out-of-School	Indicate which spaces are for children who require additional support
Infants (1- 24 months)	0	0	<input checked="" type="checkbox"/>	-
Preschoolers (2 years until start school full-time)	0	20	<input checked="" type="checkbox"/>	Located in an elementary school setting, there is a ramp leading into the school and there are wheelchair-friendly washrooms
School-Age (kindergarten/Grade one to children up to 12 years)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	
Total	0	20	0	

NOTE: You must provide verification from a Health Professional for any children that require additional support.

APPLICANT CERTIFICATION

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature _____

Date _____


Dept. of Education Program Contribution Funding Support for Operations & Maintenance

Non-profit organizations are able to receive funding from the Dept. of Education to support new and existing childcare programs and facilities.

As stated on the Dept. of Education website:

Program contribution funding helps maintain established, licensed childcare programs. It also encourages the development of qualified staff and programs, and the provision of infant and special needs spaces. O & M program contribution money is annual funding that can be used for any operating expenses. (<https://www.gov.nu.ca/education/information/licensed-facilities>).

The Dept. of Education *Application Form for Program Contribution* (O+M funding) is attached to this document.


 Please see: Appendix 5a: Early Childhood Program Application Form for Program Contribution (O+M Funding).

You are required to complete this application form, and submit it along with the following information:

- **Proof of current good standing** with Nunavut Legal Registries
- A **financial statement** (signed by two members of the Board of Directors) for the previous year's operation.
- A list of the new **Board of Directors**.
- Applicant must have a **current operating license** to apply for this funding.

If approved, a contribution agreement will be signed between the Department of Education and the childcare facility.

We have also attached an example of the *Pirurvik Preschool Application for Program Contribution* (O+M funding), as well as the *Tumikuluit Application for Program Contribution* (O+M Funding) for your reference.

 Please see: Appendix 5b: Pirurvik Preschool Application Form for Program Contribution, (O+M Funding) (2017)

Appendix 5c: Pirurvik Preschool Financial Statement (with required signatures) & List of Board

Appendix 5d: Tumikuluit Application for Program Contribution (O+M Funding) (2017)

Each childcare centre will have their own programming specifics with regard to the amount of children in the childcare centre, staff wages, etc. We hope that an example of a Program Contribution application may be useful to you during your application process.

Appendix 5a

Early Childhood Program Application Form for Program Contribution (O+M Funding)



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 Department of Education
 Ilinniqaatuliqiyikkut
 Ministère de l'Éducation

Early Childhood Program APPLICATION FOR PROGRAM CONTRIBUTION

INSTRUCTIONS

- The following attachments must be included with your application
 - Current proof of good standing with Nunavut Legal Registries.
 - A financial statement (signed by two Board of Directors) for the previous year's operation.
 - A list of the new Board of Directors.

2. When completed, send this application and all supporting documentation to:

Qikiqtani Region

Early Childhood Program
 Dept of Ed. Gov of NU
 P.O.Box 204
 Pangnirtung, NU X0A 0R0
 Fax: (867) 473-2647
 Ph: 1-800-567-1514
ECOQikiqtani@gov.nu.ca

Kivalliq Region

Early Childhood Program
 Dept of Ed. Gov of NU
 P.O.Box 002
 Rankin Inlet, NU X0C 0G0
 Fax: (867) 645-8246
 Ph: 1-867-645-8215
ECOKivalliq@gov.nu.ca

Kitikmeot Region

Early Childhood Program
 Dept of Ed. Gov of NU
 P.O.Box 20
 Cambridge Bay, NU X0B 0C0
 Fax: (867) 983-4025
 Ph: 1-800-661-0845
ECOKitikmeot@gov.nu.ca

APPLICANT INFORMATION

Name of Facility			
Location			
Mailing Address			Postal Code
Contact Person	Telephone	Fax	E-Mail

DETAILS OF OPERATIONS

Circle Month(s) Facility is Operational	January	February	March	April	May	June	July	August	September	October	November	December
Circle Day(s) Facility is Operational	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours of Operations				
								From:	To:			

STATISTICAL INFORMATION

1. What is the range in pay for your staff?			
Casual Staff		ECE Diploma	
No Experience & no Training		Manager/Director	
ECE Certificate		Other (explain)	
2. What are your parental fees?	Infants – Full-time		Infants – Part-time
	Preschool – Full-time		Preschool – Part-time
	School-age		Other (explain)
3. How many different families did the daycare serve this past fiscal year, ending March 31 st ?			
4. How many different children were enrolled during this past fiscal year, ending March 31 st ?			
5. How many different staff were employed during this past fiscal year, ending March 31 st ?			

APPLICANT CERTIFICATION

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

x _____
 Applicant's Signature Date

Appendix 5b

Pirurvik Preschool Application Form for Program Contribution, (O+M Funding) (2017)



Department of Education
Ilinniaqtuliqiyikkut
Ministère de l'Éducation

Early Childhood Program APPLICATION FOR PROGRAM CONTRIBUTION

INSTRUCTIONS

- The following attachments must be included with your application
 - Current proof of good standing with Nunavut Legal Registries.
 - A financial statement (signed by two Board of Directors) for the previous year's operation.
 - A list of the new Board of Directors.
- When completed, send this application and all supporting documentation to:

Qikiqtani Region Early Childhood Program Dept of Ed. Gov of NU P.O.Box 204 Pangnirtung, NU X0A 0R0 Fax: (867) 473-2647 Ph: 1-800-567-1514 ECOQikiqtani@gov.nu.ca	Kivalliq Region Early Childhood Program Dept of Ed. Gov of NU P.O.Bag 002 Rankin Inlet, NU X0C 0G0 Fax: (867) 645-8246 Ph: 1-867-645-8215 ECOKivalliq@gov.nu.ca	Kitikmeot Region Early Childhood Program Dept of Ed. Gov of NU P.O.Box 20 Cambridge Bay, NU X0B 0C0 Fax: (867) 983-4025 Ph: 1-800-661-0845 ECOKitikmeot@gov.nu.ca
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APPLICANT INFORMATION

Name of Facility – Pirurvik Preschool			
Location – Ulaajuk Elementary School			
Mailing Address – P.O. Box #520, Pond Inlet, NU		Postal Code – X0A 0S0	
Contact Person – Tessa Lochhead	Telephone – 899-8789	Fax 867-899-8875	E-Mail tessalochhead@hotmail.com

DETAILS OF OPERATIONS

Circle Month(s) Facility is Operational											
January	February	March	April	May	June	July	August	September	October	November	December
Circle Day(s) Facility is Operational								Hours of Operations			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	From: 1:10pm	To: 4:00pm			

STATISTICAL INFORMATION

1. What is the range in pay for your staff?				
Casual Staff	n/a	ECE Diploma	\$25/hr per ECE worker	
No Experience & no Training	n/a	Manager/Director	\$25/hr for Admin duties-trainee	
ECE Certificate	n/a	Other (explain)		
2. What are your parental fees?	Infants – Full-time	n/a	Infants – Part-time	n/a
	Preschool – Full-time	n/a	Preschool – Part-time	\$0
	School-age	n/a	Other (explain)	No funds are being paid by parents for this program. We receive third part funding to keep it free for parents.
3. How many different families did the daycare serve this past fiscal year, ending March 31 st ?			18 families	
4. How many different children were enrolled during this past fiscal year, ending March 31 st ?			18 students	
5. How many different staff were employed during this past fiscal year, ending March 31 st ?			9 staff (including NAC teachers)	

APPLICANT CERTIFICATION

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

x _____ Date _____
Applicant's Signature

Appendix 5c

Pirurvik Preschool Financial Statement (with required signatures) & List of Board

Pirurvik Preschool - O+M Financial Income Statement 2016-2017

The following amounts were indicated as being sent to Nasajit DEA accounts in 2016-2017:

April 2016 attendance	126.10
Nov 2016 licensed space	849.20
Dec 2016 licensed space	849.20
Jan 2017 licensed space	849.20
Jan 2017 attendance	105.95
Feb 2017 licensed space	<u>772.00</u>
	\$ 3551.65
Feb 2017 attendance	139.75
Mar 2017 licensed space	<u>887.80</u>
	\$ 1027.55
March 2017 attendance	165.10
	\$ 165.10

TOTAL received = \$4,744.30

***These amounts have not yet been spent as we are awaiting for an MCR (addressed to the Pirurvik Preschool) so we can spend these finances.**

Lochhead - May 16, 2017
Nutarak - May 16, 2017

LIST OF BOARD

Pirurvik Parent Board

Arlene *****
Elizabeth *****
Leena *****
Karen *****



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PIRURVIK
PRESCHOOL

Staff Contact Information

Karen Nutarak
Nunavut Arctic College Administrator
Co-Director - Pirurvik Preschool
Phone: #899-8837 (College)

Tessa Lochhead
Co-Director - Pirurvik Preschool
Phone: #899-8789 (Home)

Dept. of Education Program Contribution Funding O+M Reporting Requirements

If you applied for Program Contribution Funding from the Dept. of Education and have been able to obtain the funding, then you are required to send in the **Monthly Attendance and Parental Fee Report Form** and **Attendance register** of the childcare centre at the end of every month to the Dept. of Education through your regional Early Childhood Development Officer (ECO).

Each childcare centre is required to keep a daily record of each child's attendance. This information is compiled into your childcare centres' **Attendance register** at the end of every month, and the final tally of your attendees is recorded into the **Monthly Attendance Report and Parental Fee Report Form**. The amount of funding each childcare centre will receive is not affected by the amount of attendees you have in your childcare centre.

Information on the childcare centres' Parental fees will also need to be included in this report form. This information is required by the Dept. so they may monitor adherence with the new parent fee requirement, which requires childcare facilities to either maintain or lower parent fees.

Once the Dept. of Education receives your monthly report form and attendance register, they will issue your childcare centre a 'Licensed Spaces' payment which is the monthly contribution for maintaining and operating a licensed childcare facility in Nunavut.



Please see the following Dept. of Ed O+M Monthly Attendance & Parental Fee Report Forms attached.



Please note that the *Tumikuluit O+M Monthly Attendance Report Form* was filled out using an older version of the O+M application Form. We hope that it still may assist you with this Monthly Reporting process and can be referred to for your reference.

Monthly Report Forms: Appendix 5e: Monthly Attendance & Parental Fee Report Form – Inuktitut version

Appendix 5f: Monthly Attendance & Parental Fee Report Form – English version

Appendix 5g: Tumikuluit O+M Monthly Attendance Report (2017)

Monthly Attendance Register: Appendix 5h: Early Childhood Program – O+M Monthly Attendance Register

Appendix 5i: Tumikuluit O+M Monthly Attendance Register (2017)

Appendix 5j: Pirurvik Preschool O+M Monthly Attendance Register SCAN (2017)

Appendix 5f

Monthly Attendance & Parental Fee Report Form – English version



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Department of Education
Ilinniaqtuliyiyikkut
Ministère de l'Éducation

Monthly Attendance & Parental Fee Report Form

Please submit to the following Early Childhood Program Offices:			
Qikiqtani Region	Iqaluit	Kivalliq Region	Kitikmeot Region
Fax: (867) 473-2647	Fax: (867) 979-2152	Fax: (867) 645-2127	Fax: (867) 983-4025
Ph: 1-800-567-1514	Ph: (867) 975-5631	Ph: 1-867-645-2343	Ph: 1-800-661-0845
ECOQikiqtani@gov.nu.ca	ECOQikiqtani@gov.nu.ca	ECOKivalliq@gov.nu.ca	ECOKitikmeot@gov.nu.ca

Name of Licensed Facility		For the Month of	
Contribution Number EDUDPC		Community	
Total Licensed Spaces	Preschool	Infant	Afterschool

Type of Spaces	Actual Monthly Attendance Total	Parental Fees
Full-time Preschool		\$
Full-time Infant		\$
Part-time Preschool		\$
Part-time Infant		\$
Afterschool		\$

Applicant's Certification		
I certify that the information provided on this form is true and correct to the best of my knowledge and belief.		
Name (Please Print)	Signature	Date

For Office Use Only

Approved Payment Total	<i>Licensed Spaces amount (Vote 1)</i>
	<i>Licensed Space Top-Up amount (Vote 4)</i>
Name of Early Childhood Officer (Please Print)	
Early Childhood Officer's Signature	Date

Appendix 5g

Tumikuluit O+M Monthly Attendance Report (2017)



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 Nunavut iuqatigiingniq
 Bâtir le Nunavut ensemble

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 Department of Education
 Ilinniaquliqiyikkut
 Ministère de l'Éducation

Early Childhood Program MONTHLY ATTENDANCE REPORT

Please send or fax completed form to:

In the Qikiqtani Region:

Early Childhood Officer
 Department of Education
 P.O.Box 204
 Pangnirtung, NU X0A 0R0
 Fax: (867) 473-2647
 Ph: 1-800-567-1514
ECOQikiqtani@gov.nu.ca

In the Kivalliq Region:

Early Childhood Officer
 Department of Education
 P.O.Bag 002
 Rankin Inlet, NU X0C 0G0
 Fax: (867) 645-8246
 Ph: 867 645-8215
ECOKivalliq@gov.nu.ca

In the Kitikmeot Region:

Early Childhood Officer
 Department of Education
 P.O.Box 20
 Cambridge Bay, NU X0B 0C0
 Fax: (867) 983-4025
 Ph: 1-800-661-0845
ECOKitikmeot@gov.nu.ca

Name of Facility Iqaluit Inuktitut Daycare (Tumikuluit Saipaaqivik)	For the Month of August , 2017
Address P.O. Box 1629 Iqaluit, NU X0A 0H0	Phone Number 975-2483



For Office Use Only

Type of Spaces	Actual Monthly Attendance TOTAL	25 % of per diem rate	Amount
Full-time Preschool	255.5		
Full-time Infant	182.5		
Full-time Special Needs*	17.5		
Part-time Preschool	26		
Part-time Infant	8		
Part-time Special Needs*			
Afterschool			
Afterschool Special Needs*			

* **Note:** Verification from a Health Professional must be provided for all special needs children.

I certify that the information provided on this form is true and correct to the best of my knowledge and belief.

 Signature of Supervisor/Operator Date

For Office Use Only

Monthly Attendance Payment

 _____ (what Month)
 Licensed Spaces Payment

For Office Use Only

Contribution Number _____

 Early Childhood Officer (Please Print Name)

 Early Childhood Officer Signature Date

**Total
 Payment**

Appendix 5i

Tumikuluut O+M Monthly Attendance Register (2017)

TUMIKULUIT Monthly Register Attendance Form

Month of _____

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total				
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Pschol-Half D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
First/Last	X	X	X	E	E	E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Infant-Full D	X	X	X	E	E	E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
First/Last	L	L	L	L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Pschol-Half D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Infant-Full D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Pschol-Half D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Infant-Full D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Pschol-Half D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Infant-Full D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Pschol-Half D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Infant-Full D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Pschol-Half D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Infant-Full D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Pschol-Half D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
First/Last	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Infant-Full D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



TOTAL CHILDREN: _____

X=Present, L=Late, E=Excused, A=Absent/Tuant


Appendix 5j

Pirurvik Preschool O+M Monthly Attendance Register SCAN (2017)

YEAR: 2017

Month of MARCH

Child Name	MARCH																															Total PRESENT			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1 IN																																			
tsiak out	A	A																																	
im out																																			
ina IN																																			
100 out																																			
Rae IN																																			
olo out																																			
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out																																			
nanig out																																			
ya IN																																			
out																																			
ngapik IN																																			
out																																			
ekend																																			
TOTAL PRESCHOOLERS:																																			



PIRURVIK PRESCHOOL

for absence unknown: 254

Dept. of Education Healthy Children Initiative (HCI) Funding Support

As stated on the Dept. of Education website:

Healthy Children Initiative is funding for licensed childcare facilities or other eligible organizations which support children's healthy development, especially in the cases of those with special needs. This funding is available for supportive programs that fall under two categories:

Community Initiatives

Health-development program for children involving families and communities.

Supportive Child Services

Supportive services offered to children on an individual basis. (<https://www.gov.nu.ca/education/information/licensed-facilities>).

You are required to complete the following proposal outline (or submit a written proposal that answers all of the questions from the proposal outline) and send it to the Dept. of Education.

 Please see: Appendix 6a: Healthy Children Initiative Criteria and Guidelines


Appendix 6b: Healthy Children Initiative Application Form – Inuktitut version

Appendix 6c: Healthy Children Initiative Application Form – English version

Appendix 6d: Healthy Children Initiative Application Form – French version


If approved, a contribution agreement will be signed between the Department of Education and the childcare facility.

We have attached an example of the *Tumikuluit Daycare HCI Proposal for the Community Initiatives [2016]* category for your reference, as well as the *Tumikuluit Daycare HCI Proposal for the Supportive Child Services [2017]* category for your reference. Please note that the following Tumikuluit Proposals were written using an older version of the HCI application Form.

 Please see: Appendix 6e: Tumikuluit Daycare HCI Proposal – Community Initiatives [2016]

Appendix 6f: Tumikuluit Daycare HCI Proposal – Supportive Child Services [2017]


The Dept. of Education *Healthy Children Initiative Budget and Program Progress Report Form* is attached for your reference. You are required to complete this Budget and Program Progress Report, with information on how 60% of the funds have been spent to date.

 Please see: Appendix 6g: Healthy Children Initiative Budget & Program Progress Report Form

We have also attached an example of the *Pirurvik Preschool HCI Budget & Program Progress Report for the Supportive Child Services [2016]* category so you may use this as an example if you wish.


 Appendix 6h: Pirurvik HCI Budget & Program Progress Report–Supportive Child Services [2016]

The Dept. of Education Healthy Children Initiative Final Report Form is attached for your reference.

 Please see: Appendix 6i: Healthy Children Initiative Final Report Form

You are required to complete this Final Report Form, with an outline on how all of the funds have been spent.

We have attached an example of the *Pirurvik Preschool HCI Final Report for the Community Initiatives (2017)* category for your reference.

 Please see: Appendix 6j: Pirurvik Preschool HCI Final Report – Community Initiatives (2017)

Each childcare centre will have their own programming specifics with regard to the need that is required any given year. We hope that the attached HCI Proposal, HCI Progress Report, and HCI Final Report examples (in both categories of funding) may be useful to you during your application process.



Healthy Children Initiative Criteria and Guidelines



Healthy Children Initiative Criteria and Guidelines

The goal of the Healthy Children Initiative (HCI) is healthy children growing up in strong, supportive families within caring communities.

This initiative supports communities in developing or enhancing programs for the prenatal period to age 6 for children and their families with an emphasis on providing early intervention programs and supportive services.

Ideally, organizations in each community will work together to submit one proposal for the whole community. This would show that the proposal is indeed what the community wants and not just a small group in the community. Proposals can have more than one project within them.

Proposals will be accepted from all non-profit organizations in good standing with Nunavut Legal Registries, organizations such as the local District Education Authorities and Municipalities, Nunavut Arctic College and family day homes.

HCI has two pots of money – Community Initiatives and Supportive Child Services.

- **Community Initiatives** provide funding for the enhancement or development of early childhood programs and services for children 0 – 6 years of age and their families. This may include family resource centres, parenting workshops, prenatal nutrition, parent & tot groups, etc.
- **Supportive Child Services** provides funding on an individual basis for children requiring intensive support or specific assistance. This may include supported childcare, occupational therapy, physiotherapy, speech and language therapy and supports, and supports to enable children to attend centre-based early childhood programs.

HCI Criteria

- For children from prenatal to 6 years of age and their families
- Family-centred, parents involved in the programs
- Culturally relevant
- Builds on existing strengths of child, parents & community
- Does not duplicate existing services, but enhances them
- Inter-agency approach
- Community driven

Proposal must include the following information:

- What is the project? Explain in detail.
- Who will participate in this project?
- How will it improve existing services and programs?
- What groups/organizations are involved? Who will be running this project?
- Why the project is needed?
- How will you know if the project is a success?
- A detailed budget

Guidelines for HCI Proposals

- Community initiative funding is for programs that can be accessed by the majority of the target group of prenatal to 6 years of age & their families.
- Supportive Services funding is for individual children with special needs (a note from a Health Professional may be required)
- Elder's honorarium – maximum of \$75/half day – up to 4 hours
- Elder's honorarium – maximum of \$150/full-day – more than 4 hours
- Administration fees – maximum of 5%
- Wages for Teachers/Coordinators – maximum of up to \$25.00/hour
- Employee benefits – maximum of 12%

For more information, please contact the Early Childhood Officer in your region.

Proposals can be e-mailed or faxed to your regional Early Childhood Officer.

Deadlines for Proposal Submissions is March 15, 2018.

In the Qikiqtani Region:

Early Childhood Officer
Department of Education
P.O.Box 204
Pangnirtung, NU
X0A 0R0

Fax: (867) 473-2647

Ph: 1-800-567-1514

ECOQikiqtani@gov.nu.ca

In the Kivalliq Region:

Early Childhood Officer
Department of Education
P.O.Bag 002
Rankin Inlet, NU
X0C 0G0

Fax: (867) 975-5600

Ph: 1-800-645-2343

ECOKivalliq@gov.nu.ca

In the Kitikmeot Region:

Early Childhood Officer
Department of Education
P.O.Box 20
Cambridge Bay, NU
X0B 0C0

Fax: (867) 983-4025

Ph: 1-800-661-0845

ECOKitikmeot@gov.nu.ca



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Appendix 6c

Healthy Children Initiative Application Form – English version



Δεσφσσερρε
Department of Education
Ilinniaqtuliqiyikkut
Ministère de l'Éducation

Healthy Children Initiative Application

Please submit to the following Early Childhood Program Offices:

Qikiqtani Region

Fax: (867) 473-2647
Ph: 1-800-567-1514

ECOQikiqtani@gov.nu.ca

Iqaluit

Fax: (867) 979-2152
Ph: (867) 975-5631

ECOQikiqtani@gov.nu.ca

Kivalliq Region

Fax: (867) 645-2127
Ph: 1-867-645-2343

ECOKivalliq@gov.nu.ca

Kitikmeot Region

Fax: (867) 983-4025
Ph: 1-800-661-0845

ECOKitikmeot@gov.nu.ca

Due Dates:

Application – March 15th
Mid-term Report – October 31st
Final Report – April 30th

Proposal Title	
Sponsor Organization	
Address	
Community	
Contact Person	
Phone Number	
E-mail Address	
Total Amount Requested	
Start Date of Project	
End Date of Project	

For Office Use Only:

For all proposals to be approved, all proposals must follow the criteria of Healthy Children Initiative:

- Be for children 0 – 6 and their families, including the prenatal period.
- Be culture-based.
- Build on the existing strengths of the child, parent(s), family and community.
- Have an inter-agency approach.
- Be community driven.
- Enhance existing programs or services.

For Supportive Services funding, all proposals must also:

- Be for an individual child identified in writing by a health professional, as a child needing additional support.

Approved: Yes Total Amount Approved: _____
No Reason if not approved: _____

Reviewed by: _____ Date Reviewed: _____



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 Ministère de l'Éducation

What facilities and equipment will be needed (where will the project be delivered, what equipment will be used)

How are you going to know if the project is a success

Other Comments



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 Ministère de l'Éducation

Detailed Budget for HCI funds

Wages (state position, hourly wage, number of hours per day, number of days per week and number of weeks)		Approved Budget (for office use only)
Mandatory Employment Related Costs (MERCs) – Maximum of 12%		
Equipment (list types of equipment and supplies/materials needed)		
Food (list examples of nutritious and/or country food)		
Rental costs if applicable (list monthly rental and submit quote from landlord)		
Other (please specify)		
Subtotal		
Administration (maximum of 10%)		
Total		

Page 4 of 4
HCI Application Form

Appendix 6d

Healthy Children Initiative Application Form – French version



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 Ministère de l'Éducation
 Ilinniaqtuliqiyikkut
 Ministère de l'Éducation

Initiative Enfants en santé Formulaire de demande

Veillez présenter la demande à l'un ou l'autre de ces bureaux régionaux de la petite enfance :

Région de Qikiqtani	Iqaluit	Région du Kivalliq :	Région du Kitikmeot :
Télé. : 867 473-2647	Télé. : 867 979-2152	Télé. : 867 645-2127	Télé. : 867 983-4025
Tél. : 1 800 567-1514	Tél. : 867 975-5631	Tél. : 1 867 645-2343	Tél. : 1 800 661-0845
ECOQikiqtani@gov.nu.ca	ECOQikiqtani@gov.nu.ca	ECOKivalliq@gov.nu.ca	ECOKitikmeot@gov.nu.ca

Date d'échéance :
Demande – 15 mars
Rapport de mi-parcours – 31 octobre
Rapport final – 30 avril

Titre de la demande	
Organisme parrain	
Adresse	
Localité	
Personne-ressource	
Numéro de téléphone	
Courriel	
Montant total demandé	
Date de début du projet	
Date de fin du projet	

À l'usage du bureau seulement :

Pour qu'une demande soit approuvée, celle-ci doit respecter les critères de l'Initiative Enfants en santé:

- S'adresser aux enfants de 0 à 6 ans et à leurs familles, y compris la période prénatale.
- Être culturellement pertinente
- S'appuyer sur les forces existantes de l'enfant, des parents, de la famille et de la collectivité.
- Favoriser une approche interorganismes.
- Trouver sa source dans la collectivité
- Améliorer les services ou programmes existants.

Pour l'obtention de fonds pour des services de soutien, la demande doit aussi :

- Viser un enfant mentionné par écrit par un professionnel de la santé comme étant un enfant ayant besoin de soutien additionnel.

Approbation : Oui Montant total approuvé : _____
 Non Raison du rejet : _____

Révisée par : _____ Date de la révision : _____



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Ministère de l'Éducation
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Ministère de l'Éducation

Parlez-nous de votre projet (de quoi s'agit-il, quels en sont les objectifs, pourquoi est-il important, comment améliorera-t-il les programmes et services existants?)

Qui sont les participants (quelles personnes, quels groupes ou organismes, quels sont leurs rôles?)

Page 2 de 4
Formulaire de demande pour l'IES

Quelles installations et quels équipements seront nécessaires (où le projet se déroulera-t-il, quel équipement sera utilisé?)

Comment saurez-vous si le projet a réussi?

Autres commentaires

Appendix 6e

Tumikuluit Daycare HCI Proposal – Community Initiatives (2016)



Iqaluit Inuktitut Daycare – Tumikuluit Saipaaqivik
PO Box 1629, Iqaluit, Nunavut, X0A-0H0
ph:(867) 975-2483
fax: (867) 975-2503
tumikuluit@giniq.com

March 14, 2016

Funding Proposal to the Healthy Children’s Initiative

Title: Nirittiaqatigiitta – Let’s Eat Well Together
Organization: Tumikuluit Saipaaqivik – Iqaluit Inuktitut Daycare
Community: Iqaluit, Nunavut

Proposed project: Requesting funding to hire a full-time cook for Tumikuluit Saipaaqivik to prepare and cook breakfasts, country food lunches, and afternoon snacks every weekday, as well as create learning themes around meals and involve parents and community members in order to share knowledge on healthy eating and food habits

Preamble

At Tumikuluit Saipaaqivik – the Iqaluit Inuktitut Daycare – we pride ourselves on the nurturing and teaching of our attendees in Inuktitut and using our Inuit culture. Our staff and Board of Directors work hard together to ensure that our attendees are surrounded by not only the language, but every aspect of what makes up our Inuit culture. Our attendees range in age from six months to 6 years, and we do our best to meet their needs through everyday moments of living and learning while at daycare. We also work hard to instill healthy and positive ways of thinking and living in every aspect of our daycare’s operations. In our words, in our actions, in what we feed the children, in how we teach, and what we use to teach as the children develop; we are nurturing our newest generations to be intelligent, strong, proud, and healthy Inuit.

One way we achieve this, and which has many avenues for more learning, is by serving a country food lunch to our attendees. Currently, we offer a country food lunch three times a week, with one of our 4 staff taking the lead on preparing the country food for consumption. The children are not only consuming healthy, nutritious and local country food – they are learning about how Inuit hunt our wild animals, seeing how we cut and prepare our country food, learning about anatomy and how humans differ and are the same as wild animals, learning about sharing and being thankful, as well as many other aspects related to the consumption of country food.

About our Proposal

This proposal is a request for funds to hire a full time cook in order to expand our country food lunch and snack program. We would like to hire a dedicated cook to join our team of four (three care-givers

1

and Director), and **also increase our lunches** from three times a week to five times a week. The full time cook would not only plan and prepare lunches, but also healthy breakfasts and afternoon snacks.

With a full-time cook to manage the food preparation, we will have more capacity to meet our goals, all aimed at the maximum benefit of our attendees. These include:

- serving healthier and fresher breakfasts, lunches, and snacks
- serving a variety of locally sourced country foods
- meeting the constantly growing and developing nutritional needs of our attendees
- having more capacity to meet the emotional and educational needs of our attendees
- making more opportunities for talking and learning about the wild food we eat, what is and isn't healthy, and how food is prepared
- making more opportunities to discuss and learn about our relationships with our wild food and environments
- making more time to plan and prepare a varied, healthy and balanced menu, with a closer eye to expanding the children's food experiences

Goals

Though our current country food program is successful and touches on the above goals, we feel that expanding it will only improve our program as a whole.

The cook would have more time to plan and prepare meals, as compared to now, where our staff must take time away from the children to quickly prepare snacks and lunches.

With a full-time cook in the kitchen, our three care-givers would have more time to be with, teach, and nurture our attendees, as well as have more time to prepare curricula.

The cook would also be able to create learning themes around weekly meals, creating discussion during meal times and engaging the children's minds and senses as they eat.

The nutrition and bodily health of our attendees would only improve. There are numerous health issues among our communities, related to the knowledge of healthy living as well as the cost of living. Our healthy eating program already instils healthy eating and food habits among our attendees and their families. But with our currently limited capacity, there are issues that could be prevented. For example, parents bring a lunch for their children twice a week. As seen over the years, two issues come up regarding the lunches brought by children and their parents: families often cannot afford to buy healthier foods, and/or do not have the time or knowledge necessary to make healthy lunches. Many times, children come with processed, pre-packaged, sugary, and junky foods (Kraft Dinner Mac & Cheese, meat/cheese/cracker Lunchables, five-minute noodles, etc.).

A hired cook would be able to network with families, community members, and nutritional experts in order to better our food program at daycare, as well as post and share healthy recipes and cooking methods of all types of food for parents and families to try.

With increased worries about diabetes, obesity, and other health issues among Inuit across the Arctic, we feel our program is an important one, laying the important early foundations of healthy eating and living.

Project Details

If our funding proposal is approved, we would put a call out for applicants to the cook position, to begin immediately. We would hope to hire the cook for at least a full year, and reapply for continued funding for this position, if available.

Following the plans and ideas discussed above, the cook would involve the other daycare staff, as well as attendees' families in planning and implementing recipes, menus, and learning themes. Families often donate country food that they are already eating at home, so sharing recipes and prep methods would be easy, with immediate results. As has been found useful in the past, the new cook would also reach out to available nutritionists in order to stay on top of food health news and ideas. There would also be opportunity for the hired cook to work with hunters and other knowledgeable Inuit in showing the children butchering methods, skin cleaning and tanning, as well as how to find and use plants from the land.

All food prep and cooking would take place in our daycare, where we have a fully functional and equipped kitchen.

Budget Details

The requested funds, as outlined below, would be used for the salary of the hired cook. In order to maximise the impact of the cook's presence at our daycare, the cook would work the standard 40 hours a week.

When not actively planning and preparing meals, the cook would come up with teaching and learning themes and opportunities related to wildlife, the environment, and healthy eating, as well as reaching out to parents and knowledgeable community members.

We would also hope to create opportunity for our other staff to work with the new cook to expand their knowledge and practice at making healthy and varied breakfasts, country food lunches, and afternoon snacks.

Requested funds: **\$65,000**

Position: **Full-time Cook**

Proposed Salary: **\$30.00 an hour, 40 hours a week or roughly \$65,000 a year (rounded up to account for taxes and other related payroll expenses)**

Currently, we budget a portion of our operations and maintenance funding from both the Government of Nunavut and Kakivak Association to cover the cost of food and equipment for our breakfasts and

snacks. For our country food lunch program, we receive \$5000.00 a year from the City of Iqaluit's Community Wellness funding program to purchase our country food and related necessary equipment.

We also receive many country food donations from our attendees' families and community members, such as seal, caribou, assorted birds, whale, etc.

Conclusion

The approval of our application would increase our capacity for feeding our attendees fresh, healthy, local and cultural foods, as well as our teaching of our Inuktitut language and Inuit culture through the development of our children.

The hiring of a full-time cook at our daycare would offer immediate positive results, through the consumption of healthier foods, as well as through the increased amount of time that our care-givers are playing with, teaching and nurturing our attendees.

Many health issues are plaguing our Inuit communities with more frequency, such as diabetes, obesity, and numerous heart health issues. The consumption of and learning about healthy eating will have impacts beyond daycare and early childhood – knowledge and habits learned at daycare will go on to become the foundations of how these children live and direct their lives.

Longer term benefits will also make themselves apparent through the learning of local wild animals, better knowledge of our Arctic environment, as well as through the positive growing world view of our attendees, through the lens of Inuit knowledge, culture, language and values.

Other benefits will be the networking of the cook with our staff, with children's parents and families, and the wider community. Sharing knowledge and ideas on how to prepare and eat country food, what healthy living is and means for Inuit, and the continued focus on the positive growth of our children will improve not just our food program, but the quality of life of each child and family that goes through Tumikuluit Saipaaqivik.

Do not hesitate to contact me for more information, or if there are any questions or concerns regarding our proposal.

Thank you. We appreciate the consideration of this proposal.

Executive Director
Tumikuluit Saipaaqivik – Iqaluit Inuktitut Daycare
(867) 975-2483
tumikuluit@qiniq.com



Proposal for Healthy Child Initiative
Supportive Child Services– Iqaluit Inuktitut Daycare
(Tumikuluit Saipaaqivik)

The Purpose of this project is to provide an early childcare support assistant for one of the children who attends full days at Tumikuluit Saipaaqivik Daycare. With recommendations from The Department of Health, Rehabilitation Services and the support of the parents, we strongly feel that this service would greatly benefit this child’s transition from preschool to kindergarten.

A description of this student needs’ is as follows:

_____ has been diagnosed with _____ and _____.

(A detailed outline of the Child’s needs is necessary here for the application)

The worker would be able to attend to all these needs for this child.

The child requires physical therapy daily and is followed by a Physiotherapist and Occupational Therapist. Their treatment plan is centered on flexibility exercises and stretching out stiff muscles, which can be completed by the hired support worker.

The people that will be involved in the project are parents (____ and ____), the teacher, the hired worker, the childcare support teacher, Tumikuluit Saipaaqivik Executive Director, the Physiotherapist, the Occupational Therapist and the Pediatrician. All of these people are involved in planning this project. These groups will work together at team meetings to discuss the progress or any changes in this child’s plan and their transition into school.

and Director), and **also increase our lunches** from three times a week to five times a week. The full time cook would not only plan and prepare lunches, but also healthy breakfasts and afternoon snacks.

With a full-time cook to manage the food preparation, we will have more capacity to meet our goals, all aimed at the maximum benefit of our attendees. These include:

- serving healthier and fresher breakfasts, lunches, and snacks
- serving a variety of locally sourced country foods
- meeting the constantly growing and developing nutritional needs of our attendees
- having more capacity to meet the emotional and educational needs of our attendees
- making more opportunities for talking and learning about the wild food we eat, what is and isn't healthy, and how food is prepared
- making more opportunities to discuss and learn about our relationships with our wild food and environments
- making more time to plan and prepare a varied, healthy and balanced menu, with a closer eye to expanding the children's food experiences

Goals

Though our current country food program is successful and touches on the above goals, we feel that expanding it will only improve our program as a whole.

The cook would have more time to plan and prepare meals, as compared to now, where our staff must take time away from the children to quickly prepare snacks and lunches.

With a full-time cook in the kitchen, our three care-givers would have more time to be with, teach, and nurture our attendees, as well as have more time to prepare curricula.

The cook would also be able to create learning themes around weekly meals, creating discussion during meal times and engaging the children's minds and senses as they eat.

The nutrition and bodily health of our attendees would only improve. There are numerous health issues among our communities, related to the knowledge of healthy living as well as the cost of living. Our healthy eating program already instills healthy eating and food habits among our attendees and their families. But with our currently limited capacity, there are issues that could be prevented. For example, parents bring a lunch for their children twice a week. As seen over the years, two issues come up regarding the lunches brought by children and their parents: families often cannot afford to buy healthier foods, and/or do not have the time or knowledge necessary to make healthy lunches. Many times, children come with processed, pre-packaged, sugary, and junky foods (Kraft Dinner Mac & Cheese, meat/cheese/cracker Lunchables, five-minute noodles, etc.).

A hired cook would be able to network with families, community members, and nutritional experts in order to better our food program at daycare, as well as post and share healthy recipes and cooking methods of all types of food for parents and families to try.

Appendix 6g

Healthy Children Initiative Budget & Program Progress Report Form



In the Baffin Region:

Early Childhood Officer
Department of Education
P.O.Box 204
Pangnirtung, NU X0A 0R0
Fax: (867) 473-2647
Ph: 1-800-567-1514

In the Kivalliq Region:

Early Childhood Officer
Department of Education
P.O.Bag 002
Rankin Inlet, NU X0C 0G0
Fax: (867) 645-2148
Ph: 1-800-953-8516

In the Kitikmeot Region:

Early Childhood Officer
Department of Education
P.O.Box 20
Cambridge Bay, NU X0B 0C0
Fax: (867) 983-4025
Ph: 1-800-661-0845

HEALTHY CHILDREN INITIATIVE BUDGET & PROGRAM PROGRESS REPORT FORM

**Report Due Dates: Progress Report due October 30
Final Report due April 30**

Funding is based on 3 payments, the 1st payment = 60% of the total amount funded will be sent out to the programs after the contribution agreement has been signed, returned and received by the Early Childhood Officer for your Region.

The second payment of 30% will only be sent out to the programs after the two pages of this progress report is completed and received by the Early Childhood Officer for your Region on or before October 30.

The third payment of 10% will be only sent out to the programs after the final report and the final financial report are completed and received by the Early Childhood Officer for your Region on or before April 30.

Healthy Children Initiative Budget and Program Report Form

Sponsor:

Proposal:

Budget Report

60% of \$ _____ (total funded) = \$ _____. This amount is to be reported on at this time.

<u>Budget Item</u>	<u>Amount approved in Budget</u>	<u>Spent</u>	<u>Balance</u>
Wages:	\$ _____	\$ _____	\$ _____

Materials:

(Office Supplies, Program Materials, Postage, Toys, Books etc.)

Equipment:

Other: (Explain)

Healthy Children Initiative Budget and Program Report Form Continued

Program Progress Report

Please describe briefly what activities your program has been involved in since the beginning of this funding period that meet the following funding criteria.

Culturally based programs:

Programs built on the strengths of child, parent, family and community

Supportive of parents as the child's first teachers:

Other agencies, services, programs involved:

Success of program to this date, what is working well, needs improvement, etc.

Other comments:

Appendix 6h

Pirurvik HCI Budget & Program Progress Report–Supportive Child Services [2016]

HEALTHY CHILDREN INITIATIVE BUDGET & PROGRAM PROGRESS REPORT FORM



Healthy Children Initiative Budget and Program Report Form - October 30

Sponsor: Pond Inlet DEA

Proposal: EDU HCI134*****

Budget Report

60% of **\$32,458.40** (total funded) = **\$19,475.04**. This amount is to be reported on at this time.

Budget Item	Amount approved in Budget	Spent	Balance
Wages:	\$19,475.04	\$5,775.00	\$13,700.04

Materials:

(Office Supplies, Program Materials, Postage, Toys, Books etc.)

Children have access to the day-to-day supplies at the preschool program. We are starting to know the children better everyday. We are becoming more acutely aware of the children's' strengths and their needs, and thus we now know more about what type of materials they need to enhance their learning in the preschool program. More equipment will be ordered soon as soon as we target more detailed equipment that is required, and necessary by the children's occupational therapists and physiotherapists.

Equipment:

Students have access to the elementary school equipment. Again, as mentioned above, equipment will be ordered soon as soon as we identify the target need for fulfilling equipment by the specialists involved.

Other: (Explain)

It is great to know that the program has allocated funds under the Healthy Children Initiative to purchase materials/equipment, as it is a very needed support also in trying to meet the individual needs of each child.

Program Progress Report

Please describe briefly what activities your program has been involved in since the beginning of this funding period that meet the following funding criteria.

Culturally based program:

Inuktitut is the Language of Instruction at the preschool. Many of the materials in the preschool are Nunavut based and elders are utilized at different times throughout the year to teach students about Inuit traditions and culture (e.g. Inuit string games; hunting; storytelling, drum dancing; bannock making, sewing, Inuit games etc.) The educators will also speak to the children about the Principles of IQ in ways that apply to their daily lives, especially in social situations with their peers. For example, the educators relate IQ principles to tissues as they happen in the preschool program (e.g. If a student helps and does something nice for one of his/her peers, the educator will talk to them about Inuuqatiitsiarniq—showing respect and a caring attitude for others etc. Culturally based programming is a key element in the preschool programming.

Programs built on the strengths of child, parent, family and community

Initially, when we applied for funding, there were 3 students who were identified by the Health Centre as requiring varying degrees of support because of physical and/or behavioural needs. Since then we have, through observation and assessment, identified 2 other children with similar needs who require support. We support the preschool children with parental involvement, as the home and community work together in order to provide the best early childhood educational programming to a child. It is so true that "it takes a community to rear a child".

Supportive of parents as the child's first teachers:

The parent is the child's first teacher and they know their child best as they spend more time with their child at home than we do in the preschool program. Therefore, it is critical to involve parents so each child can grow and learn to their maximum potential. Parents are involved through phone calls, home visits, preschool visits, as well as support meetings.

Other agencies, services, programs involved:

Speech and Language Pathologist and Child Intervention Therapist, Pediatrician; Audiologist and Occupational Therapist.

Success of program to this date, what is working well, needs improvement, etc.

Without the support of funding for a childcare worker to support children with special needs, the children in the preschool would not be progressing as well as they are. The educators would not have been able to assist these children adequately as she would need to give more assistance to these particular children that the other children would not get the educator assistance that they also require. Some children have improved their attendance over the year, and have improved their independence and self-help skills; behaviours; language; play skills; academic skills and motor skills. All of the children are growing and learning according to their ability level and we are very excited about the differences we are seeing, especially in the 3 children who are receiving support. Without your support these children would not be growing and learning at the rate they are—you have given them a chance to have a good start on their education.

Other comments:

Although these children are growing and learning, they still need much support to maintain their growth and to continue to grow and learn so that their potential will be maximized in their first year at the preschool. We thank you for your support of our preschool children for this year.

Appendix 6i

Healthy Children Initiative Final Report Form



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 Department of Education
 Ilinniqaqtuiliqiyikkut
 Ministère de l'Éducation

DEPARTMENT OF EDUCATION HEALTHY CHILDREN INITIATIVE Final Report Form – due April 30th

Please send to:

Qikiqtani Region

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Box 204
 Pangnirtung, NU X0A 0R0
 Fax: (867) 473-2647
 Ph: 1-800-567-1514
ECOQikiqtani@gov.nu.ca

Kivalliq Region

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Bag 002
 Rankin Inlet, NU X0C 0G0
 Fax: (867) 645-8246
 Ph: 1-867-645-8215
ECOKivalliq@gov.nu.ca

Kitikmeot Region

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Box 20
 Cambridge Bay, NU X0B 0C0
 Fax: (867) 983-4025
 Ph: 1-800-661-0845
ECOKitikmeot@gov.nu.ca

Program: _____

Community: _____

Sponsor _____

Total Budget Approved _____ Total Actual Spent _____

Two Signatures are required

Signatures: _____

Date: _____

Submitted By: _____

Contact Phone Number and/or e-mail: _____

Budget Item	Amount Approved	Actual Amount Spent
Wages:		



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 Ministère de l'Éducation

Materials (office supplies, program materials, postage, toys, books, etc):

Equipment:

Other (explain):

What were the goals of your program?

How and why was your program successful?

What difficulties did the program have?

HCI Final Report Form



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Ministère de l'Éducation

What would you do to improve your program?

How did your program improve the well being of the children?

How was your program culturally based?

How did your program build on the strengths of the child, parent, family and community?

How did your program support parents as the child's primary caregivers and first teachers?

List all organizations and agencies that were involved in this program.

Appendix 6j

Pirurvik Preschool HCI Final Report – Community Initiatives (2017)



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 Ilinniaqutiqiyikkut
 Ministère de l'Éducation

DEPARTMENT OF EDUCATION HEALTHY CHILDREN INITIATIVE Final Report Form – due April 30th

Please send to:

Qikiqtani Region

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Box 204
 Pangnirtung, NU X0A 0R0
 Fax: (867) 473-2647
 Ph: 1-800-567-1514
ECOQikiqtani@gov.nu.ca

Kivalliq Region

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Bag 002
 Rankin Inlet, NU X0C 0G0
 Fax: (867) 645-8246
 Ph: 1-867-645-8215
ECOKivalliq@gov.nu.ca

Kitikmeot Region

Early Childhood Program
 Department of Education
 Government of Nunavut
 P.O.Box 20
 Cambridge Bay, NU X0B 0C0
 Fax: (867) 983-4025
 Ph: 1-800-661-0845
ECOKitikmeot@gov.nu.ca

Program: **Pirurvik Preschool**

Community: **Pond Inlet**

Sponsor District Education Authority

Total Budget Approved= **\$31,506.00**

Total Actual Spent = **\$28,014.56**



Two Signatures are required

Signatures: _____

Date: May 5, 2017

Submitted By: Tessa Lochhead

Contact Phone Number and/or e-mail: 867-899-8789 / tessalochhead@hotmail.com

Budget Item	Amount Approved	Actual Amount Spent
Wages:		
8 employees	\$27,589.76	\$25,192.00



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How and why was your program successful?

This program was successful since 18 children had the opportunity for an additional year of education due to this funding, and this program, to allow for enhanced success throughout their educational experience. The preschool program also allowed for a smooth transition for children between their home lives and their first year in school in Kindergarten. Already parents have informed the preschool staff that the Kindergarten orientation of their children who attended preschool was very smooth compared to the children who did not have the opportunity to attend preschool. Children who attended preschool had fine motor skills (and could hold pencils correctly), they had an increased focus in the Kindergarten activities and were comfortable in the classroom environment. We hope to continue to build more childcare opportunities for families in the community, so that parents may continue to have the opportunity to seek employment.

What difficulties did the program have?

Staff attendance proved to be difficult at times. There were several days throughout the term where we had limited available staff to provide care for the preschool children, and we had to close the preschool for the afternoon. These moments were challenging for all involved, and we hope to continue to address these staff retention challenges in the near future during our next preschool term.

What would you do to improve your program?

We hope to build upon our parenting involvement in the preschool program. Next year we hope to add additional programming for parents in the mornings, with open invitations to the parents of children who attend the preschool – to join their children in the mornings in the preschool so that the children can share their learning activities and experiences with their families.

How did your program improve the well being of the children?

Children who attend preschool are happy and engaged, and who simply do not want to leave at the end of the afternoon sessions. Children who follow their own natural curiosity by choosing topics that interest them are generally motivated to learn. The learning materials are 'hands on' resources and allow for self-directed development with the educators acting as facilitators by providing the appropriate support. Children are thus internally motivated to learn based on their individual interest in each activity. This experiential approach to learning creates a classroom of engaged and happy children.

How was your program culturally based?

Children need to be supported to form a strong sense of individual and cultural identity. We hope to support a strong foundation by increasing their sense of confidence and identity. The Pirurvik Preschool provides Early Childhood Education that is child centered and based on the *Inuit Qaujimajatuqangit* (IQ) principles and is enriched through the use of Montessori materials. Our goal is to provide a culturally relevant learning experience. We are guided by the IQ principal *Pilimmaksarniq*, which allows children to learn at their own pace. We have many cultural materials available to the children and a wide variety of cultural activities throughout our programming.



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Ministère de l'Éducation

How did your program build on the strengths of the child, parent, family and community?

We had a few parent-student-family nights so that children and family could partake in preschool activities and 'meet and greet' preschool staff members for community building initiatives. These were well attended and appreciated by community members.

How did your program support parents as the child's primary caregivers and first teachers?

We encouraged parent involvement as much as possible in our preschool. We provided daily logs for parents – so that they could be informed on a daily basis of the activities that the children were involved in on any given day. This created communication between home and school life. We also provided opportunities for parents to join the preschool and learn about the materials we use in the preschool, and how to encourage similar activities in the home – including literacy, cultural, and practical life skills.

List all organizations and agencies that were involved in this program.

- District Education Authority (as our umbrella society for the Preschool project and guide for overall delivery of the program)
- Nunavut Arctic College (with the ECE diploma program)
- Health Centre (provision of workshops for the ECE students on Health issues with children, EpiPen delivery, First Aid, etc.).
- Ulaajuk Elementary School (provision of a classroom in the school and partnerships with shared gym space, recommended program delivery ideas, etc.)
- Elders (provision of traditional skills for children in the preschool, and ideas for more activities)
- Naurainnuk (Overall support for more childcare services in the community)
- Hamlet of Pond Inlet (Unanimous support at the Hamlet Council regarding the need for more Early Childhood Education opportunities in the community)

Who came to this program?

18 children attended the preschool program, and their families were involved in programming as well.

How many parents participated in this program?

We encouraged parent involvement as much as possible in our preschool. Overall we had about 70% involvement by parents at one point or another throughout our preschool session through activities and overall programming.

How many children participated in this program? 18 children

What were the ages of the children? Ages 3-4

How many families participated in this program? 16 families (2 sets of twins were in the preschool this year!)

Dept. of Education Health and Safety Funding Support

As stated on the Dept. of Education website:

Health & safety funding (limited to \$5,000.00) is provided to correct or improve the facility through repairs, renovations or additional equipment so that it meets all fire and health regulations.

Facilities in currently operating GN buildings are not eligible for this funding component of the Early Childhood Program. (<https://www.gov.nu.ca/education/information/licensed-facilities>).

You are required to submit a written letter that includes the following information:

- **Reason** for Health and Safety Funding.
- **Report or Letter from the Environmental Health Officer and/or the Fire Marshal** stating why the repairs / renovations / equipment are required.
- **Written estimate / quotes of the amount required** (up to \$5,000) for the renovations / repairs / equipment.
- **Proof of current good standing** with Nunavut Legal Registries.
- Applicant must have a **current operating license** to apply for this funding.

If approved, a contribution agreement will be signed between the Department of Education and the childcare facility.

We have attached an example of the Tumikuluit *Application for Health & Safety Contribution* for your reference.



Please see: Appendix 7a: Tumikuluit Application for Health & Safety Contribution

After the funds have been spent, the childcare facility is required to provide a financial report to the Dept. of Education.

Appendix 7a

Tumikuluit Application for Health & Safety Contribution



Tumikuluit Saipaaqivik Application for Health and Safety Funding

To the Dept. of Education,

The buzzer system at the Tumikuluit Saipaaqivik Daycare requires updating. We would like to purchase a new Video Intercom, and will require funds for installation, labour and a door latch that is compatible with the new intercom system. It would resemble the following system:



We have attached a letter from the Environmental Health Officer, indicating that these renovations are required for the health and safety of the children at Tumikuluit Saipaaqivik daycare. We have also attached a quote from the electrician indicating the final cost estimate.

We are in current good standing with Nunavut Legal Registries and have a current operating license.

Sincerely,
Tumikuluit Saipaaqivik Daycare

Dept. of Education Early Childhood Education Inuit Language & Culture Funding

As stated on the Dept. of Education website:

Why is there money for Inuit Language and Culture for Early Childhood Education?

Section 17 of the Nunavut Education Act states that the, “District Education Authority shall provide an early childhood program that promotes fluency in Inuit language and knowledge of Inuit culture.”

Who can take part in the Early Childhood Programs?

The purpose of the Early Childhood Education programs is to promote fluency in the Inuit Language and knowledge of Inuit Culture in children ages 0 to 6. The early childhood programs are for children who have not turned 6 years old by December 31st of the schools year and who are not yet in grade 1. Children in kindergarten are eligible to attend these programs, but only when they are not required to be in school.

How do we run an early childhood program for Language and Culture?

There are two ways that DEA's can provide an early childhood education program for Language & Culture:

- A DEA can create and operate its own early childhood education program – this could be a language nest, a lending library, a parent and tot group, etc.;

OR

- A DEA can support an existing early childhood program through funding, staffing or providing resources – this could

be a daycare, preschool, language nest, parent and tot group, library program, etc. -The DEA may choose to do either or both of these; it is up to each DEA to decide what will work best for their community.

Some Important Things to Remember:

- Deadline for Proposals for Early Childhood Education Programs is March 31st each year
- Deadline for Mid-Year Report on Early Childhood Education Programs is January 31st each year
- Deadline for Final Report on Early Childhood Education Programs is June 30th each year
- Only children ages 0-6 are eligible to participate in or benefit from these programs
- Receipts for expenses must be included in the final report (<https://www.gov.nu.ca/information/early-childhood-education-inuit-language-and-culture-funding>).

Funding can be used for the following initiatives:

1. Enhancing activities and instruction with Elders and/or Cultural Experts

- Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

2. Enhancing activities and instruction through resource development

- Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language and/or culturally relevant materials.

3. Enhancing Inuit Language and Culture through Family Events


- Funds used to purchase nutritious and/or country food, Elders' and/or cultural experts' honoraria, facility rental, and materials

to hold events that included activities focused on language and/or culture and demonstrated activities parents can do with young children at home to enhance Inuit language and /or culture.


Please contact the Early Childhood Language Program Coordinator for more info: eclpc@gov.nu.ca / 867-975-4861


You can also contact your local DEA for more info: www.gov.nu.ca/education/information/contact-information-0


The Dept. of Education *Early Childhood Education Inuit Language and Culture Funding Guide* is attached for your reference.


 Please see: Appendix 8a: Early Childhood Education Inuit Language and Culture Funding Guide

We have also attached a copy of the *Early Childhood Education Inuit Language and Culture Funding Proposal Form*.

 Please see: Appendix 8b: Early Childhood Education Inuit Language and Culture Funding Proposal Form - Inuktitut version

 Appendix 8c: Early Childhood Education Inuit Language and Culture Funding Proposal Form - Inuinnaqtun version

 Appendix 8d: Early Childhood Education Inuit Language and Culture Funding Proposal Form - English version

 Appendix 8e: Early Childhood Education Inuit Language and Culture Funding Proposal Form - French version


If approved, a contribution agreement will be signed between the Department of Education and the DEA. The DEA may require facilities to sign an agreement before releasing funds.

We have attached an example of the *Tumikuluit – Iqaluit Inuktitut Daycare ECE Language and Culture Funding Proposal Form (2017)* for your reference.

 Please see: Appendix 8f: Tumikuluit Daycare ECE Language and Culture Funding Proposal Form (2017)

This program requires that the childcare facilities provide a financial report to the DEAs who will review and sign off on the report before forwarding to the Department of Education.

We have also attached the *Early Childhood Education Inuit Language & Culture Funding Report* form for your reference.

 Please see: Appendix 8g: Early Childhood Education Inuit Language & Culture Funding Report

Each childcare centre will have their own unique cultural programming needs and goals. We hope that the Tumikuluit funding proposal form may be useful to you.



Appendix 8a

Early Childhood Education Inuit Language and Culture Funding Guide

EARLY CHILDHOOD EDUCATION INUIT LANGUAGE AND CULTURE FUNDING

*Guidelines for
District Education
Authorities and
Early Childhood
Programs*

Why is there money for Inuit¹ Language and Culture for Early Childhood Education?

Section 17 of the *Nunavut Education Act* states that the, “*District Education Authority shall provide an early childhood program that promotes fluency in Inuit language and knowledge of Inuit culture.*”

Who can take part in the Early Childhood Programs?

The purpose of the Early Childhood Education programs is to promote fluency in the Inuit Language and knowledge of Inuit Culture in children ages 0 to 6. The early childhood programs are for children who have **not turned 6 years old** by December 31st of the schools year and who are **not yet in grade 1**. Children in kindergarten are eligible to attend these programs, but only when they are not required to be in school.

How do we run an early childhood program for Language and Culture?

There are two ways that DEA’s can provide an early childhood education program for Language and Culture:

1. A DEA can create and operate its own early childhood education program – this could be a language nest, a lending library, a parent and tot group, etc.; OR
2. A DEA can support an existing early childhood program through funding, staffing or providing resources – this could be a daycare, preschool, language nest, parent and tot group, library program, etc.

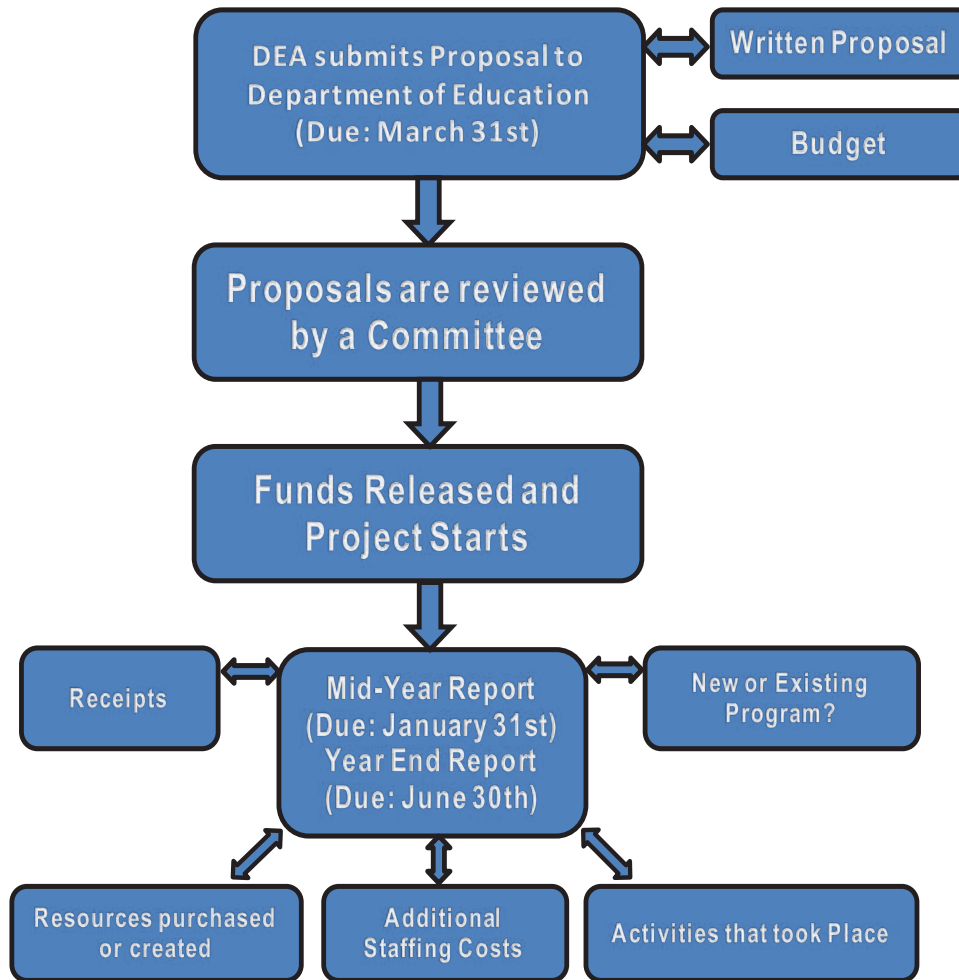
The DEA may choose to do either or both of these; it is up to each DEA to decide what will work best for their community.

What is the process to start or support an Early Childhood Education Language and Culture Program?

In order to meet the section 17 requirement from the *Nunavut Education Act*, the Department of Education has money available for DEAs in order to either run their own programs or to provide support to existing programs. The process of obtaining this money, running programs and reporting back to the Department is very simple:

¹ For programs falling under the Commission scolaire francophone du Nunavut (CSFN), this reference is modified to refer to promotion of French language and francophone culture.

DEA ECE INUIT LANGUAGE AND CULTURE FUNDING GUIDE



Please Note: If your DEA is choosing to support an existing Early Childhood Education Program through funding, staffing or providing resources, then a budget from the program must first be **approved by your DEA before submission to the Department**. Additionally, reporting on supporting an existing Early Childhood Education program remains the DEA's responsibility.

How can DEAs support an Existing Program?

Many existing early childhood programs are already taking steps to promote fluency in Inuit language and/or knowledge of Inuit culture. If a DEA chooses to support an existing program, it is important to work closely with the program to determine how the DEA can best support that program. This support can be provided through funding, staffing (Elders or cultural experts), or resources.

Supporting an existing program is a good way to carry out responsibilities under Section 17 of the *Nunavut Education Act*, as many existing programs already comply with the *Child Day Care Act* and its regulations.

What CAN DEAs spend this funding on?

Some expenses that can be covered by this funding are:

- Elder and/or cultural expert honoraria to assist instruction of an Inuit language or culture
- Purchase and/or materials to produce culturally relevant items to facilitate instruction (i.e. traditional tools, instruments, toys, etc.)
- Purchase and/or materials to produce Inuit language relevant items to facilitate instruction (i.e. books, toys, CDs, writing supplies, glue, scissors, paint, skins, furs, fabric, etc.)
- Equipment to facilitate language development for the children in the early childhood program (i.e. developmentally appropriate, child sized, and where possibly culturally appropriate cushions, shelves, carpets, couches, chairs, etc.)
- Nutritious food including country food as per the Nunavut Food Guide recommendations

What CAN'T DEAs spend this funding on?

Some expenses that cannot be covered by this funding are:

- Major capital expenses (vehicles, construction or renovations)
- External Consultations or Consultants
- Culture Experts from outside the Community
- Travel Expenses (Airfare, per diems and accommodation)
- Prizes, Incentives or Cash Rewards
- Academic Research
- Programs or Resources for anyone older than 6 years of age

Some Important Things to Remember:

- Deadline for Proposals for Early Childhood Education Programs is **March 31st** each year
- Deadline for Mid-Year Report on Early Childhood Education Programs is **January 31st** each year
- Deadline for Final Report on Early Childhood Education Programs is **June 30th** each year
- Only children **ages 0-6 are eligible** to participate in or benefit from these programs
- Receipts for expenses **must** be included in the final report

Is this Everything?

The Review Committee is always interested in hearing new and creative ideas; however, this is not a guarantee that they will receive funding. The Department of Education is the final authority on whether or not proposals are approved.

Who can we talk to for more information?

There are several people in the department you can talk to for more information on the Early Childhood Education Language and Culture Program:

- Early Childhood Language Program Coordinators
- The Education Act Implementation Coordinator
- Education Act Specialists
- Regional Early Childhood Officers

Attached to this Document:

- 1. Appendix A: Definition of Terms**
- 2. Appendix B: Examples of ECE Language and Culture Programs**
- 3. Appendix C: Proposal Form Templates**
- 4. Appendix D: Proposal Form Example**
- 5. Appendix E: Contract between DEA and ECE Program Template**
- 6. Appendix F: Eligible and Ineligible Items Checklist**

Appendix A

Definitions

Child Day Care Act – The legislation or law that describes how children should be cared for in facilities outside of their homes in Nunavut.

Contract/Agreement – A signed legal agreement entered into by the District Education Authority (DEA) and Early Childhood Education program (known as ECE program)

Cultural Expert – A person who exhibits knowledge and expertise in the area of culture, heritage, and language

Daycare center – Care, instruction and supervision of a child in a facility which is not the child's home – i.e., in a Centre or family day home

District Education Authority – District Education Authority (known as DEA) is a cooperation responsible for providing public education, including early childhood education in its district

Department – the Department of Education and Early Childhood Development, its employees and agents

Early Childhood Program – What children actually experience, learn and do while at the child care facility

Education Act – Relevant legislation laid out in Nunavut *Education Act* 2009, regarding early childhood education (Section 17)

Elder – A person recognized by their community as such who exhibits knowledge and expertise in the area of culture, heritage, and language

Expenses – Money spent to deliver and to accomplish the goals of a program

Facility “child day care facility” – A Child day care facility where day care is provided, other than a private residence (home)

Family Event – An occasional event hosted by child day care facility or DEA to promote development of Inuit language and/or acquisition of knowledge in Inuit culture through activities and programs for children under the age of six years

Financial report – A statement that details how money (funds) was spent

Funds – the dollar amount of money provided

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Inuit Language Protection Act (ILPA) – An Act that requires the education system to support Inuit language learning.

Inuit language program – A program that promotes fluency in an Inuit language to children

Inuit Cultural program – A program that provides knowledge of Inuit culture to children

Preschool Day Care – Part time day care provided for children less than the ages of six years for a period of four consecutive hours per day or less

Proposal – A written request for money to implement a program or project

Record keeping – Records of invoices, receipts, paystubs, and charges for services received

Appendix B

Examples of programs, resources, and materials

#1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

Examples of types of activities:

- Enhancing vocabulary and terminology through naming and identifying
- Teaching / demonstrating about life on the land:
 - i. Gain Knowledge about Animals
 - ii. Survival Skills
 - iii. Hunting
 - iv. Skin Preparation and Sewing
 - v. Knowledge about the land
 - vi. Transportation
- Traditional games and celebrations
- Storytelling and oral traditions
- Seasonal activities
- Sewing activities
- Arts and crafts especially traditional ones
- Traditional food and healthy living habits
- Throat singing and traditional songs
- Drum dancing
- Invite local well-known community figures to visit your program
- Activities for children 0-6 years old using the exceptional cultural experts in your community

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Important notes:

- Any person employed to assist with instruction in the early childhood education must have a criminal record check completed and reviewed by the director(s) of the program.
- Elders and/or experts from outside the community may not be hired.
- If Elders are being employed by the DEA for this purpose, the same requirements and procedures should be followed for Elders employed in the schools (see the *Innait Inuksiutilirijiit (Elders) Handbook* and relevant legislation).
- Experts from the community who are not Elders should be paid at a rate determined by the DEA in consultation with the program director(s).
- Remember to plan for, and include in your proposal, any funding required to provide materials needed to carry out activities with the Elders and/or cultural experts.

#2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Examples of types of resource development activities:

- Purchase skins for example; seal, caribou, muskox, etc.
- Purchase books reflecting Inuit language and/or culture to use within the program
- Purchase traditional toys for example; dolls, bone games, seal or caribou skin balls, etc. or hire Elders/ cultural experts to make them
- Purchase other toys that reflect Inuit language and/or culture
- Purchase small kamotiqs, boats, 4-wheelers, cooking or hunting tools, snow machines, etc. or hire Elders/cultural experts to make them
- Purchase child sized kamotiqs, tents, skin scraping board, ulu, scrapper, sharpener, tasiqut, inniqvik, needles, thimbles, ropes, knives, hooks, kakivak, seal floater, harpoon, qauliu, bird catcher, qulliq, sling, seal skin buckets, bone/tool for clam digging, dog harness, whip, bow and arrow, tool bag for men/women, etc. or hire Elders/cultural experts to make them

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- Purchase amautis/silapas/parkas/kamiks/mitts/traditional jewellery, etc. or hire Elders/cultural experts to make them for the program
- Purchase instruments or hire Elder/cultural experts to make them for the program
- Purchase music that promotes Inuit language and/or culture
- Purchase or rent from community organizations audio or video recording equipment. These can be used to record visits from Elders/cultural experts, traditional music, throat singing and etc. Create videos, CDs or collections of pictures that can be used as resources.
- Develop a resource library for parents to borrow and use in their home. These could include parenting resources, traditional resources for children, books. Hire translators to translate resources or other materials into Inuktitut/ Inuinnaqtun/ French. Parents can use these resources to learn more about activities that help young children gain strong language skills.
- Develop Kits with learning materials that reflect Inuit language and/or culture for the resource library. The kits should include activities that help develop skills in literacy, math, social, physical and etc.

#3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders' and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.

Note: These events must focus on children aged 0 – 6.

Examples of events or activities for a Family Events:

- Sewing
- Skin preparation
- Traditional Games
- Traditional Food Feast
- Music, Sing and Dance
- Literacy such as book making, bingo, puzzles, matching games, card games, etc.
- Toy Making

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- Story telling
- Picnic outside with elder/cultural experts making bannock
- Inuit language and/or culture community scavenger hunt
- Berry picking, snow sliding, etc. day trips with families and children 0-6 years old
- Activities for the 0-6 years age group at a return of the sun festival

The above list of events or activities can be held individually or combined into one larger family event.

Example of how to plan a Family Event:

- Work with community members and secure a space to hold your family event. For example: school gym, community centre, arena etc.
- Partner with other community groups, cultural experts and elders to collaborate in the planning process.
- Survey families to find out what kinds of events or activities they would like to participate in with their children ages 0-6 years old during the year
- Design stations/activities that encourage Inuit language and/or culture development in children 0-6 years of age. (refer to list for ideas)
- Design the stations/activities that are developmentally appropriate for the 0-6 year old age group that use materials or approaches that can be accessible and replicated in the homes of young families
- Purchase nutritious food especially country food and materials needed for activities planned
- Invite all families with young children in the community (especially those who are not attending the early childhood education programs)
- Set up activities to provide the opportunity for older children to play with younger children and act as role models
- Set up several activities around the space
- Collect feedback from families about the event

Note: Ensure that all activities, resources and materials are developmentally appropriate for the participating children and that there is appropriate supervision at all time.

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Note: The *Child Daycare Act* requires programs to be licensed if the parents are not required to stay with their child(ren) for the duration of the program.




Appendix C-

Early Childhood Education Inuit Language and Culture Funding Proposal Form Template

There are two options to select from for use of the funding:

<p>Option A: Steps to Supporting Existing Early Childhood Education Programs</p> <ol style="list-style-type: none">1. DEA provides all ECE programs in your community with a copy of the proposal template.<ul style="list-style-type: none">• Let programs know the deadline for submitting the proposal to the DEA so that your DEA may review the applications at a meeting2. DEA reviews completed proposal(s) at a DEA meeting.<ul style="list-style-type: none">• Invite representative(s) from the Early Childhood program(s) who submitted proposal(s) to attend the meeting.3. DEA approves completed proposal(s) to be submitted or suggest(s) changes to be made<ul style="list-style-type: none">• If approved, the DEA chair/designate signs the proposal• If the DEA suggests changes, allow the Early Childhood program time to revise their proposal for the next DEA meeting.4. DEA submit(s) completed proposal(s) to the address below by March 31st. <p><i>Note:</i> If there is more than one early childhood education program in the community, DEAs will consider how to allocate funding fairly and appropriately between the programs. The DEA may submit more than one funding proposal.</p>
<p>Option B: Steps to Delivering a DEA sponsored Early Childhood Education program (licensed or un-licensed)</p> <ol style="list-style-type: none">1. Consult<ul style="list-style-type: none">• DEA consults with community members who are knowledgeable about early childhood and Inuit language and/or culture² to determine what type of program is most suitable to the community.• Consult with your Regional Early Childhood Officer for additional information regarding requirements for ECE programs.2. Complete the proposal.3. Review the application at a DEA meeting4. Approve the proposal to be submitted or make any suggested changes5. Submit completed proposal to the address below March 31st. <p><i>Note:</i> An ECE program must be licensed if parents do NOT remain with their child(ren) during the program. If licensing is required, please start this process immediately. Contact the Regional Early Childhood Officer for assistance.</p>

Send your proposal to:

 Early Childhood Language Program Coordinator, Department of Education, P.O. Box 204, Pangnirtung, Nunavut, X0A 0R0	 (867) 473-2681  (867) 473-2695 ECLPC@gov.nu.ca
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² For programs falling under the Commission scolaire francophone du Nunavut (CSFN), this reference is modified to refer to promotion of French language and francophone culture.

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DEA – Community -----

Contact person ----- Phone number -----

Early childhood program -----

Contact Person----- Phone number-----

Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

Please describe the activities and instruction that the Elders and/or cultural experts will be doing with the children:

Elders' and/or cultural experts' budget plan

List Elders/cultural experts	Number of hours per week	Number of weeks	Total number of hours	Honoraria per hour	Total honoraria

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Strategy #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Please provide a list of items to purchase and/or develop in the chart below.

Resources/Materials to be Developed/Purchased	Number	Total cost	How will they be used?

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Strategy #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance development of Inuit language and/or culture.

Please provide a list of events that you would like to host and a brief description.

Event 1:-----

Event 2:-----

Event 3:-----

Event 4:-----

Honoraria budget plan for events

List Elders/cultural experts	Activity	Number of hours per event (A)	Rate of honoraria per hour (B)	Total honoraria (G) (AxB)
Event 1				
Event 2				
Event 3				
Event 4				

➤ Total Honoraria Budget for all events (G) _____

DEA ECE INUIT LANGUAGE AND CULTURE FUNDING GUIDE

Food/Material/Rental Budget Plan

Event Number	Activities planned	Budget for Food (C)	Budget for Materials (D)	Rental Fees (E)	Total (C+D+E)
Event 1					
Event 2					
Event 3					
Event 4					

- Total Food/Material/Rental Budget for all events (F) _____
- Total Honoraria Budget for all events (from previous page)(G) _____
- Total Budget for events (F+G) _____

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<p>Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts</p> <p>Funds used for Elders or cultural experts honoraria to assist with instruction of Inuit language and/or culture activities.</p>	
TOTAL COST FOR STRATEGY #1	\$
<p>Strategy #2: Enhancing activities and instruction through resource development</p> <p>Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.</p>	
TOTAL COST FOR STRATEGY #2	\$
<p>Strategy #3: Enhancing Inuit language and culture through Family Events</p> <p>Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.</p>	
TOTAL COST FOR STRATEGY #3	\$
TOTAL COST FOR ALL STRATEGIES	\$

ECE Program signature: _____
Print name: _____ Date: _____
DEA Chair (or designate) signature: _____
Print name: _____ Date: _____

DEA ECE INUIT LANGUAGE AND CULTURE FUNDING GUIDE

Appendix D-

Early Childhood Education Inuit Language and Culture Funding Proposal Form Example

DEA – Community ----Apex – Iqaluit-----

Contact person –Jane Doe----- Phone number --(867) 555-1234-----

Early childhood program ---Our Children Child Care Centre-----

Contact Person—John Smith----- Phone number—(867)555-5678-----

Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

Please describe the activities and instruction that the Elders and/or cultural experts will be doing with the children:

-We will hire a Cultural Expert (1) who is proficient in Inuktitut to run language programs in all classrooms. We will hire one more Cultural Expert (2) who will teach children sewing and Inuit games, tell stories, and teach about country food. Also, we will hire an Elder who will teach children hunting, on the land, navigation skills. -----

Elders’ and/or cultural experts’ budget plan

List Elders/cultural experts	Number of hours per week	Number of weeks	Total number of hours	Honoraria per hour	Total honoraria
Elder	4	30	120	\$30.00	\$3,600.00
Cultural Expert (1)	15	40	600	\$20.00	\$12,000.00
Cultural Expert (2)	4	20	80	\$25.00	\$2,000.00

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Strategy #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Please provide a list of items to purchase and/or develop in the chart below.

Resources/Materials to be Developed/Purchased	Number	Total cost	How will they be used?
Seal	2	\$200.00	Country food will be served to the children for snack during the year.
Fish	20	\$400.00	
Caribou	1	\$500.00	
Muktaak	2	\$200.00	
Books	N/A	\$1,000.00	The books and reading materials will be used for the classroom language program.
Seal bones	Bundle	\$100.00	To make traditional bone games
Arctic animal skins	N/A	\$5,000.00	For demonstration and making culturally relevant crafts. These skins will stay in the classrooms.
Canvas tent	1	\$500.00	To use outside for play and hosting picnics, cultural activities, and storytelling.
Dolls and clothing	5	\$355.00	Elders/ cultural experts will make 5 dolls with clothing in the program for the children to use for play. These dolls will remain in the program.
Fabric	5 meters		
Thread and needles	-		
Fake fur	3 meters		
Kamik material	3 meters		

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Strategy #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance development of Inuit language and/or culture.

Please provide a list of events that you would like to host and a brief description.

Event 1:--**Cod Fishing**-----

Event 2:--**Day on the land**-----

Event 3:--**Sliding day**-----

Event 4:--**Literacy evening**-----

Honoraria budget plan for events

List Elders/cultural experts	Activity	Number of hours per event (A)	Rate of honoraria per hour (B)	Total honoraria (G) (AxB)
Event 1- Cod Fishing				
Hunter 1	Take the children out cod fishing at the lake	3 hrs	\$30.00	\$90
Hunter 2		3 hrs	\$30.00	\$90
Elder 1		3 hrs	\$30.00	\$90
Elder 2		3 hrs	\$30.00	\$90
Event 2- On the land				
Cultural expert 1	Set up tent and make Bannock Storytelling, reading, Inuit games	3 hours	\$25.00	\$75.00
Cultural expert 2		3 hours	\$25.00	\$75.00
Event 3-Sliding Day				
Cultural expert 1	Lead walk on the land, collection and naming of natural material Facilitate sliding on skins and storytelling	2 hours	\$25.00	\$50.00
Cultural expert 2		2 hours	\$25.00	\$50.00
Event 4- Literacy evening				
Cultural expert 1	Book making station	4 hours	\$25.00	\$100.00
Cultural expert 2	Word games station	4 hours	\$25.00	\$100.00
Cultural expert 3	Reading station	4 hours	\$25.00	\$100.00
Elder	Lighting Qulliq and storytelling	2 hours	\$30.00	\$90.00

➤ **Total Honoraria Budget for all events (G) \$900.00**

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Food/Material/Rental Budget Plan

Event Number	Activities planned	Budget for Food (C)	Budget for Materials (D)	Rental Fees (E)	Total (C+D+E)
Event 1- Cod Fishing	Fishing Making lures Making soup	\$200.00	\$100 (Line & hooks)	\$450.00	\$750.00
Event 2 On the land	Set up a tent, bring skins in tent, play games, eat country food and share stories	\$400.00	\$100.00	N/A	\$500.00
Event 3- Sliding Day	Walk to the mountain near the facility, slide down the mountain, explore the area and collect material to bring back to program.	\$100.00	\$1,000.00 (10 seal skins)	N/A	\$1,100.00
Event 4- Literacy	Invite parents and children to celebrate literacy and language development by reading, writing, storytelling and playing games	\$500.00	\$400.00	\$700.00	\$1,600.00

- Total Food/Material/Rental Budget for all events (F) \$3,900.00
- Total Honoraria Budget for all events (from previous page)(G) \$900.00
- Total Budget for events (F+G) \$4,800.00

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<p>Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts</p> <p>Funds used for Elders or cultural experts honoraria to assist with instruction of Inuit language and/or culture activities.</p>	
TOTAL COST FOR STRATEGY #1	\$17,600.00
<p>Strategy #2: Enhancing activities and instruction through resource development</p> <p>Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.</p>	
TOTAL COST FOR STRATEGY #2	\$8,255.00
<p>Strategy #3: Enhancing Inuit language and culture through Family Events</p> <p>Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.</p>	
TOTAL COST FOR STRATEGY #3	\$4,800.00
TOTAL COST FOR ALL STRATEGIES	\$30,655.00

ECE Program signature: <u> Jane Doe </u>	
Print name: <u> Jane Doe </u>	Date: <u> March 1, 2015 </u>
DEA Chair (or designate) signature: <u> John Smith </u>	
Print name: <u> John Smith </u>	Date: <u> March 15, 2015 </u>

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Appendix E

Contract between District Education Authority and Early Childhood Education Program Template

Contract/Agreement between

{NAME} District Education Authority (known as 'DEA') and

{NAME} Early Childhood Education Programs (known as ECE program)

Early Childhood Education Program Financial Responsibilities:

- We ask that you carefully review your submitted application, as well as the letter sent to the DEAs regarding the funding for your program (also sent to each ECE program receiving funding).
- Keeping receipts, invoices, purchase orders, or other proof of payment for resources developed, materials purchased, etc.
- Keeping a copy of paychecks/paystubs or other proof of payment for Elders/community experts,
- Keeping an itemized account of how funding was spent, and
- Completing a report on how the funding was spent and what (if any) funding was not spent. A template for this report will be sent to your program.
- Spending the funds as indicated in your application and adhering to the changes as stated in the letter sent to the DEA
- Any money not spent by June 30th, 20XX MUST be returned to the District Education Authority

NOTE: The DEA/ECE program may not spend the funding on activities that were not approved without written approval from the Department of Education's Early Childhood Education Inuit Language and Culture Funding Review Committee.

NOTE: If you do not meet your financial obligations as stated above, your program will be responsible for any financial costs that the DEA incurs due to inaccurate accounting or failure to comply with the financial obligations as stated above.

All of the above must be submitted to the DEA for review, by DATE, 20XX.
Please ensure you keep a copy of everything for your records.

DEA's Financial Responsibilities:

- Transfer funds to the ECE program within 20 days of receipt, and
- Reviewing of report and financial documentation,

DEA ECE INUIT LANGUAGE AND CULTURE FUNDING GUIDE

- Keep original copies of all materials submitted by the ECE program

NOTE: The DEA may not charge the ECE program an administration fee out of this contribution agreement. The DEA Administration Budget covers the costs of administering the funding.

We, the above mentioned parties, _____ and _____, have read and understand the above terms. By signing below we agree to the above mentioned terms.

ECE Program (Print)

Witness (Print)

ECE Program (Sign)

Witness (Sign)

Date

Date

Chairperson, DEA (Print)

Witness (Print)

Chairperson, DEA (Sign)

Witness (Sign)

Date

Date

Appendix F

Eligible and Ineligible Items Checklist

The following are Eligible items:

- Elder and/or cultural expert honoraria to assist instruction of Inuit³ language and/or culture
- Purchase and/or materials to produce culturally relevant items to facilitate instruction (i.e. traditional tools, instruments, toys)
- Purchase and/or material to produce Inuit language relevant items to facilitate instruction (i.e. books, toys, CDs, writing supplies, glue, scissors, paint, skins, furs, fabric)
- Equipment to facilitate language development for the children in the early childhood program (i.e. developmentally appropriate, child sized, and where possible culturally appropriate cushions, shelves, carpets, couches, chairs)
- Nutritious food including country food as per the Nunavut Food Guide recommendations

The following are Ineligible items:

- Major capital (i.e. vehicles, construction and/or renovation of buildings)
- External consultants
- Travel expenses (including airfare, per diem and accommodation)
- Prizes and/or incentives
- Academic research
- Programs and resources for adults and children that are more than six years of age

³ For programs falling under the Commission scolaire francophone du Nunavut (CSFN), this reference is modified to refer to promotion of French language and francophone culture.



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Building *Nunavut* Together
Nunavut liuqatigiingniq
Bâtir le *Nunavut* ensemble

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Department of Education
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Ministère de l'Éducation





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 Department of Education
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 Ministère de l'Éducation

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ᐱᑦᑕᑦᑕᑦᑕᑦᑕᑦ/ᐸᑎᑕᑦᑕᑦᑕᑦᑕᑦ ᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦ	ᑦᑕᑦᑕᑦᑕᑦ	ᑕᑎᑦᑕᑦᑕᑦᑕᑦ ᐸᑎᑦᑕᑦᑕᑦ	ᑦᐃᑭᑦᑕᑦ ᐸᑎᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦ?



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ᔨᔨᔨᔨ/ᔨᔨᔨᔨᔨᔨᔨ/ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ ᔨᔨᔨᔨᔨᔨᔨᔨᔨ

ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ ᔨᔨᔨᔨᔨᔨ	ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ	ᔨᔨᔨᔨᔨᔨᔨᔨ ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ (C)	ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ (D)	ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ (E)	ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ (C+D+E)
ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ 1					
ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ 2					
ᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨᔨ 3					



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- ᐅᑎᑎᑦᑎᑦᑎᑦᑎᑦ ᑭᐅᑎᑦᑎᑦᑎᑦᑎᑦ/ᑎᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ ᑭᐅᑎᑦᑎᑦᑎᑦᑎᑦ ᑎᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ ᑭᐅᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ (F) _____
- ᐅᑎᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ ᑎᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ ᑭᐅᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ ᑭᐅᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ (ᑎᑎᑦᑎᑦ ᑎᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ ᑎᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ) _____
- ᐅᑎᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ ᑭᐅᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦᑎᑦ (F+G) _____

Appendix 8c

Early Childhood Education Inuit Language and Culture Funding Proposal Form - Inuinnaqtun version



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Nukaqhinut nutaqqat Ilihainiqmut Inuit Uqauhinginnut Pitquhinginnullu Manikharvik Tukhiutinik Apirhuutit Uuktuutit

Piqaqtuq malruuknik kitunik tikkuqaqtahaa aturninganut manik:

Tikkuarutaa A: Piyakhangit Ikayuriami Ittunik Nukaqhinut nutaqqat Ilihainiqmut Pinahuarutit

1. DEA piniaqtait tamaita ECE pinahuarutit nunagiyarni aadjikutaliurhimayumik uuminnga tukhiutinik Uuktuutit.
 - Pinahuarutit ilihimapkailugu umikvikhaa tunigiami tukhiutinik DEA-tkut taimaa DEA ihivriuriamikni uuktuutinik katimatillugit
2. DEA ihivriurinaqtait iniqhimayut tukhiutinik DEA katimatillugit.
 - Qaitqulugit havaktut ukunani Nukaqhinut nutaqqat pinahuarutinit tuniyut tukhiutinik katimaqulugit.
3. DEA angiqtaait iniqhimayut tukhiutinik tuniyakhat aadlanguqtitauyukhanikluuniit
 - Angiqtaukpat, DEA-tkut ikhivaualik/niruaqtauyuuq sainiqtakhaat tamna tukhiutinganik
 - Taimaa DEA-tkut aadlanguqurumitku, pipkaidjutigilugu tamna Nukaqhinut nutaqqat pinahuarutit ihuarhigiami tukhiutinganik qakugu DEA-tkut katimalifaaqmigumik.
4. DEA tuniyut iniqhimayunik tukhiutinik titiraqvikkut hamna ataani Maatsi 31nguqtinnagu.

Naunaiqlugu: Taimaa amigaitqiaq atauhiqmit nukaqhinut nutaqqat ilihainiqmut pinahuarutit nunagiyarni, DEA-tkut ihumaliurniaqtut qanuqtut tuniqhaigiami manikharvik ihuaqtumik nakuuyumiklu ukunanit pinahuarutit. DEA-tkut tunittaaqtut amigaittunik atauhiqmit manikharvik tukhiutinik.

Tikkuarutaa B: Maliktakhat Tunigiami DEA-mit ikayuqtauhimayuuq Nukaqhinut nutaqqat Ilihainiqmut pinahuarutit (laisiqaqtut laisiqangittuluuniit)

1. Uqaqatigiikniq
 - DEA uqaqatiginaqtait inuit ilihimayut ukunanik nukaqhinut nutaqqat unalu Inuit uqauhingit unalu/unaluuniit pitquhiq¹ naunaiyarni qanurittumik pinahuarutitik ihuatqianguyuuq nunagiyamiknut.
 - Uqaqatigilugu Avikturhimayuni Nukaqhinut Nutaqqat Havaktit aadlanik naunaitkutanik piyuq uumuuna piyakhangit ECE-kut pinahuarutit.
2. Iniqtiqlugu tukhiutinik.
3. Ihivriuqlugu uuktuutit DEA-tkut katimatillugit
4. Angiqtlugu tukhiutinik tuniyukhaq himmautikhaliuqluguluuniit
5. Tunilugu iniqhimayuuq tukhiutinik titiraqvikkut Maatsi 31nguqtinnagu.

Naunaiqlugu: ECE pinahuarutit laisiqaqtukhat taimaa angayuqqaat NAYUNGITAIT nutaramikni nutaqqiqvikimi itilluni pinahuarutit pitillugu. Taimaa laisiqtitayukhaq, una havaakhaq qilamiuqtumik piliqlugu. Uqaqatigilugu Avikturhimayuni Nukaqhinut nutaqqat Havaktinga ikayuutikhaqnik.

Tuyuqlugu tukhiutinik uumunnga:

✉ (867) 975-4861 📠 (867) 473-2695
Early Childhood Language Program Coordinator, ECLPC@gov.nu.ca
Department of Education,
P.O. Box 204, Pangnirtung, Nunavut, X0A 0R0

¹ Pinahuarutinit piyut ataani uuma Commission scolaire francophone du Nunavut (CSFN), una naunaitkutaq ihuarhaqhimayuuq atuliqitagiarni Uiviitit uqauhingit unalu francophone pitquhiq.



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**Nukaqhinut nutaqqat Ilihainiqmut Inuit Uqauhinginnut Pitquhinginnullu
 Manikharvik Tukhiutininik Apirhuutit Uuktuutit**

DEA – Nunallaani -----

Kitumut uqaqatigi yakhat ----- Hivayautaa -----

Nukaqhinut nutaqqat pinahuarutit -----

Kitumut uqaqatigi yakhat ----- Hivayautaa -----

Maliktakhaq #1: Ihuarhiyuq hulilukaarutit unalu maliktakhat ukununga Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut

Maniit atuqtau yut ukununga Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut katimadjutimut manikhaqniq ikayuriami ukununga maliktakhat Inuinnainik Uqauhinginnut Pitquhinginnullu hulilukaarutit.

Naunaiyaqlugu tamna hulilukaarutit unalu maliktakhat tamna Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut qanuriliurutiniaqtuq nutaqqamut:

Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut manikmitigut ihumaliurut

Atiliurlugu Inirniriit/Ilihainiqmut Ayuittiaqhimayut	Qaffinik ikaarninik atauhiqmi Santimi	Qaffinik Santik	Atauttimut qaffinik ikaarninik	Katimadjutimut manikhaqniq atauhiqmi ikaarnimi	Atauttimut katimadjutimut manikhaqniq



Maliktakhaq #2: Ihuarhaiyuq hulilukaarutit unalu maliktakhat ikayuutikkut pivalliani

Maniit atuqtau yut niuviri ami piliuriami luuniit qangaraaluknitanik pinguyani unalu/unaluuniit ayuirhapkaiyuq hunavaluknik uuktuutinikuuniit; naunaitkutigi ami hulilukaarutit pipkaidjuta yut Inimiriiniit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut, piliuriami maliktakhat piksasut CD-niuk; niuviri ami uqauhingit- unalu/unaluuniit ilihainiqmut-ihuaqtut hunavaluknik.

Tunilugu titraqhimayumik hunavaluknik niuviri ami unalu/unaluuniit piliuqluni naunaitkutami hamna ataani.

Ikayuutikhanik/Hunavaluknik Piliuqtau yukat/Niuviqtau yukat	Qaffinik	Atauttimut akinga	Qanuqtut atuqtauniaqqa?



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 Department of Education
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Maliktakhaq #3: Ihuarhaiyuq Inuit Uqauhinginnut Pitquhinginnullu ukunuuna Ilagiiktut Quviahuutit

Maniit atuqtauuyut niuviriarni nakuutqianik unalu/unaluuniit niqainnaqnik, Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimaayut’ katimadjutimut manikhaqniq, igluqpak aturninga, unalu hunavaluknik pipkaidjutigiarni quviahuutit ilaliutihimaayut hulilukaarutit ihumagilluaqtaat uqauhingit unalu/unaluuniit pitquhiq, unalu naunaiyaqhimaayut hulilukaarutit angayuqqaat pittaaqtangit angayukhiuyut nutaqqat igluminikni ihuarhigiarni pivallianiq Inuinnainik uqauhingit unalu/unaluuniit pitquhiq.

Tunilugu titiraqhimaayut quviahuutimik pipkaiyumayarnik naittumiklu naunaitkutamik.

Quviahuut 1:-----

Quviahuut 2:-----

Quviahuut 3:-----

Quviahuut 4:-----

Katimadjutimut manikhaqniq manikhamut ihumaliurutikhaq quviahuutikhamut

Atiliurlugu Inirniriit/Ilihainiqmut Ayuittiaqhimaayut	Hulilukaarutikhaq	Qaffinik ikaarninik atauhiqmut quviahuut (A)	Akikhaa katimadjutimut manikhaqniq atauhiqmi ikaarninik (B)	Atauttimut katimadjutimut manikhaqniq (G) (AxB)
Quviahuut 1				
Quviahuut 2				
Quviahuut 3				
Quviahuut 4				

➤ **Atauttimut** **Katimadjutimut** **manikhaqniq** **Manikhamut** **tamainnut** **quviahuutit** (G)_____



Niqit/Tamayaq/Atuqtakhangit Manikhamut Ihumaliurut

Quviahuut Nampanga	Huilukaarutit ihumaliuqhimayuq	Manikhamut Niqikhanut (C)	Manikhamut Hunavaluknut (D)	Aturninga Akikhaa (E)	Atauttimut (C+D+E)
Quviahuut 1					
Quviahuut 2					
Quviahuut 3					
Quviahuut 4					

- Atauttimut Niqit/Tamayaq/Atuqtakhangit Manikhamut tamainnut quviahuutit (F) _____
- Atauttimut Katimadjutimut manikhaqniq Manikhamut tamainnut quviahuutit (aippaanit makpiraanit) (G) _____
- Atauttimut Manikhamut quviahuutikhamut (F+G) _____



<p>Maliktakhaq #1: Ihuarhiyuq hulilukaarutit unalu maliktakhat ukununnga Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut</p> <p>Maniit atuqtau yut ukununnga Inirniriit unaluuniit Ilihainiqmut Ayuittiaqhimayut katimadjutimut manikhaqniq ikayuriami ukununnga maliktakhat Inuinnainik uqauhingit unalu/unaluuniit pitquhiq hulilukaarutit.</p>	
ATAUTTIMIT AKIKHAA MALIGAMUT #1	\$
<p>Maliktakhaq #2: Ihuarhaiyuq hulilukaarutit unalu maliktakhat ikayuutikkut pivalliani</p> <p>Maniit atuqtau yut niuviriami piliuriamiluuniit qangaraaluknitanik pinguyanik unalu/unaluuniit ayuirhapkaiyuq hunavaluknik uktuutinikluuniit; naunaitkutigiame hulilukaarutit pipkaidjutauyut Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut, piliuriami maliktakhat piksasut CD-niuk; niuviriami uqauhingit- unalu/unaluuniit ilihainiqmut-ihuaqtut hunavaluknik.</p>	
ATAUTTIMIT AKIKHAA MALIGAMUT #2	\$
<p>Maliktakhaq #3: Ihuarhaiyuq Inuit Uqauhinginnut Pitquhinginnullu ukunuuna Ilagiiktut Quviahuutit</p> <p>Maniit atuqtau yut niuviriami nakuutqianik unalu/unaluuniit niqainnaqnik, Inirniriit unalu/unaluuniit Ilihainiqmut Ayuittiaqhimayut' katimadjutimut manikhaqniq, igluqpak aturninga, unalu hunavaluknik pipkaidjutigiame quviahuutit ilaiutihimayut hulilukaarutit ihumagilluaqtaat uqauhingit unalu/unaluuniit pitquhiq, unalu naunaiyaqhimayut hulilukaarutit angayuqqaat pittaagtangit angayukhiyut nutaqqaat igluminikni ihuarhigiami pivalliani Inuinnainik uqauhingit unalu/unaluuniit pitquhiq.</p>	
ATAUTTIMIT AKIKHAA MALIGAMUT #3	\$
ATAUTTIMIT AKIKHAA TAMAINNUT MALIGAT	\$

<p>ECE Pinahuarutit sainiutaa: _____ Taiguqnaqtumik atit titiraqlugu: _____ Ublumi: _____</p> <p>DEA Ikhivautalik (niruaqtau yuqu luuniit) sainiutaa: _____ Taiguqnaqtumik atit titiraqlugu: _____ Ublumi: _____</p>
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Appendix 8d

Early Childhood Education Inuit Language and Culture Funding Proposal Form - English version



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 Department of Education
 Ilinniqtuliqiyikkut
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Early Childhood Education Inuit Language and Culture Funding Proposal Form

There are two options to select from for use of the funding:

Option A: Steps to Supporting Existing Early Childhood Education Programs

1. DEA provides all ECE programs in your community with a copy of the proposal template.
 - Let programs know the deadline for submitting the proposal to the DEA so that your DEA may review the applications at a meeting
2. DEA reviews completed proposal(s) at a DEA meeting.
 - Invite representative(s) from the Early Childhood program(s) who submitted proposal(s) to attend the meeting.
3. DEA approves completed proposal(s) to be submitted or suggest(s) changes to be made
 - If approved, the DEA chair/designate signs the proposal
 - If the DEA suggests changes, allow the Early Childhood program time to revise their proposal for the next DEA meeting.
4. DEA submit(s) completed proposal(s) to the address below by March 31st.

Note: If there is more than one early childhood education program in the community, DEAs will consider how to allocate funding fairly and appropriately between the programs. The DEA may submit more than one funding proposal.

Option B: Steps to Delivering a DEA sponsored Early Childhood Education program (licensed or unlicensed)

1. Consult
 - DEA consults with community members who are knowledgeable about early childhood and Inuit language and/or culture¹ to determine what type of program is most suitable to the community.
 - Consult with your Regional Early Childhood Officer for additional information regarding requirements for ECE programs.
2. Complete the proposal.
3. Review the application at a DEA meeting
4. Approve the proposal to be submitted or make any suggested changes
5. Submit completed proposal to the address below March 31st.

Note: An ECE program must be licensed if parents do NOT remain with their child(ren) during the program. If licensing is required, please start this process immediately. Contact the Regional Early Childhood Officer for assistance.

Send your proposal to:

✉ (867) 975-4861 📠(867) 979-2152
 Early Childhood Language Program Coordinator, ECLPC@gov.nu.ca
 Department of Education,
 P.O. Box 204,
 Pangnirtung, Nunavut, X0A 0R0

¹ For programs falling under the Commission scolaire francophone du Nunavut (CSFN), this reference is modified to refer to promotion of French language and francophone culture.



Strategy #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Please provide a list of items to purchase and/or develop in the chart below.

Resources/Materials to be Developed/Purchased	Number	Total cost	How will they be used?



Strategy #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance development of Inuit language and/or culture.

Please provide a list of events that you would like to host and a brief description.

Event 1:-----

Event 2:-----

Event 3:-----

Event 4:-----

Honoraria budget plan for events

List Elders/cultural experts	Activity	Number of hours per event (A)	Rate of honoraria per hour (B)	Total honoraria (G) (AxB)
Event 1				
Event 2				
Event 3				
Event 4				

➤ **Total Honoraria Budget for all events (G)**_____



Food/Material/Rental Budget Plan

Event Number	Activities planned	Budget for Food (C)	Budget for Materials (D)	Rental Fees (E)	Total (C+D+E)
Event 1					
Event 2					
Event 3					
Event 4					

- Total Food/Material/Rental Budget for all events (F) _____
- Total Honoraria Budget for all events (from previous page)(G) _____
- Total Budget for events (F+G) _____



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Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts	
Funds used for Elders or cultural experts honoraria to assist with instruction of Inuit language and/or culture activities.	
TOTAL COST FOR STRATEGY #1	\$
Strategy #2: Enhancing activities and instruction through resource development	
Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.	
TOTAL COST FOR STRATEGY #2	\$
Strategy #3: Enhancing Inuit language and culture through Family Events	
Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.	
TOTAL COST FOR STRATEGY #3	\$
TOTAL COST FOR ALL STRATEGIES	\$

ECE Program signature: _____	
Print name: _____	Date: _____
DEA Chair (or designate) signature: _____	
Print name: _____	Date: _____

Appendix 8e

Early Childhood Education Inuit Language and Culture Funding Proposal Form - French version



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Modèle de formulaire de demande pour un financement de la langue et de la culture inuites en éducation de la petite enfance

Il est possible de choisir entre deux options pour utiliser le financement :

Option A : Étapes visant à soutenir des programmes d'éducation de la petite enfance existants

1. L'ASD remet à tous les programmes d'EPE de la collectivité un exemplaire du formulaire de demande
 - Faites connaître à tous les programmes la date limite pour présenter une demande à l'ASD afin que l'ASD puisse étudier les demandes lors d'une réunion tenue à cet effet.
2. L'ASD étudie les demandes dûment remplies lors d'une réunion
 - Inviter des représentants des programmes d'EPE ayant présenté des demandes à participer à la réunion
3. L'ASD recommande l'approbation des demandes dûment remplies qui lui ont été présentées ou suggèrent des changements à apporter au besoin
 - Lorsque la demande est recommandée, le président de l'ASD ou la personne qu'il ou elle désigne signe la demande
 - Lorsque l'ASD suggère des changements à la demande, elle accorde du temps au programme d'EPE afin qu'il révise sa demande qui pourra être étudiée de nouveau à une prochaine réunion
4. L'ASD présente les demandes dûment remplies à l'adresse ci-dessous au plus tard le 31 mars.

Note : Lorsqu'il existe plus d'un programme d'éducation de la petite enfance dans la collectivité, l'ASD doit déterminer de quelle manière répartir le financement de manière équitable entre les programmes. L'ASD peut présenter plus d'une demande de financement.

Option B : Étapes pour la prestation d'un programme d'EPE (titulaire ou non titulaire de permis) parrainé par l'ASD

1. Consultation
 - L'ASD doit consulter les membres de la collectivité possédant des connaissances au sujet de la petite enfance et de la langue et de la culture inuites¹ afin de déterminer quel type de programme est le mieux adapté aux besoins de la collectivité.
 - Consultez votre agent de la petite enfance pour obtenir des renseignements supplémentaires concernant les exigences des programmes d'EPE.
2. Remplir la demande.
3. Étude de la demande lors d'une réunion de l'ASD.
4. Recommandation de la demande ou suggestion de changements à apporter à la demande.
5. Présenter les demandes dûment remplies à l'adresse indiquée ci-dessous au plus tard le 31 mars.

Note : Un programme d'EPE doit être titulaire d'un permis lorsque les parents ne restent **PAS** avec leur(s) enfant(s) pendant la prestation du programme. Lorsqu'un permis est requis, veuillez entreprendre immédiatement le processus d'obtention d'un tel permis. Veuillez contacter l'agent de la petite enfance de votre région.

Faites parvenir votre demande au :

✉ Coordonnateur du programme linguistique de la petite enfance
Ministère de l'Éducation
C.P. 204
Pangnirtung (Nunavut), X0A 0R0

☎ (867) 473-2681 📠 (867) 473-2695
ECLPC@gov.nu.ca

¹ Dans le cas des programmes sous la responsabilité de la Commission scolaire francophone du Nunavut (CSFN), cette référence est modifiée pour faire référence au français et à la culture francophone.



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ASD - Collectivité -----

Personne-ressource ----- Numéro de téléphone -----

Programme d'éducation à la petite enfance -----

Personne-ressource ----- Numéro de téléphone -----

Stratégie No. 1 : Renforcement des activités et de l'enseignement par l'embauche d'ainés ou de spécialistes de la culture

Financement utilisé pour embaucher et payer les honoraires des ainés ou des spécialistes de la culture afin de soutenir les activités et l'enseignement de la langue et de la culture inuites.

Veuillez décrire les activités et l'enseignement que les ainés ou les spécialistes de la culture feront avec les enfants :

Plan du budget des ainés et spécialistes de la culture

Liste des ainés et des spécialistes de la culture	Nombre d'heures par semaine	Nombre de semaines	Nombre total d'heures	Honoraire de l'heure	Total des honoraires



Stratégie No. 2 : Renforcement des activités et de l'enseignement au moyen de ressources pédagogiques

Le financement sera utilisé pour acheter ou créer des jouets traditionnels et du matériel pédagogique ou des accessoires; pour enregistrer des activités animées par des aînés et des spécialistes de la culture, pour créer des vidéos ou des CD pédagogiques; pour acheter du matériel pédagogique adapté à la langue et à la culture.

Veuillez fournir une liste des éléments à acheter ou à développer dans le tableau ci-dessous.

Ressources/ matériel à élaborer ou acheter	Nombre	Couts totaux	Utilisation prévue



Stratégie No. 3 : Renforcement de la langue et de la culture inuites au moyen d'évènements familiaux

Le financement sera utilisé pour acheter des aliments traditionnels ou nutritifs, verser des honoraires à des aînés et des spécialistes de la culture, louer des locaux et acheter du matériel qui sera utilisé lors d'évènements axés sur la langue et la culture et la démonstration d'activités pouvant être faites par les parents avec de jeunes enfants dans le but de renforcer la langue et la culture inuites.

Veuillez fournir une liste d'évènements que vous aimeriez organiser (faites-en une brève description).

Évènement 1:-----

Évènement 2:-----

Évènement 3:-----

Évènement 4:-----

Plan du budget des honoraires pour les évènements

Liste des aînés et des spécialistes de la culture	Activité	Nombre d'heures par évènement (A)	Taux horaire des honoraires (B)	Total des honoraires (G) (AxB)
Évènement 1				
Évènement 2				
Évènement 3				
Évènement 4				



> **Budget total des honoraires pour tous les événements (G) \$_____**

Plan du budget pour la nourriture, le matériel et la location

Numéro d'évènement	Activités prévues	Budget pour la nourriture (C)	Budget pour le matériel (D)	Frais de location (E)	Total (C+D+E)
Évènement 1					
Évènement 2					
Évènement 3					
Évènement 4					

- > Total du budget nourriture/matériel/location pour tous les événements (F) \$_____
- > Total du budget des honoraires pour tous les événements (de la page précédente) (G) \$_____
- > Total du budget pour les événements (F+G) \$_____



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Stratégie No. 1 : Renforcement des activités et de l'enseignement par l'embauche d'ainés ou de spécialistes de la culture

Le financement sera utilisé pour embaucher et verser les honoraires des aînés ou des spécialistes de la culture afin de soutenir les activités et l'enseignement de la langue et de la culture inuites.

COUT TOTAL POUR LA STRATÉGIE NO 1	\$
-----------------------------------	----

Stratégie No. 2 : Renforcement des activités et de l'enseignement au moyen de ressources pédagogiques

Le financement sera utilisé pour acheter ou créer des jouets traditionnels et du matériel pédagogique ou des accessoires; pour enregistrer des activités animées par des aînés et des spécialistes de la culture, pour créer des vidéos ou des CD pédagogiques; pour acheter du matériel pédagogique adapté à la langue et à la culture.

COUT TOTAL POUR LA STRATÉGIE NO 2	\$
-----------------------------------	----

Stratégie No. 3 : Renforcement de la langue et de la culture inuites au moyen d'évènements familiaux

Le financement sera utilisé pour acheter des aliments traditionnels et nutritifs, verser des honoraires à des aînés et des spécialistes de la culture, louer des locaux et acheter du matériel qui sera utilisé lors d'évènements axés sur la langue et la culture et la démonstration d'activités pouvant être faites par les parents avec de jeunes enfants dans le but de renforcer la langue et la culture inuites.

COUT TOTAL POUR LA STRATÉGIE NO 3	\$
-----------------------------------	----

COUT TOTAL POUR L'ENSEMBLE DES STRATÉGIES	\$
---	----

Signature pour le programme EPE : _____

Nom en caractères d'imprimerie : _____ Date: _____

Signature du président (ou représentant) de l'ASD : _____

Nom en caractères d'imprimerie : _____ Date: _____

Appendix 8f

Tumikuluit Daycare ECE Language and Culture Funding Proposal Form (2017)



Department of Education
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 Ministère de l'Éducation



TUMIKULUIT SAIPAAQIVIK DAYCARE PROPOSAL – LANGUAGE AND CULTURE

DEA – Community -----Iqaluit-----

Contact person -----Noodloo Peter----- Phone number -975-2483-

Early childhood program ----Iqaluit Inuktitut Daycare-----

Contact Person—Noodloo Peter----- Phone number-975-2483-----

Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

Please describe the activities and instruction that the Elders and/or cultural experts will be doing with the children:

(2) Elder’s would come to the center twice a week, children learning how to sew by watching their elders. Start sewing small sewing projects as a beginner; this is how traditional sewing skills were passed on from generation to generation. Tumikuluit would like (2) Cultural expert to teach the children Inuit traditional games, children are not only consuming healthy, nutritious and local country food – but want the children to learn about how Inuit hunt our wild animals, seeing how we cut and prepare our country food, learning about anatomy and how humans differ and are the same as wild animals, learning about sharing and being thankful, as well as many other aspects related to the consumption of country food.

Elders’ and/or cultural experts’ budget plan

List Elders/cultural experts	Number of hours per week	Number of weeks	Total number of hours	Honoraria per hour	Total honoraria
Elder (1)	4	20	80	\$30.00	\$2,400.00
Elder (2)	4	20	80	\$30.00	\$2,400.00
Cultural Expert (1)	9	30	270	\$30.00	\$8,100.00
Cultural Expert (2)	10	20	100	\$30.00	\$3,000.00



Strategy #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Please provide a list of items to purchase and/or develop in the chart below.

Resources/Materials to be Developed/Purchased	Number	Total cost	How will they be used?
Whole Seal Fish Caribou Mattaaq	5 20 2 3	\$1,000.00 \$400.00 \$1,000.00 \$300.00	Tumikuluit serve Country food 5 times a week to the children for the whole year.
Canvas Tent	1	\$500.00	To outdoors for field trips, picnics, Inuit Traditional Games/Activities, and Inuit Legends/Myths Storytelling.
Arctic Animals Skins/Fur	N/A	\$2,500.00	Fur use for sliding events, making culture relevant crafts for children to use at the center.
Traditional Wooden Custom made toys, props.	N/A	\$2000.00	Traditional Relevant Custom made toys for our Inuktitut daycare center.
Qulliq	1	\$400.00	Qulliq will be lite every morning before breakfast.

Strategy #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance development of Inuit language and/or culture.

Please provide a list of events that you would like to host and a brief description.

Event 1: Field Trip – Day on the Land

Event 2: Parents/Guardians, children, elders/cultural experts & staff feast; followed by Inuit legends and myths storytelling.

Event 3: Turf Rental – Activities For Age Relevant Inuit Traditional Games

Event 4: Berry Picking

List Elders/cultural experts	Activity	Number of hours per event (A)	Rate of honoraria per hour (B)	Total honoraria (G) (AxB)
Event 1 – Field Trip	Field Trip out on the Land	7hrs	\$30.00	\$210.00
1 Hunter	Set-up Tent, Make Tea/Bannock and butcher whole seal, explorer the land.	7hrs	\$30.00	\$210.00
1 Elder		7hrs	\$30.00	\$210.00
2 Elder				
Event 2 – Community Feast	Evening feast gathering with parents/guardians, elders/cultural experts.	3hrs	\$30.00	\$90.00
1 Elder		3hrs	\$30.00	\$90.00
2 Elder		3hrs	\$30.00	\$90.00
1 Hunter				
Event 3 – Turf Rental	Turf Rental to facilitate Inuit Traditional games, for large motor skills.	1hrs 1 hour a week, for 12 weeks	\$30.00	\$360.00
1 Cultural Expert				
Event 4 - Berry Picking	Explore our land, berry picking with families/elders. Enjoy country food for lunch, tea/bannock inside tent for afternoon snack, share stories.	7hrs	\$30.00	\$210.00
-1 Elder				\$210.00
-1 Hunter				

➤ **Total Honoraria Budget for all events (G)_\$1,680.00**



Food/Material/Rental Budget Plan

Event Number	Activities planned	Budget for Food (C)	Budget for Materials (D)	Rental Fees (E)	Total (C+D+E)
Event 1 Field Trip	Set-up tent, use skins for bed mats, go sliding, explorer the land, butcher seal for lunch, read and tell traditional stories.	\$350.00	\$150.00	\$350.00	\$850.00
Event 2 Community Feast	Evening Gathering feast with parents/guardians, children, elders/cultural experts, staff and share stories.	\$1,000.00	\$200.00	\$250.00	\$1,450.00
Event 3 Turf Rental	Turf Rental to promote physical activity, with family and Inuit Games demonstration.		\$475.00	\$350.00	\$825.00
Event 4 Berry Picking	Naming the plant on land, berry picking, eat country food and tell stories.	\$150.00	\$50.00		\$200.00

- Total Food/Material/Rental Budget for all events (F)_ \$3,125.00
- Total Honoraria Budget for all events (from previous page)(G)_ \$1,260.00
- Total Budget for events (F+G) __ \$4,385.00



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Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts Funds used for Elders or cultural experts honoraria to assist with instruction of Inuit language and/or culture activities.	
TOTAL COST FOR STRATEGY #1	\$ 15,900.00
Strategy #2: Enhancing activities and instruction through resource development Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.	
TOTAL COST FOR STRATEGY #2	\$ 3,125.00
Strategy #3: Enhancing Inuit language and culture through Family Events Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.	
TOTAL COST FOR STRATEGY #3	\$ 1,260.00
TOTAL COST FOR ALL STRATEGIES	\$ 20,285.00

ECE Program signature: _____
Print name: _____ Date: _____
DEA Chair (or designate) signature: _____
Print name: _____ Date: _____

Appendix 8g

Early Childhood Education Inuit Language & Culture Funding Report



Department of Education
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TUMIKULUIT SAIPAAQIVIK DAYCARE PROPOSAL – LANGUAGE AND CULTURE

DEA – Community -----Iqaluit-----

Contact person -----Noodloo Peter----- Phone number -975-2483-

Early childhood program ----Iqaluit Inuktitut Daycare-----

Contact Person—Noodloo Peter----- Phone number-975-2483-----

Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts

Funds used for Elders and/or cultural experts honoraria to assist with instruction of Inuit language and culture activities.

Please describe the activities and instruction that the Elders and/or cultural experts will be doing with the children:

(2) Elder's would come to the center twice a week, children learning how to sew by watching their elders. Start sewing small sewing projects as a beginner; this is how traditional sewing skills were passed on from generation to generation. Tumikuluit would like (2) Cultural expert to teach the children Inuit traditional games, children are not only consuming healthy, nutritious and local country food – but want the children to learn about how Inuit hunt our wild animals, seeing how we cut and prepare our country food, learning about anatomy and how humans differ and are the same as wild animals, learning about sharing and being thankful, as well as many other aspects related to the consumption of country food.

Elders' and/or cultural experts' budget plan

List Elders/cultural experts	Number of hours per week	Number of weeks	Total number of hours	Honoraria per hour	Total honoraria
Elder (1)	4	20	80	\$30.00	\$2,400.00
Elder (2)	4	20	80	\$30.00	\$2,400.00
Cultural Expert (1)	9	30	270	\$30.00	\$8,100.00
Cultural Expert (2)	10	20	100	\$30.00	\$3,000.00



Strategy #2: Enhancing activities and instruction through resource development

Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.

Please provide a list of items to purchase and/or develop in the chart below.

Resources/Materials to be Developed/Purchased	Number	Total cost	How will they be used?
Whole Seal Fish Caribou Mattaaq	5 20 2 3	\$1,000.00 \$400.00 \$1,000.00 \$300.00	Tumikuluit serve Country food 5 times a week to the children for the whole year.
Canvas Tent	1	\$500.00	To outdoors for field trips, picnics, Inuit Traditional Games/Activities, and Inuit Legends/Myths Storytelling.
Arctic Animals Skins/Fur	N/A	\$2,500.00	Fur use for sliding events, making culture relevant crafts for children to use at the center.
Traditional Wooden Custom made toys, props.	N/A	\$2000.00	Traditional Relevant Custom made toys for our Inuktitut daycare center.
Qulliq	1	\$400.00	Qulliq will be lite every morning before breakfast.



Strategy #3: Enhancing Inuit language and culture through Family Events

Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance development of Inuit language and/or culture.

Please provide a list of events that you would like to host and a brief description.

Event 1: Field Trip – Day on the Land

Event 2: Parents/Guardians, children, elders/cultural experts & staff feast; followed by Inuit legends and myths storytelling.

Event 3: Turf Rental – Activities For Age Relevant Inuit Traditional Games

Event 4: Berry Picking

List Elders/cultural experts	Activity	Number of hours per event (A)	Rate of honoraria per hour (B)	Total honoraria (G) (AxB)
Event 1 – Field Trip	Field Trip out on the Land	7hrs	\$30.00	\$210.00
1 Hunter	Set-up Tent, Make Tea/Bannock and butcher whole seal, explorer the land.	7hrs	\$30.00	\$210.00
1 Elder		7hrs	\$30.00	\$210.00
2 Elder				
Event 2 – Community Feast	Evening feast gathering with parents/guardians, elders/cultural experts.	3hrs	\$30.00	\$90.00
1 Elder		3hrs	\$30.00	\$90.00
2 Elder		3hrs	\$30.00	\$90.00
1 Hunter				
Event 3 – Turf Rental	Turf Rental to facilitate Inuit Traditional games, for large motor skills.	1hrs 1 hour a week, for 12 weeks	\$30.00	\$360.00
1 Cultural Expert				
Event 4 - Berry Picking	Explore our land, berry picking with families/elders. Enjoy country food for lunch, tea/bannock inside tent for afternoon snack, share stories.	7hrs	\$30.00	\$210.00
-1 Elder				\$210.00
-1 Hunter				

➤ **Total Honoraria Budget for all events (G) \$1,680.00**



Food/Material/Rental Budget Plan

Event Number	Activities planned	Budget for Food (C)	Budget for Materials (D)	Rental Fees (E)	Total (C+D+E)
Event 1 Field Trip	Set-up tent, use skins for bed mats, go sliding, explorer the land, butcher seal for lunch, read and tell traditional stories.	\$350.00	\$150.00	\$350.00	\$850.00
Event 2 Community Feast	Evening Gathering feast with parents/guardians, children, elders/cultural experts, staff and share stories.	\$1,000.00	\$200.00	\$250.00	\$1,450.00
Event 3 Turf Rental	Turf Rental to promote physical activity, with family and Inuit Games demonstration.		\$475.00	\$350.00	\$825.00
Event 4 Berry Picking	Naming the plant on land, berry picking, eat country food and tell stories.	\$150.00	\$50.00		\$200.00

- Total Food/Material/Rental Budget for all events (F)_\$3,125.00
- Total Honoraria Budget for all events (from previous page)(G)_ \$1,260.00
- Total Budget for events (F+G) __\$4,385.00



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Strategy #1: Enhancing activities and instruction with Elders and/or Cultural Experts Funds used for Elders or cultural experts honoraria to assist with instruction of Inuit language and/or culture activities.	
TOTAL COST FOR STRATEGY #1	\$ 15,900.00
Strategy #2: Enhancing activities and instruction through resource development Funds used to purchase or create traditional toys and/or teaching materials or props; to record activities led by Elders and/or cultural experts, to create instructional videos or CDs; to purchase language- and/or culturally-relevant materials.	
TOTAL COST FOR STRATEGY #2	\$ 3,125.00
Strategy #3: Enhancing Inuit language and culture through Family Events Funds used to purchase nutritious and/or country food, Elders and/or cultural experts' honoraria, facility rental, and materials to hold events that included activities focused on language and/or culture, and demonstrated activities parents can do with young children at home to enhance Inuit language and/or culture.	
TOTAL COST FOR STRATEGY #3	\$ 1,260.00
TOTAL COST FOR ALL STRATEGIES	\$ 20,285.00

ECE Program signature: _____
Print name: _____ Date: _____
DEA Chair (or designate) signature: _____
Print name: _____ Date: _____

Additional Sources of Funding



Additional Sources of Funding

Childcare centres in Nunavut often have to apply to many areas of funding in order to operate. The following section includes application forms for the following areas of funding:

- Government of Nunavut: Department of Culture and Heritage
- Kakivak Association: Childcare Programs [Baffin Region]
- Kitikmeot Inuit Association [Kitikmeot Region]
- Kivalliq Inuit Association [Kivalliq Region]
- Kivalliq Partners in Development [Kivalliq Region]
- Qikiqtani Inuit Association [Qikiqtani Region]
- Community Wellness Plan [CWP] Funding [Health Canada]
- Public Health Agency of Canada [PHAC]

Tumikuluit Daycare and Pirurvik Preschool have not yet applied to every area of funding in this section, so you will notice that there are examples missing from several of these areas of funding.



Government of Nunavut – Dept. of Culture and Heritage (CH)

The Dept. of Culture and Heritage (CH) provides grants and contributions to individuals, municipal corporations, and non-profit organizations [registered under the *Societies Act - Nunavut*] and must be in good standing with Legal Registries.

As stated on the Government of Nunavut – Dept. of Culture and Heritage Grants and Contributions website:

The Department of Culture and Heritage provides grant and contribution funding to non-profit, community-based organizations, individuals, and municipal corporations who direct their efforts to the promotion, protection and preservation of Nunavut's culture and heritage, official languages, and activities that support elders and youth.

Each year the Department of Culture and Heritage funds over 100 separate grants and contributions. These include both complex and minor projects. Community-based projects that involve local people, especially elders and youth, are strongly supported. These programs have a significant impact on individuals and communities across Nunavut. Organizations, agencies or individuals that do not meet the eligibility requirements are encouraged to consider partnerships with non-profit community-based organizations, or municipal corporations. [<https://www.gov.nu.ca/culture-and-heritage/information/grants-and-contributions-0>].

For assistance with Culture and Heritage Grants and Contributions applications:

Call Toll Free: 1-866-934-2035
In Iqaluit: [867] 975-5519 or [867] 975-5516
chfunds@gov.nu.ca

Culture and Heritage accepts applications for funding from various programs for project activities to occur between April 1st and March 31st. The deadline to submit proposals is usually on January 31st each year (deadline for 2018-2019 fiscal year proposals is February 28, 2018), and if granted, will be provided funding between April 1st [of that calendar year] to March 31st of the following calendar year. Please note that if funding is granted in one fiscal year, it does not guarantee that funding will be granted in future years.



Please see the following program applications for Culture and Heritage Grants:

Appendix 9a: Gov. of NU. Dept. of Culture and Heritage Grants and Contributions Program (Inuktitut)

Appendix 9b: Gov. of NU. Dept. of Culture and Heritage Grants and Contributions Program (English)

Appendix 9c: Grants & Contributions Programs – Application Form for Heritage Programs

Appendix 9d: Grants & Contributions Programs – Application Form for Elders and Youth Initiatives Programs

Appendix 9e: Grants & Contributions Programs – Application Form for Official Languages Programs

Appendix 9f: Grants & Contributions Programs – Application Form for Inuit Qaujimaqatunqangit Programs

Appendix 9g: Grants & Contributions Programs – Application Form for Private Sector

Government of Nunavut Department of Culture and Heritage Grants and Contributions Program

Introduction

The Nunavut Government's Department of **Culture and Heritage (CH)** provides grant and contribution funding to non-profit community-based organizations, individuals and municipal corporations who direct their efforts to the promotion, protection, revitalization and preservation of Nunavut's culture and heritage, official languages, and activities that support elders and youth.

Through our Grants and Contributions Programs, we fund large and small projects each year. Eligible community-based projects that involve local people, especially elders and youth, are supported based on resources available. These programs have a significant positive impact on individuals and communities across the territory.

This document was produced to inform Nunavummiut of potential sources of funding available at CH and to provide guidance with the application process.

We have staff on hand to provide assistance as required. If you have questions or would like assistance in determining your project's eligibility and completing the application process, please email, call or visit us and we will be happy to help you (contact information provided below).

Grants and Contributions

What is the difference between a grant and a contribution?

GRANT – a grant is a transfer payment made to a recipient, for which the Government will not receive any goods or services. A grant is a payment without a financial accountability requirement; however, an achievement report may be required.

CONTRIBUTION – a contribution is a conditional transfer payment made to a recipient from who the Government will not receive any goods or services. Contribution payments are conditional on performance or achievement and are subject to audit or other reporting requirements. Recipients who receive a contribution are also required to sign a contribution agreement, which is a legal contract that defines the terms and conditions about what they will be doing with the funds and how they will report to the Department about what has been accomplished. There are two financial reports required; mid-term or interim financial report and the final financial report. The payments are made in two equal installments, providing all reporting requirements are met. Recipients are required to provide audited financial statements for all contributions in excess of \$50,000.

Grant and Contribution Program Categories

Our Grants and Contributions fund activities related to **Heritage, Elders & Youth, Official Languages** and **Inuit Qaujimagatuqangit**. Provided here is a brief description of each of our grant and contribution programs.

Heritage Programs: Preserving Cultural Legacy

Arts

Providing contributions to support the development and enhancement of the Arts in Nunavut. Maximum amount that can be awarded is \$25,000.

Culture and Heritage

Providing grants and contributions towards activities that foster the promotion and enhancement of culture and heritage in Nunavut. Maximum amount that can be awarded for grants is \$15,000 and \$75,000 for contributions.

Culture Communications Program

Providing contributions for projects that are actively involved in the preservation, portrayal and promotion of culture through communications initiatives in Nunavut. Maximum amount that can be awarded is \$50,000.

Toponymy Program

Providing contributions to individuals and non-profit organizations that are actively involved in Toponymy initiatives in Nunavut. Maximum amount that can be awarded is \$25,000.

Heritage Facilities

Providing contributions for the development and/or renovation of heritage facilities or relevant associated equipment in Nunavut. Maximum amount that can be awarded is up to \$500,000.

Archaeology and Palaeontology Research Support

Providing grants to student researchers conducting archaeological or palaeontological research in Nunavut. It is to assist students with the hiring of local field assistants, dissemination of research results to Nunavut communities, collections conservation, and collections analysis. Maximum amount that can be awarded is \$5,000.

Community Radio

Providing grants covering operating costs and to improve community broadcast communication systems throughout Nunavut. Maximum amount that can be awarded is \$15,000.

Heritage Centre Core Funding

Providing contributions to non-profit organizations and municipalities for the operation of community heritage centres in Nunavut. Maximum amount that can be awarded is \$100,000.

Public Library Services

Providing contributions to community libraries across Nunavut. Maximum funding for each public library is established within the parameters of the overall Public Library Services budget. Each community library are allocated specific budget.

Elders and Youth Programs: Support for Elders and Youth

Elders Initiatives

Providing grants and contributions that promote elders activities in Nunavut. Maximum amount that can be awarded for grants is \$15,000 and \$25,000 for contributions.

Youth Initiatives

Providing grants and contributions that promote youth activities in Nunavut. Maximum amount that can be awarded for grants is \$15,000 and \$25,000 for contributions.

Youth and Elders Committees

Providing grants to support youth and elders committees in Nunavut. Maximum amount that can be awarded is \$5,000.

Elders and Youth Facilities

Providing contributions for the development and/or renovation of elders and youth facilities, or relevant associated equipment. Maximum amount that can be awarded is \$200,000.

Official Languages: Promotion and protection of Nunavut's official languages

Inuit Language Promotion and Protection Grant

Teach, develop, promote or preserve Inuktitut at a community level. Maximum amount that can be awarded is \$15,000.

Inuit Language Promotion and Protection Contribution

Supports the objectives of the *Inuit Language Protection Act* to enhance and strengthen the use, development and revitalization of Inuktitut in Nunavut. Maximum amount that can be awarded is \$100,000.

Applications to the Inuit Language Promotion and Protection Contribution will be considered with respect to the following categories:

Language revitalization - increase Inuktitut literacy.

Language resources - Production, distribution or access to cultural expression in Inuktitut, through media, print, digital, audio or video, interactive or other media.

Language planning – Building capacity for the assessment of local needs, planning and management of language promotion activities.

Language development – Fostering the use, preservation and development of Inuktitut.

Inuktitut Songwriting Contest

Providing grant funding to Nunavut songwriters to participate in an annual songwriting contest intended to promote the increased production and use of Inuktitut in music. The first grand prize consists of \$5,000. The second and third runners up will receive \$2,500 and \$1,500 respectively, while the remaining selected songs (up to seven) will receive a consolation prize of \$500 each. If there are co-writers on the winning entrant, the prize package must be divided between co-writers at their mutual discretion.

Inuktuuriagarniq Namminiqaqtinut: Private Sector Inuktitut Support Program

Providing grant funding to private sector organizations operating in Nunavut to improve their compliance with the requirements of the *Inuit Language Protection Act*. Maximum amount that can be awarded is \$5,000.

French Language Services Program

Providing contributions to support structuring initiatives are intended to promote and protect the French language and vitality of the Francophone community of Nunavut. Maximum amount that can be awarded is \$50,000.

French Language Arts and Culture Development

Providing contributions that strengthen the cultural, artistic and heritage actions of Nunavut’s French language community. Maximum amount that can be awarded is \$50,000.

Inuit Qaujimagatuqangit

Inuit Societal Values

The Government of Nunavut is committed to the promotion and integration of Inuit Societal Values (ISV) at all levels.

Contribution funding is available for projects designed to strengthen the role of elders in the community as a means of addressing social wellness issues based on Inuit Societal Values.

The broad objective of ISV contribution funding is to improve community wellness by establishing high levels of cooperation between community services agencies and groups using Inuit approaches to dealing with social problems and issues.

Maximum amount that can be awarded is \$100,000.



How to apply

- Each of the grants and contributions schedules focus on different areas – some will focus on Inuktitut language, while others may focus on elder or youth activities.
- To determine which program you should apply to, you must look at how your objectives and activities match with what is supported in each of the schedules.
- For example, if you want support to host a traditional land skills program, you should not apply for money for that project under Heritage Centres Core Funding schedule, but apply under Culture and Heritage.
- If you are unsure which application form to fill out, contact our Grants and Contributions Officer, who will help you determine where your application should go.

When can I apply?

- A formal call for proposals for the 2017-2018 fiscal year was issued in November, 2016.
- Deadline for application was January 31, 2017.
- Successful applicants receive their grant or contribution funding and the work begins.
- A second call for proposals may be issued in the summer or fall if there is adequate funding left from the first call for proposals.

When can the funds be used?

- Funding must be spent within the fiscal year for which it was awarded.
- For example: Approved applicants for fiscal year 2017-2018, must use the funds between April 1, 2017 and March 31, 2018.

Application Forms/Proposals

- Pick up your application forms from a Grants and Contributions Administration Officer or get it online at: <http://www.gov.nu.ca/culture-and-heritage/information/grants-and-contributions-0>
- If you have questions or need assistance writing your proposal, our Grants & Contributions Administration Officer can help you to better understand our programs and to fill out your forms.
- Call us toll free at 1-866-934-2035 or to submit your proposal or have any questions email: chfunds@gov.nu.ca

The application/proposal must include:

- Each program category has its own application form. Complete the correct application form and check off the program area you are applying under.
- Applicant's name, alternate contact, full address, phone number and an email address.
- Non-profit organizations or municipal corporation's name, address and phone numbers.
- If your organization is registered as a non-profit organization, registration papers must be included with your application.
- Non-profit organizations applying for funding MUST BE in good standing with the Nunavut Legal Registries Division of Nunavut, Department of Justice (we verify this as part of the review process).
- If your organization is not a registered non-profit organization, you are not eligible. You may, however, consider partnering with a local organization that is registered, to apply on behalf of your project.
- Title, objectives, and timelines of your proposal and relevant details about your proposed project.
- Include what kind of impact / outcome your project will have on the community.
- The proposed budget (including revenues and expenditures).
- Include at least 2 support letters.

Questions?

- If you have questions or need assistance writing your proposal, our Grants & Contributions Administration Officer can help you to better understand our programs and to fill out your forms.
- Call us toll free at 1-866-934-2035 or email chfunds@gov.nu.ca
- More detailed information, including our Grants and Contributions Policy and application forms are available on our website: www.ch.gov.nu.ca

Other Government of Nunavut Programs and Services

Please also note that other departments within the Government of Nunavut have Grants and Contributions Programs as well as other forms of support available to Nunavummiut. You can get more information by contacting the appropriate government department or by speaking with your local Government Liaison Officer.

Appendix 9c

Grants & Contributions Programs – Application Form for Heritage Programs



Department of Culture and Heritage

APPLICATION FOR ASSISTANCE GRANTS & CONTRIBUTIONS PROGRAMS

APPLICATION FORM FOR: HERITAGE PROGRAMS

INSTRUCTIONS

1. Application deadline for the first call is January 31st.
2. Please print or type when completing this form.
3. Attach a separate sheet to this application if you need more space.
4. If your organization is registered as a non-profit organization, registration papers must be included with this application.
5. Registered Societies applying must be in good standing with the Legal Registries.
6. You can submit your proposal to chfunds@gov.nu.ca

CONTACT INFORMATION:

Administration Officer, Heritage programs
Department of Culture and Heritage
P.O. Box. 1000, station 800,
Iqaluit, NU X0A 0H0

Phone: (867) 975-5519
Fax: (867) 975-5523 or (867) 975-5504
Toll free number : 1-866-934-2035

Applications submitted to any address other than the ones listed above will not be considered.

Please check the program area you are applying under:

Heritage Programs:

- | | | |
|--|---|---|
| <input type="checkbox"/> Culture & Heritage Grant | <input type="checkbox"/> Community Radio Grant | <input type="checkbox"/> Arts Contributions |
| <input type="checkbox"/> Toponymy Contributions | <input type="checkbox"/> Culture & Heritage Contributions | <input type="checkbox"/> Cultural Communications Programs |
| <input type="checkbox"/> Heritage Facilities Contributions | | |

***NOTE* If you're applying under:**

- Heritage Centre Core Funding
- Archaeology Palaeontology Research Funding
- Library Services Contributions

Please ask the Administrator for a copy of the application form

Preferred Language of Correspondence: Inuit Language (Inuktitut/Inuinnaqtun) English French

Note:

1. Only one proposal per application.
2. Funding received in one year does not guarantee funding in subsequent years.
3. Funding must be spent within the fiscal year for which it was awarded.
4. On-going salaries for permanent employees will not be funded.
5. Successful applicants applying as individuals are responsible for declaring the amount approved as income for income tax purposes.

Page 1 of 7



Department of Culture and Heritage

**APPLICATION FORM FOR:
HERITAGE PROGRAMS**

Section A – CONTACT INFORMATION

Individual ONLY

Applicant's Name:	
Mailing Address :	
Community/Postal Code :	
Phone Number:	
Fax Number :	
Email :	

Note: Successful applicants will be asked to give S.I.N. # and date of birth for payment process.

Organization ONLY

Name or Organization :	
Mailing Address :	
Community :	
Postal Code :	
Phone Number :	
Email :	
Fax Number :	

If your organization is registered as a non-profit organization, please include Certificate of Registration and provide the following :

Registration Number :	
-----------------------	--

Organization contact person:

First Name:	
Last Name:	
Position:	

Alternate Contact person: (For both individual and organization)

First Name:	
Last Name:	
Position:	
Phone Number :	
Email :	
Fax Number :	

Note:

- If your group is not registered, please provide the name of the member in whose name the contribution agreement and cheque are to be issued.



Department of Culture and Heritage

APPLICATION FORM FOR: HERITAGE PROGRAMS

Section B – PROJECT INFORMATION

Name / Title of proposal:

Project Proposal and Schedule: Please describe the intent of your project, how you plan on carrying out your project, and your expected outcome. Be sure to include how your project will benefit Nunavut through either the promotion, preservation of Inuit languages (Inuktitut/Inuinnaqtun) or French. Attach a separate sheet if you need more space. Also state your timeline (expected start and finish dates)

Page 3 of 7



Department of Culture and Heritage

**APPLICATION FORM FOR:
HERITAGE PROGRAMS**

Section B – PROJECT INFORMATION

Project Proposal and Schedule: continued.

Page 4 of 7



Department of Culture and Heritage

APPLICATION FORM FOR: HERITAGE PROGRAMS

Section C - FINANCIAL INFORMATION

Assistance from other sources:

Last financial or other assistance **secured** from any sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (1):			

List financial or other assistance that you have **requested** from sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (2):			
Total all other sources (1) + (2) :			

Previous Support:

Please list any previous financial support you have received from the Department of Culture and Heritage within the last three (3) years.

Funding Year	Name of Project	Dollar Value



Department of Culture and Heritage

APPLICATION FORM FOR : HERITAGE PROGRAMS

Section D - REFERENCES

Letters of support

You must enclose at least two letters of support with your application. Please list below the names of the persons providing the letters of support.

Name	Telephone Number

Applicant's Statement:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I do not have any outstanding commitments resulting from any previous projects funded by the Department of Culture and Heritage or the Government of Nunavut.

Applicant's signature

Date

Witness' signature

Date

Application Checklist:

- Have all sections of application have been completed?
- Has all supporting documentation been attached? (Letters of support and the Certificate of registration for organizations)
- Has the application been signed and witnessed?

To submit your application by mail or by fax, please use the contact information on page 1 of this form.

Appendix 9d

Grants & Contributions Programs – Application Form for Elders and Youth Initiatives Programs



Department of Culture and Heritage

APPLICATION FOR ASSISTANCE GRANTS & CONTRIBUTIONS PROGRAMS APPLICATION FORM FOR: ELDERS AND YOUTH INITIATIVES PROGRAMS

INSTRUCTIONS

1. Application deadline is January 31st.
2. Please print or type when completing this form.
3. Attach a separate sheet to this application if you need more space.
4. If your organization is registered as a non-profit organization, registration papers must be included with this application.
5. Registered Societies applying must be in good standing with the Legal Registries.
6. You can submit your proposal to chfunds@gov.nu.ca

CONTACT INFORMATION:

Administration Officer, Elders and Youth Initiative programs
Department of Culture and Heritage
P.O. Box. 1000, station 800,
Iqaluit, NU X0A 0H0

Phone: (867) 975-5519
Fax: (867) 975-5523 or (867) 975-5504
Toll free number: 1-866-934-2035

Applications submitted to any address other than the ones listed above will not be considered.

Please check the program area you are applying under:

Elders & Youth Initiatives Programs

- | | | |
|--|--|---|
| <input type="checkbox"/> Elder Initiatives Grant | <input type="checkbox"/> Youth Initiatives Grant | <input type="checkbox"/> Elders and Youth Committee Grant |
| <input type="checkbox"/> Elder Initiatives Contributions | <input type="checkbox"/> Youth Initiatives Contributions | <input type="checkbox"/> Elder and Youth Facilities Contributions |

Preferred Language of Correspondence: Inuit Language (Inuktitut/Inuinnaqtun) English French

Note:

1. Only one proposal per application.
2. Funding received in one year does not guarantee funding in subsequent years.
3. Funding must be spent within the fiscal year for which it was awarded.
4. On-going salaries for permanent employees will not be funded.
5. Successful applicants applying as individuals are responsible for declaring the amount approved as income for income tax purposes.



Department of Culture and Heritage

**APPLICATION FORM FOR:
ELDERS AND YOUTH INITIATIVES
PROGRAMS**

Section A – CONTACT INFORMATION

Individual ONLY

Applicant's Name:	
Mailing Address :	
Community/Postal Code :	
Phone Number:	
Fax Number :	
Email :	
Note: Successful applicants will be asked to give S.I.N. # and date of birth for payment process.	

Organization ONLY

Name or Organization :	
Mailing Address :	
Community :	
Postal Code :	
Phone Number :	
Email :	
Fax Number :	
If your organization is registered as a non-profit organization, please include Certificate of Registration and provide the following :	
Registration Number :	

Organization contact person:

First Name:	
Last Name:	
Position:	

Alternate Contact person: (For both individual and organization)

First Name:	
Last Name:	
Position:	
Phone Number :	
Email :	
Fax Number :	

Note:

- If your group is not registered, please provide the name of the member in whose name the contribution agreement and cheque are to be issued.



Department of Culture and Heritage

APPLICATION FORM FOR: ELDERS AND YOUTH INITIATIVES PROGRAMS

Section B – PROJECT INFORMATION

Name / Title of proposal:

Project Proposal and Schedule: Please describe the intent of your project, how you plan on carrying out your project, and your expected outcome. Be sure to include how your project will benefit Nunavut through either the promotion, preservation, in particular, elders/youth or both how will you maintain it. Attach a separate sheet if you need more space. Also state your timeline (expected start and finish dates)

Page 3 of 7



Department of Culture and Heritage

APPLICATION FORM FOR: ELDERS AND YOUTH INITIATIVES PROGRAMS

Section B – PROJECT INFORMATION

Project Proposal and Schedule: continued.

Page 4 of 7



Department of Culture and Heritage

APPLICATION FORM FOR: ELDERS AND YOUTH INITIATIVES PROGRAMS

Section C - FINANCIAL INFORMATION

Assistance from other sources:

Last financial or other assistance **secured** from any sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (1):			

List financial or other assistance that you have **requested** from sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (2):			
Total all other sources (1) + (2) :			

Previous Support:

Please list any previous financial support you have received from the Department of Culture and Heritage within the last three (3) years.

Funding Year	Name of Project	Dollar Value



Department of Culture and Heritage

APPLICATION FORM FOR: ELDERS AND YOUTH INITIATIVES PROGRAMS

Section C – FINANCIAL INFORMATION

Budget:

Provide a detailed budget breakdown indicating all costs by category for the proposal.

Description	Amount

Budget total	
Less funds from other sources (page 5)	
AMOUNT REQUESTED from the Department of Culture and Heritage	



Department of Culture and Heritage

APPLICATION FORM FOR: ELDERS AND YOUTH INITIATIVES PROGRAMS

Letters of support

Section D - REFERENCES

You must enclose at least two letters of support with your application. Please list below the names of the persons providing the letters of support.

Name	Telephone Number

Applicant's Statement:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I do not have any outstanding commitments resulting from any previous projects funded by the Department of Culture and Heritage or the Government of Nunavut.

Applicant's signature

Date

Witness' signature

Date

Application Checklist:

- Have all sections of application have been completed?
- Has all supporting documentation been attached? (Letters of support and the Certificate of registration for organizations)
- Has the application been signed and witnessed?

To submit your application by mail or by fax, please use the contact information on page 1 of this form.

Appendix 9e

Grants & Contributions Programs – Application Form for Official Languages Programs



Department of Culture and Heritage

APPLICATION FOR ASSISTANCE GRANTS & CONTRIBUTIONS PROGRAMS

APPLICATION FORM FOR: OFFICIAL LANGUAGES PROGRAMS

INSTRUCTIONS

1. Application deadline is January 31st.
2. Please print or type when completing this form.
3. Attach a separate sheet to this application if you need more space.
4. If your organization is registered as a non-profit organization, registration papers must be included with this application.
5. Registered Societies applying must be in good standing with the Legal Registries.
6. You can submit your proposal to chfunds@gov.nu.ca

Administration Officer, Official Languages programs
Department of Culture and Heritage
P.O. Box. 1000, station 800,
Iqaluit, NU X0A 0H0

Phone: (867) 975-5516
Fax: (867) 975-5523 or (867) 975-5504
Toll free number 1-866-934-2035

Applications submitted to any address other than the ones listed above will not be considered.

CONTACT INFORMATION:

Please check the program area you are applying under :

Inuit language initiatives

- Promotion and protection of the inuit language (contribution)
- Promotion and protection of the inuit language (grant)

French language initiative

- French development (contribution)
- French language arts and culture development program (contribution)

Language grants and contributions support the efforts of individual and non-profit organizations to promote, protect and preserve Nunavut's languages. Past funding has been awarded for initiative such as children's television programming, publishing Inuit myths & legends, posters, traditional language workshops involving elders and youth, and dictionary and glossary development.

Preferred Language of Correspondence: Inuit Language (Inuktitut/Inuinnaqtun) English French

Note:

1. Only one proposal per application.
2. Funding received in one year does not guarantee funding in subsequent years.
3. Funding must be spent within the fiscal year for which it was awarded.
4. On-going salaries for permanent employees will not be funded.
5. Successful applicants applying as individuals are responsible for declaring the amount approved as income for income tax purposes.

Page 1 of 7



Department of Culture and Heritage

APPLICATION FORM FOR: OFFICIAL LANGUAGES PROGRAMS

Section A – CONTACT INFORMATION

Individual ONLY

Applicant's Name:	
Mailing Address :	
Community/Postal Code :	
Phone Number:	
Fax Number :	
Email :	

Note: Successful applicants will be asked to give S.I.N. # and date of birth for payment process.

Organization ONLY

Name or Organization :	
Mailing Address :	
Community :	
Postal Code :	
Phone Number :	
Email :	
Fax Number :	

If your organization is registered as a non-profit organization, please include Certificate of Registration and provide the following :

Registration Number :	
-----------------------	--

Organization contact person:

First Name:	
Last Name:	
Position:	

Alternate Contact person: (For both individual and organization)

First Name:	
Last Name:	
Position:	
Phone Number :	
Email :	
Fax Number :	

Note:

- If your organization is registered as a non-profit organization, registration papers must be included with this application.
- If your group is not registered, please provide the name of the member in whose name the contribution agreement and cheque are to be issued.



Department of Culture and Heritage

APPLICATION FORM FOR : OFFICIAL LANGUAGES PROGRAMS

Section B – PROJECT INFORMATION

Name / Title of proposal:

Project Proposal and Schedule: Please describe the intent of your project, how you plan on carrying out your project, and your expected outcome. Be sure to include how your project will benefit Nunavut through either the promotion, preservation of Inuit languages (Inuktitut/Inuinnaqtun) or French. Attach a separate sheet if you need more space. Also state your timeline (expected start and finish dates)

Page 3 of 7



Department of Culture and Heritage

**APPLICATION FORM FOR:
OFFICIAL LANGUAGES PROGRAMS**

Section B – PROJECT INFORMATION

Project Proposal and Schedule: continued.

Page 4 of 7



Department of Culture and Heritage

APPLICATION FORM FOR : OFFICIAL LANGUAGES PROGRAMS

Section C - FINANCIAL INFORMATION

Assistance from other sources:

Last financial or other assistance **secured** from any sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (1):			

List financial or other assistance that you have **requested** from sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (2):			
Total all other sources (1) + (2) :			

Previous Support:

Please list any previous financial support you have received from the Department of Culture and Heritage within the last three (3) years.

Funding Year	Name of Project	Dollar Value



Department of Culture and Heritage

APPLICATION FORM FOR : OFFICIAL LANGUAGES PROGRAMS

Section D - REFERENCES

Letters of support

You must enclose at least two letters of support with your application. Please list below the names of the persons providing the letters of support.

Name	Telephone Number

Applicant's Statement:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I do not have any outstanding commitments resulting from any previous projects funded by the Department of Culture and Heritage or the Government of Nunavut.

Applicant's signature

Date

Witness' signature

Date

Application Checklist:

- Have all sections of application have been completed?
- Has all supporting documentation been attached? (Letters of support and the Certificate of registration for organizations)
- Has the application been signed and witnessed?

To submit your application by mail or by fax, please use the contact information on page 1 of this form.

Appendix 9f

Grants & Contributions Programs – Application Form for Inuit Qaujimaqatungit Programs



Department of Culture and Heritage

APPLICATION FOR ASSISTANCE GRANTS & CONTRIBUTIONS PROGRAMS APPLICATION FORM FOR: INUIT QAUJIMAJATUQANGIT PROGRAMS

INSTRUCTIONS

1. Application deadline for the first call is January 31st.
2. Please print or type when completing this form.
3. Attach a separate sheet to this application if you need more space.
4. If your organization is registered as a non-profit organization, registration papers must be included with this application.
5. Registered Societies also must be in good standing with the Legal Registries
6. You can submit your proposal to chfunds@gov.nu.ca

CONTACT INFORMATION:

Administration Officer, Inuit Qaujimaqatungit
Department of Culture and Heritage
P.O. Box. 1000, station 800,
Iqaluit, NU X0A 0H0

Phone: (867) 975-5516
Fax: (867) 975-5523 or (867) 975-5504
Toll free number 1-866-934-2035

Applications submitted to any address other than the ones listed above will not be considered.

INUIT QAUJIMAJATUQANGIT

The Inuit Societal Values funding program is to strengthen elders' roles in the process of addressing social and community well-being issues through Inuit Inuusilirijjusingit.

Preferred Language of Correspondence: Inuit Language (Inuktitut/Inuinnaqtun) English French

Note:

1. Only one proposal per application.
2. Funding received in one year does not guarantee funding in subsequent years.
3. Funding must be spent within the fiscal year for which it was awarded.
4. On-going salaries for permanent employees will not be funded.
5. Successful applicants applying as individuals are responsible for declaring the amount approved as income for income tax purposes.

Page 1 of 7



Department of Culture and Heritage

**APPLICATION FORM FOR:
INUIT QAUJIMAJATUQANGIT
PROGRAMS**

Section A – CONTACT INFORMATION

Individual ONLY

Applicant's Name:	
Mailing Address :	
Community/Postal Code :	
Phone Number:	
Fax Number :	
Email :	
Note: Successful applicants will be asked to give S.I.N. # and date of birth for payment process.	

Organization ONLY

Name or Organization :	
Mailing Address :	
Community :	
Postal Code :	
Phone Number :	
Email :	
Fax Number :	
If your organization is registered as a non-profit organization, please include Certificate of Registration and provide the following :	
Registration Number :	

Organization contact person:

First Name:	
Last Name:	
Position:	

Alternate Contact person: (For both individual and organization)

First Name:	
Last Name:	
Position:	
Phone Number :	
Email :	
Fax Number :	

Note:

- If your group is not registered, please provide the name of the member in whose name the contribution agreement and cheque are to be issued.



Department of Culture and Heritage

**APPLICATION FORM FOR: INUIT
QAUJIMAJATUQANGIT
PROGRAMS**

Section B – PROJECT INFORMATION

Name / Title of proposal:

Project Proposal and Schedule:

Please describe the intent of your project, how you plan on carrying out your project, and your expected outcome. Be sure to include how your project will benefit Nunavut through either the promotion, preservation of Inuit languages (Inuktitut/Inuinnaqtun) or French. Attach a separate sheet if you need more space. Also state your timeline (expected start and finish dates)

Page 3 of 7



Department of Culture and Heritage

**APPLICATION FORM FOR: INUIT
QAUJIMAJATUQANGIT
PROGRAMS**

Section B – PROJECT INFORMATION

Project Proposal and Schedule: continued.

Page 4 of 7



Department of Culture and Heritage

APPLICATION FORM FOR: INUIT QAUJIMAJATUQANGIT PROGRAMS

Section C - FINANCIAL INFORMATION

Assistance from other sources:

Last financial or other assistance **secured** from any sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (1):			

List financial or other assistance that you have **requested** from sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (2):			
Total all other sources (1) + (2) :			

Previous Support:

Please list any previous financial support you have received from the Department of Culture and Heritage within the last three (3) years.

Funding Year	Name of Project	Dollar Value



Department of Culture and Heritage

**APPLICATION FORM FOR: INUIT
QAUJIMAJATUQANGIT
PROGRAMS**

Section C – FINANCIAL INFORMATION

Budget:

Provide a detailed budget breakdown indicating all costs by category for the proposal.

Description	Amount

Budget total	
Less funds from other sources (page 5)	
AMOUNT REQUESTED from the Department of Culture and Heritage	



Department of Culture and Heritage

APPLICATION FORM FOR: INUIT QAUJIMAJATUQANGIT PROGRAMS

Letters of support

Section D - REFERENCES

You must enclose at least two letters of support with your application. Please list below the names of the persons providing the letters of support.

Name	Telephone Number

Applicant's Statement:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I do not have any outstanding commitments resulting from any previous projects funded by the Department of Culture and Heritage or the Government of Nunavut.

Applicant's signature

Date

Witness' signature

Date

Application Checklist:

- Have all sections of application have been completed?
- Has all supporting documentation been attached? (Letters of support and the Certificate of registration for organizations)
- Has the application been signed and witnessed?

To submit your application by mail or by fax, please use the contact information on page 1 of this form.

Appendix 9g

Programs – Application Form for Private Sector



Department of Culture and Heritage

APPLICATION FOR ASSISTANCE GRANTS & CONTRIBUTIONS PROGRAMS

APPLICATION FORM FOR: PRIVATE SECTOR INUKTUT SUPPORT PROGRAM

INSTRUCTIONS

1. Application deadline: Open all year.
2. Please print or type when completing this form.
3. Attach a separate sheet to this application if you need more space.
4. If your organization is registered as a non-profit organization, registration papers must be included with this application.
5. Registered Societies applying must be in good standing with the Legal Registries.
6. You can submit your proposal to chfunds@gov.nu.ca

Administration Officer, Official Languages programs
Department of Culture and Heritage
P.O. Box. 1000, station 800,
Iqaluit, NU X0A 0H0

Phone: (867) 975-5516
Fax: (867) 975-5523 or (867) 975-5504
Toll free number 1-866-934-2035

Applications submitted to any address other than the ones listed above will not be considered.

PROGRAM DESCRIPTION:

Under the *Inuit Language Protection Act*, the definition of private sector organizations includes corporations, partnerships, sole-proprietorships, societies, associations, cooperatives, unions or any other non-government entities operating in Nunavut.

This new grant program called “Inuktuuriaqarniq Namminiqaqatqinut” (Private Sector Inuktut Support Program) provides grants to private sector organizations operating in Nunavut (up to a maximum \$5,000), subject to the terms of the approved Inuktuuriaqarniq Namminiqaqatqinut grant policy.

Preferred Language of Correspondence: Inuit Language (Inuktitut/Inuinnaqtun) English French

Note:

1. Only one application per year will be eligible.
2. Funding received in one year does not guarantee funding in subsequent years.
3. Funding must be spent within the fiscal year for which it was awarded.
4. The maximum grant that can be awarded is \$5,000.

Eligibility

Eligibility is restricted to private sector organizations operating in Nunavut as defined in the *Inuit Language Protection Act*.

In addition, private sector organizations operating in Nunavut must also:

- Maintain a registered office in Nunavut on an annual basis for the primary purpose of operating the subject business;
- Maintain a Resident Manager within Nunavut; and
- Undertake the majority of its day-to-day operations within Nunavut.

Page 1 of 5



Department of Culture and Heritage

**APPLICATION FORM FOR:
PRIVATE SECTOR INUKTUT SUPPORT PROGRAM**

SECTION A – CONTACT INFORMATION

Organization

Name or Organization :	
Type of Eligible Organization:	
Number of Employees:	
Mailing Address :	
Location of Registered Office in Nunavut:	
Communities Served:	
Postal Code :	
Phone Number :	
Email :	
Fax Number :	
If your organization is registered as a non-profit organization, please include Certificate of Registration and provide the following:	
Registration Number :	

Organization contact person:

First Name:	
Last Name:	
Position:	
Contact Number:	
Email Address:	

Alternate Contact person:

First Name:	
Last Name:	
Position:	
Contact Number:	
Email address:	

Note:

- If your organization is registered as a non-profit organization, registration papers must be included with this application.



Department of Culture and Heritage

**APPLICATION FORM FOR:
PRIVATE SECTOR INUKTUT SUPPORT PROGRAM**

SECTION B – PROJECT INFORMATION

Name / Title of proposal:

Project Proposal and Schedule: Please describe the intent of your project, how you plan on carrying out your project, and your expected outcome. Be sure to include how your project will improve your organizations compliance with the legal requirements of the *Inuit Languages Protection Act*.

Project Description:

Timeline for Completion of Activities:

Page 3 of 5



Department of Culture and Heritage

**APPLICATION FORM FOR:
PRIVATE SECTOR INUKTUT SUPPORT PROGRAM**

SECTION C – FINANCIAL INFORMATION

Assistance from other sources:

Last financial or other assistance **secured** from any sources other than the Department of Culture and Heritage.

Name of Source	Contact Name	Telephone	Dollar Value
TOTAL (1):			

Previous Support:

Please list any previous financial support you have received from the Department of Culture and Heritage within the last three (3) years.

Funding Year	Name of Project	Dollar Value

Budget:

Provide a detailed budget breakdown indicating all costs by category for the proposal.

Description	Amount

Budget total	
Less funds from other sources (page 5)	
AMOUNT REQUESTED from the Department of Culture and Heritage	



Department of Culture and Heritage

**APPLICATION FORM FOR:
PRIVATE SECTOR INUKTUT SUPPORT PROGRAM**

SECTION D - REFERENCES

Letters of support

You must enclose at least two letters of support with your application. Please list below the names of the persons providing the letters of support.

Name	Telephone Number

Applicant's Statement:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I do not have any outstanding commitments resulting from any previous projects funded by the Department of Culture and Heritage or the Government of Nunavut.

Applicant's signature

Date

Witness' signature

Date

Application Checklist:

- Have all sections of application have been completed?
- Has all supporting documentation been attached? (Letters of support and the Certificate of registration for organizations)
- Has the application been signed and witnessed?

To submit your application by mail or by fax, please use the contact information on page 1 of this form.

Kakivak Association (Baffin Region)



Kakivak Association administers Federal Funding to day cares for Inuit children in the Qikiqtani region and provides administrative support to day cares.

As stated on the Kakivak website:

Childcare Programs

The goal of the Kakivak childcare program is to provide quality, culturally sensitive and regulated childcare to Inuit parents who are working, studying or participating in the traditional economy. This is done through direct support to approved childcare organizations in the following categories:

- Attendance-based Operations and Maintenance Funding
- Basic Operations and Maintenance Funding
- Inuit Staff Incentives for Eligible Childcare Organizations (http://www.kakivak.ca/en/cyd_programs).

As stated on the Kakivak annual Reminder Newsletter:

It is very important to send in all of the required quarterly claims throughout the year in which you receive funding. If you receive funding from *April 1, 2017 – March 31st, 2018*, your centre is required to submit all of these claims by **April 30th, 2018**. Kakivak may

assume that your childcare centre does not need the funding and will begin the process of cancelling funding accessibility for the following year.

If your centre is not able to submit claims by the end of April, notify the Kakivak office.

If you need any assistance completing your claims, please call the Kakivak Association or go to your local Community Liaison Officer in your home community for support.

Kakivak Year-End Financial Statement Reporting requirements are required every year after the March 31st fiscal year. If your childcare centre receives financial assistance from Kakivak, you are required to report on the previous year finances. With these reporting requirements, you need to submit:

- Annual Financial Statement (signed by two of the officers – President and Treasurer – from your centre.
- Copies of your current board list
- Copy of your Operating License
- Copy of Insurance policy
- Letter of Good Standing from the Legal registrar office

For assistance please contact:

Kakivak Association

Toll free: 1-800-561-0911

Phone: 867-979-0911


Fax: 867-979-3707

www.kakivak.ca


The *Kakivak Association Inuit Child Care Program – Parent Declaration Form* is attached for your reference.

 Please see: Appendix 10a: Kakivak Association Inuit Child Care Program – Parent Declaration Form


The *Kakivak Child Care Funding Application Form 2017-18* is attached for your reference.

 Please see: Appendix 10b: Kakivak Child Care Funding Application Form 2017-18


We have attached an example of the *Tumikuluit Daycare – Kakivak Child Care Funding Application (2017)* for your reference.

 Please see: Appendix 10c: Tumikuluit Daycare - Kakivak Child Care Funding Application [2017]

The *Kakivak Child Care Center Quarterly Report Form* is attached for your reference.

 Please see: Appendix 10d: Kakivak Child Care Center Quarterly Report Form

We have attached an example of the *Tumikuluit Daycare – Kakivak Child Care Quarterly Report (2017)* for your reference.

 Please see: Appendix 10e: Tumikuluit Daycare – Kakivak Child Care Quarterly Report [2017]

Kakivak Association Inuit Child Care Program – Parent Declaration Form



Kakivak Association Inuit Child Care Program - Parent Declaration Form- Iqaluit Inuktitut Daycare

Kakivak's Child Care Program reduces the cost of Child Care at licensed Qikiqtani Child Care Centers for Eligible Inuit Parents who are working, studying or participating in traditional economies.

This Declaration Form summarizes Kakivak's Child Care Policy. It is not a complete representation of the Child Care Policy. In the event of dispute, the Child Care Policy shall be used to interpret the individual's or the Childcare's center's eligibility for funding under Kakivak's Child Care Funding Program.

The Child Care Centre receives financial assistance based on the terms of its contract with Kakivak. Under the terms of the contract, the Child Care Centre must review a completed Parent Declaration form to determine parents' eligibility under the program. Parents are not eligible for reduced Childcare rates until this Declaration is completed and reviewed. Parents may only register for the reduced rates for the current quarter. Kakivak does not permit retroactive reduction of rates. The completed declaration forms will be kept on file by the Child Care Centre and made available to Kakivak Association on request.

Only Inuit parents who are working, studying or participating in traditional economies are eligible to register for Kakivak's Child Care Program. Traditional economies may include hunting, fishing, carving, and other arts and crafts that contribute to the economic welfare of the family.

The Inuit parent who is working or studying or participating in the traditional economy must register with the Child Care Centre & sign the declaration form. If you are a non-Inuit parent or guardian you do not qualify for childcare fee reduction under Kakivak's program. We suggest you apply for the Government of Nunavut Day Care Subsidy.

Parents who qualify for the Kakivak's Child Care Program will have their Child Care Fees reduced by a set rate of **\$19.00 per Day** Once registered with the Child Care Centre, parents will be required to pay only the reduced portion of the Child Care Fees.

The Child Care Centre Manager or an individual or committee appointed by the Center's board, will use the information you provide on this form and Kakivak's Child Care Policy to determine your Eligibility for a reduction in your child care fees. You may ask to see the Child Care Policy when you return the Declaration form to the Child Care Centre.

If you have low household income (less than \$30,000/year), we recommend that you apply for the GN daycare subsidy. The GN subsidy program considers both your household income and your household expenses. With the GN Program you could qualify for up to 100% Subsidy of Child Care fees. If you choose to apply for the GN subsidy, you cannot register for the Kakivak Child Care Program. If the GN does not approve your subsidy application, then you may apply for the Kakivak Program.

Kakivak Association Inuit Child Care Program - Parent Declaration Form

Kakivak's Child Care Program reduces the cost of Child Care at licensed Qikiqtani Child Care Centers for Eligible Inuit Parents who are working, studying or participating in traditional economy.

Child Care Centre Name: _____ Community: _____

This form must be completed each school year. If your employment/student status changes you must complete a new declaration form.

To be completed by Eligible Inuit parent or legal guardian who is registering for the Kakivak Child Care program and is working, studying or participating in the traditional economy.

Name _____ Phone No. _____

Mailing Address: _____

Are you Working? Yes No Job Title _____ or Studying? Yes No Full time or Part time?

Name of Employer or Educational Institution _____

Are you a single parent? Yes No

If separated, do you have care and Legal custody of the children that you are registering? Does not apply Yes No

If there is a second parent living with the children, then the second parent must also be working, studying or participating in the traditional economy. The second parent may be Inuit or non-Inuit. **Information about second parent:**

Name _____ Phone No. _____

Mailing Address: _____

Are you Working, Studying or participating in the traditional economy? Yes No Full time or Part time?

Name of Employer or Educational Institution _____
 If separated, do you have care and custody of the children that you are registering? Does not apply Yes No

Name of child(ren) enrolled in the Childcare Center	Age	Date of Registration

Is either parent receiving subsidy or applied for Childcare User Subsidy from for the Government of Nunavut for the time covered by this declaration? Yes No
 (You may not register for childcare program with Kakivak Association if you have applied for childcare user subsidy from the Government of Nunavut. If the GN does not approve your subsidy application, then you may register for the Kakivak Program.)

It is agreed that Kakivak Association may share all information that we provide to it, with the Government of Nunavut, and all other agencies/boards that are named, or are known to provide child care financial assistance, and such agencies/boards may also use such information for any reasonable purpose related to social assistance planning/evaluating of child care financial assistance programs.
 It is agreed that Kakivak Association may share all information that we provide to it, with all agencies providing funding to Kakivak, including the Government of Canada, and we agree that these agencies may use such information for any purpose related to social assistance planning and/or evaluating programs funded through Kakivak.

It is agreed that all information provided is complete and accurate. The parents or legal guardians understand that all information provided may be verified for accuracy. It is agreed that the parents' employers and /or educational institution may be contacted to verify information. Intentional misrepresentations may constitute fraud and the delivery of inaccurate information may render the parent liable to repayment of funds and/or disqualification for receiving future financial assistance.

Name of Parent/Legal Guardian: _____ Name of Parent/Legal Guardian: _____
 Signature: _____ Signature: _____
 Child Care Manager's Signature: _____ Date: _____

Appendix 10b

Kakivak Child Care Funding Application Form 2017-18

KAKIVAK ASSOCIATION CHILD CARE FUNDING



APPLICATION FORM 2017-18

1. The Applicant Child Day Care Centre Name and Address (the “Child Care Centre”),

Name of Child Care Centre

Building Number _____, Post Office Box Number _____

Community _____, Postal Code _____

We wish to apply to Kakivak Association (“Kakivak”) to receive funding under Kakivak’s Child Care Policy (the “Policy”) for the period of **April 1, 2017 to March 31, 2018**.

2. Information Required by Kakivak Association to Determine Funding Eligibility and Funding Levels

a) These are the fees we charge to parents for Child Care services:

	Number of Licensed Spaces	Daily full Time Rate
Infant Spaces		\$
Toddler Spaces		\$
After school Spaces		\$

b) This is the schedule for when the Child Care Organization will be open or closed for the period April 1, 2017 to March 31, 2018.

Operating Schedule	Example	Your Childcare Organization
Days of the week	Monday to Friday	
Hours of operation	9 am to 5 pm daily	
Weeks of Operation between April 1, 2017 & March 31, 2018	April 1/17– June 17/17	
	Jan 3/18- Mar 31/18	

Note: All quarterly reports must be signed by the Manager, Administrator or a member of the Board.

c) Names of the Officers and Manager of the Child Care Organization

Title	Name
Chair	
Vice Chair	
Treasurer	
Manager/Administrator	

Have you attached the following?

- Current proof of good standing with Nunavut Legal Registries.
- A financial statement (signed by two Board of Directors) for the previous year's operation.

If not explain why?

2. I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

DATED at _____ on _____, 2017

(Authorized Signing Officer) (position)

(Authorized Signing Officer) (position)

.....

Kakivak Use Only	
Contract Number	Date Received
#	

Appendix 10c

Tumikuluit Daycare - Kakivak Child Care Funding Application (2017)



KAKIVAK ASSOCIATION CHILD CARE FUNDING



APPLICATION FORM 2017-18

1. The Applicant Child Day Care Centre Name and Address (the "Child Care Centre"),

Igaluit Inuktitut Daycare - Tumikuluit Seppagivik
Name of Child Care Centre

Building Number 1033, Post Office Box Number 1629

Community Igaluit, Postal Code X0A 0M0

We wish to apply to Kakivak Association ("Kakivak") to receive funding under Kakivak's Child Care Policy (the "Policy") for the period of **April 1, 2017 to March 31, 2018.**

2. Information Required by Kakivak Association to Determine Funding Eligibility and Funding Levels

a) These are the fees we charge to parents for Child Care services:

	Number of Licensed Spaces	Daily full Time Rate
Infant Spaces	4.	\$ 33.00
Toddler Spaces	16.	\$ 33.00
After school Spaces		\$

b) This is the schedule for when the Child Care Organization will be open or closed for the period April 1, 2017 to March 31, 2018.

Operating Schedule	Example	Your Childcare Organization
Days of the week	Monday to Friday	Monday - Friday
Hours of operation	9 am to 5 pm daily	8:00am - 5:30pm
Weeks of Operation between April 1, 2017 & March 31, 2018	April 1/17 - June 17/17	April 1/17 - Dec 22/17
	Jan 3/18 - Mar 31/18	Jan 3/18 - March 31/18

Note: All quarterly reports must be signed by the Manager, Administrator or a member of the Board.

c) Names of the Officers and Manager of the Child Care Organization

Title	Name
Chair	Laakkuluk Williams-Bathory
Vice Chair	Melanie Netser
Treasurer	David Lawson
Manager/Administrator	Noodloo Peter

Have you attached the following?

<input checked="" type="checkbox"/> Current proof of good standing with Nunavut Legal Registries. <input checked="" type="checkbox"/> A financial statement (signed by two Board of Directors) for the previous year's operation.
--

If not explain why?

2. I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

DATED at 17 on May, 2017

_____, (Authorized Signing Officer) _____ (position)

_____, (Authorized Signing Officer) _____ (position)

Kakivak Use Only	
Contract Number	Date Received
#	

Appendix 10d

Kakivak Child Care Center Quarterly Report Form

Appendix A: Childcare Center Quarterly Report
Childcare Center Quarterly Report for Kakivak Association



Childcare Center _____ Community _____
 Please indicate period covered: _____ April- June _____ July-Sept.
 _____ Oct. – Dec. _____ Jan.- March

1. Quarterly Attendance Information

	Infant & Preschool		After School/ Part Time		Total
Actual quarterly attendance by all children (Inuit & non-Inuit)	<input type="text"/>	A	<input type="text"/>	A	<input type="text"/> A
Actual quarterly attendance of Children of Non-Inuit Parents	<input type="text"/>	B	<input type="text"/>	B	<input type="text"/> B
Actual quarterly attendance by children of Inuit parents receiving the GN or Other Subsidy	<input type="text"/>	C	<input type="text"/>	C	<input type="text"/> C
Actual quarterly attendance by children of Inuit parents registered for the Kakivak Childcare Program	<input type="text"/>	D	<input type="text"/>	D	<input type="text"/> D
Total quarterly attendance by children of Inuit parents (=C+D)	<input type="text"/>	E	<input type="text"/>	E	<input type="text"/> E
Total Quarterly Attendance by Children of Inuit Parents for Infant & Pre School plus After School			<input type="text"/>	F	<input type="text"/> F

Enrolment of Children:

Total Number of Inuit Children	Total Number of all Children
---------------------------------------	-------------------------------------

2. Quarterly Cultural, Language, Special Needs Program Support Costs

1				
2				
3				
4				

3. Quarterly Operational Equipment, Worker Training Costs

1				
2				
3				
4				

	4. Name of Child	Parents Names	Date of Registration	Date Child Left
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

All eligible Inuit Parents have completed declaration forms for the current year and have them on file at the Childcare Center. The Childcare Center agrees to submit financial statements to Kakivak as of March 31st.

Authorized Signature _____ Date _____

Kakivak Use Only
Contract # _____ Date Received _____

Appendix 10e

Tumikuluit Daycare – Kakivak Child Care Quarterly Report (2017)

Appendix A: Childcare Center Quarterly Report

Childcare Center Quarterly Report for Kakivak Association



Childcare Center_Tumikuluit Saipaaqivik Community_Iqaluit_____

Please indicate period covered: ___ April- June ___x_ July-Sept.
 _____ Oct. – Dec. _____ Jan.- March

1. Quarterly Attendance Information

	Infant & Preschool		After School/ Part Time		Total	
Actual quarterly attendance by all children (Inuit & non-Inuit)	1029.5	A	162.5	A	1192	A
Actual quarterly attendance of Children of Non-Inuit Parents		B		B		B
Actual quarterly attendance by children of Inuit parents receiving the GN or Other Subsidy		C		C		C
Actual quarterly attendance by children of Inuit parents registered for the Kakivak Childcare Program	1029.5	D	162.5	D	1192	D
Total quarterly attendance by children of Inuit parents (=C+D)	1029.5	E	162.5	E	1192	E
Total Quarterly Attendance by Children of Inuit Parents for Infant & Pre School plus After School				F	1192	F

Enrolment of Children:

Total Number of Inuit Children	21	Total Number of all Children	21
---------------------------------------	-----------	-------------------------------------	-----------

2. Quarterly Cultural, Language, Special Needs Program Support Costs

1				
2				

3. Quarterly Operational Equipment, Worker Training Costs

1	Staff 1 _____		Total hrs:	530
2	Staff 2 _____		Total hrs	520
3	Staff 3 _____		Total hrs	209.5
4	Staff 4 _____		Total hrs	449
5	Staff 5 _____		Total hrs	212.75
6	Staff 6 _____		Total hrs	507.95
7	Staff 7 _____		Total hrs	112.85
8	Staff 8 _____		Total hrs	311.05
9	Staff 9 _____		Total hrs	91.5
10	Staff 10 _____		Total hrs	20.5
11	Staff 11 _____		Total hrs	14

	4. Name of Child	Parents Names	Date of Registration	Date Child Left
1	Child 1 _____		April 2015	n/a
2	Child 2 _____		April 2015	n/a
3	Child 3 _____		April 2015	n/a
4	Child 4 _____		March 2, 2015	n/a
5	Child 5 _____		September 2015	n/a
6	Child 6 _____		July 2014	n/a
7	Child 7 _____		July 3, 2014	n/a
8	Child 8 _____		September 22, 2014	n/a
9	Child 9 _____		August 2015	January 27, 2017
10	Child 10 _____		September 2013	n/a
11	Child 11 _____		September 2013	n/a
12	Child 12 _____		September 16, 2014	n/a
11	Child 13 _____		September 2, 2014	n/a
12	Child 14 _____		September 2010	n/a
13	Child 15 _____		August 2012	October 14, 2016
14	Child 16 _____		September 2015	n/a
15	Child 17 _____		September 2015	n/a

All eligible Inuit Parents have completed declaration forms for the current year and have them on file at the Childcare Center. The Childcare Center agrees to submit financial statements to Kakivak as of March 31st.

Authorized Signature _____ Date _____

Contract # _____	Kakivak Use Only
	Date Received _____

Kitikmeot Inuit Association (Kitikmeot Region)



The Kitikmeot Inuit Association administers federal funding to day cares and provides administrative support.

As stated on the Kitikmeot Inuit Association website:

KIA believes a strong Inuit cultural foundation is vital to Inuit well-being. Therefore, the purpose of the Inuit Initiatives Fund is to provide funding in support of initiatives that support, enhance or promote Inuit culture and wellness.

Inuit Initiatives Fund

The objective of the *Inuit Initiatives Fund* is to support:

- Cultural initiatives including community cultural and traditional events; and
- Wellness initiatives including recreation, sports and social events; and
- Other related initiatives that benefit Inuit in the Kitikmeot region.

Applications will be considered on a case-by-case basis; however a focus of eligible initiatives must support, enhance or promote Inuit culture and wellness. (https://kitia.ca/sites/default/files/kia_initiatives_fund_tor-1.pdf).

The Kitikmeot Inuit Association Initiatives Fund explores programming for cultural initiatives such as events or activities involving traditional skills, etc. If your childcare centre would like to enhance your cultural programming, perhaps this area of funding can be explored in your community (<https://kitia.ca/node/19>).

The *Kitikmeot Inuit Association Initiatives Fund Terms of Reference* is attached here for your reference.



Please see: Appendix 11a: Kitikmeot Inuit Association Initiatives Fund

The *Kitikmeot Inuit Association Initiatives Fund Application Instructions* is attached here for your reference.



Please see: Appendix 11b: Kitikmeot Inuit Association Initiatives Fund Application Instructions

The *Kitikmeot Inuit Association Initiatives Fund Application Form* is attached here for your reference.



Please see: Appendix 11c: Kitikmeot Inuit Association Initiatives Fund Application Form


The *Kitikmeot Inuit Association Final Funding Report* is attached here for your reference.



Please see: Appendix 11d: Kitikmeot Inuit Association Initiatives Fund Final Funding Report

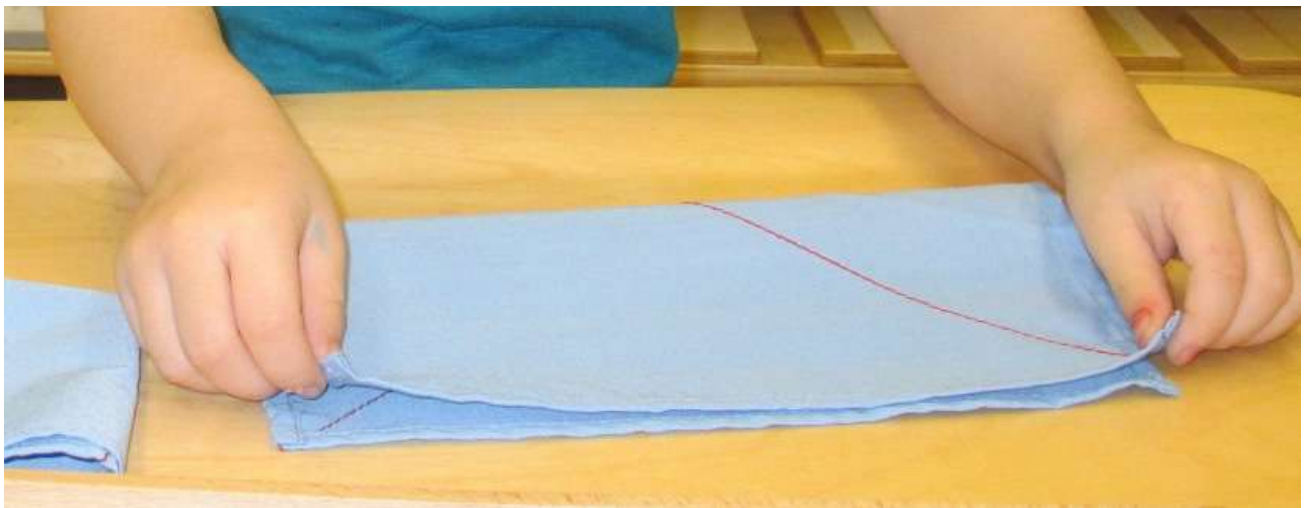
Kitikmeot Salary Submission Form

The Kitikmeot Salary Submission Form is required to send into the Childcare Coordinator at the Kitikmeot Inuit Association for benefits for Daycare workers. A completed form can offer wage subsidies, partial payroll payments training assistance and employee related costs. Childcare centres can write a letter to attach to this form upon submission. Please see attached Kitikmeot Inuit Association Salary Submission Form for your reference:

 Please see: Appendix 11e: Kitikmeot Inuit Association Salary Submission Form

The Salary Submission form can be sent to:

Lena Egotak
Childcare Coordinator/ASETS Finance
Kitikmeot Inuit Association
Cambridge Bay, Nunavut
Phone: 867-983-2458 Ext. 253
Fax: 867-983-2701
Email: childcare@kitia.ca



Kitikmeot Inuit Association Initiatives Fund



Kitikmeot Inuit Association
Kitikmeot Inuit Katuyikatigit
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Kitikmeot Inuit Association Inuit Initiatives Fund Terms of Reference

Background

The Kitikmeot Inuit Association (KIA) has entered into *Impact and Benefits Agreements* with various mining companies. These agreements provide funding, which KIA administers through the *Funding Allocation Policy*. Pursuant to the policy KIA has established an *Inuit Initiatives Fund* to support Kitikmeot beneficiaries and groups with cultural and wellness initiatives. The KIA administers the Inuit Initiatives Fund through the *KIA Allocation Committee*.

Purpose

KIA believes a strong Inuit cultural foundation is vital to Inuit well-being. Therefore, the purpose of the Inuit Initiatives Fund is to provide funding in support of initiatives that support, enhance or promote Inuit culture and wellness.

Objective

The objective of the *Inuit Initiatives Fund* is to support:

- Cultural initiatives including community cultural and traditional events; and
- Wellness initiatives including recreation, sports and social events; and
- Other related initiatives that benefit Inuit in the Kitikmeot region.

Eligible Initiatives

Applications will be considered on a case-by-case basis; however a focus of eligible initiatives must support, enhance or promote Inuit culture and wellness.

Ineligible Initiatives

Initiatives that do not meet the Inuit Initiatives Fund objectives will not be considered. As well, the following activities would not normally be considered:

- Individual "hunter support"
- Capital including buildings, vehicles, boats, etc

Eligible Applicants

Eligible applicants include:

- Individual Inuit who are registered beneficiaries, pursuant to Article 35 of the NLCA and are associated with one of the Kitikmeot communities.
- Organizations, committees and groups whose membership is comprised of a minimum of 80% Inuit beneficiaries from the Kitikmeot region.

Contribution Levels and Criteria

General contribution levels and criteria include:

- contributions will not normally exceed \$20,000.00
- all applicants must demonstrate equity or third party funding from other organizations, government funding, or fund raising activities
- all applicants must demonstrate how the initiative supports, enhances or promotes Inuit culture and wellness
- applicants seeking more than \$10,000.00 must demonstrate benefits accruing to a broad group of Inuit living in the Kitikmeot region.

Specific contribution levels and criteria include:

- non-traditional sports or recreation initiatives for Youth are eligible for a maximum \$10,000 upon application with requirement that 25% of total funding required be raised separately (fund raising, etc)
- non-traditional sports or recreation initiatives for Adults are eligible for a maximum \$10,000 upon application with requirement that 50% of funding required be raised separately (fund raising, etc)
- Kitikmeot Hamlets are eligible for:
 - \$5,000 for Spring Carnivals upon application that demonstrates funds will be used to support, enhance or promote Inuit culture and wellness
 - \$500 for Christmas events upon application
- Kitikmeot schools are eligible for \$500 for school events (science fairs, etc) with a limit once per year per school per application.

Application Process

Applications to the Inuit Initiatives Fund may be made at any time of the year. Applications should include supporting documentation including sources of equity or third party funding. For more information and to submit completed applications contact:

- *Your local KIA Community Liaison Officer, or*
- *KIA Department of Beneficiary Services in Cambridge Bay @ (867) 983-2458*

Authority and Accountability

Allocation Committee

The Allocation Committee is comprised of two members of the KIA Board and KIA staff involved in the review of applications. The Funding Allocation Committee is accountable to the KIA Board for timely review and decisions on applications, and monitoring results.

Applicants

Applicants receiving a contribution from the Inuit Initiative Fund will be required to:

- sign a contribution agreement acknowledging receipt of the contribution;
- upon completion of the initiative submit to the Department of Beneficiary Services:
 - a final report detailing the initiative supported, enhanced or promoted Inuit culture and wellness;
 - photos, videos or documents/reports completed during the initiative; and
 - a financial accounting of how the contribution was spent.

Failure to comply with these conditions may affect applicant success in accessing future KIA program funding.

Appeals

Individuals dissatisfied with a decision made by the Allocation Committee may appeal the decision. Appeals must be made within thirty (30) days to both the Allocation Committee and President of the KIA, whose joint decision is final.

Right of KIA

Nothing in these terms of reference is intended to guarantee a certain outcome or commitment on the part of KIA. KIA reserves the right to change the terms of reference and funding limits as they see fit.

Appendix 11b

Kitikmeot Inuit Association Initiatives Fund Application Instructions

How to fill out Inuit Initiative Fund Application

Name: Who they would like their cheque made out to:

Mailing: Where they would like their cheque mailed to:

A) Project Description:

- 1) Purpose of this project(they should check off one of the initiative)
- 2) Describe their project
- 3) Where this project/program will take place and who will be their audience
- 4) i) List all their supporters:
ii) They must attach all letter of support to this application:

B) Estimated Project Cost:

Appendix 11c

Kitikmeot Inuit Association Initiatives Fund Application Form



APPLICATION KIA Inuit Initiatives Fund

I am applying as the following:

<input type="checkbox"/> Organization # _____ % _____ # of Members & percent of NLCA Beneficiaries	<input type="checkbox"/> Business _____ NTI Business #	<input type="checkbox"/> Individual _____ NLCA Beneficiary #
---	---	---

Name (organization, business or individual): _____

Mailing Address, Community, Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

A. Project Description:

This purpose of this application is to support the following. *(Check one or more.)*

- Inuit cultural initiatives, including community cultural and traditional events
- Inuit wellness initiatives, including recreations, sports and social events
- Other (specify): _____

1) Please provide a brief description of the initiative for which you are requesting support. If necessary, please append addition information to this application form.

2) Project Start Date: _____ Project End Date: _____

3) Where will the initiative be undertaken and who is the expected audience?

4) i. Please list supporters of your initiative.

ii. Please attach letters of support.

iii. Please name administrator, work title and phone number who will be filling your final report.

B. Estimated Project Costs:

Item	Details (#people, unit cost, etc)	Amount
Travel		\$
Other (provide details)		\$
Other (provide details)		\$
Other (provide details):		\$
Other (provide details)		\$
Total Project Costs:		\$

C. Sources of Funding

	Details	Amount
Total Project Costs:		\$
Applicant's Equity (25% or more)		\$
Other Funding Source		\$
Other Funding Source		\$
Amount Requested from KIA		\$

D. Project Benefits

1) How many participants will be assisted by this initiative?

2) How does your initiative contribute to Inuit culture and/or wellness?

3) a. How many people will your project employ? _____ For how long? _____

b. How many Inuit will your project employ? _____ For how long? _____

4) a. How many people will your project train? _____ Type of Training: _____

b. How many Inuit will your project train? _____ Type of Training: _____

5) Is this a Pan-Regional initiative (please refer to *Inuit Initiative Terms of Reference* for further detail)?
If yes, please elaborate how all Kitikmeot communities can benefit the initiative.

F. Applicant Signature

I do swear that I have personal knowledge of the information discussed in this application. To the best of my knowledge, all statements made and materials provided by or on behalf of the undersigned are true and correct.

Signed this _____ day of _____, 20____, in _____.

Signature of Applicant & Date

Witness signature & Date

G. Application Process

Application for the KIA Inuit Initiatives Fund can be made at any time of the year. Applications should include supporting documentations including plans, quotes, research, letters of commitment, etc. For more information contact:

- *Your local KIA Community Liaison Officer, or*
- *KIA Department of Beneficiary Services in Cambridge Bay @ Ph: (867) 983-2358*

Submit completed applications to either your local KIA Community Liaison Officer or:

*Department of Beneficiary Services
Kitikmeot Inuit Association
Box 18,
Cambridge Bay, Nunavut, X0B 0C0
Ph: (867) 983-2458 Fax: (867) 983-2701*

Appendix 11d

Kitikmeot Inuit Association Initiatives Fund Final Funding Report



Final Funding Project Report

Name of Applicant:	
Project Name:	
Address:	Phone:
Contact Person:	Email:

Total Contribution approved: _____

1. Description of Project:

2. Participation:

Participant Group	Number of Participants
Elders (65+)	
Youths (25 or younger)	
Women	
Men	

3. Rationale:

What worked well?

What improvements would you make if you were to run this project again?

Were the desired goals/results achieved?

Receipts : (Please attach all receipts, vouchers, etc.)

Receipt #	Description:	Amount:

Total amount of receipts: \$ _____

Final payment required: \$ _____

I hereby declare that above information to be true to the best of my knowledge.

Signature: _____ Date: _____

KIA use only:

Dept of Beneficiary Services review:	
Date rec'd:	Date reviewed:
Approval of Final Payment: Yes / No	
Comments:	

Appendix 11e

Kitikmeot Inuit Association Salary Submission Form

KIA Salary Submission Form

Illaluivik Daycare

Payroll For Period Ended

To be submitted to Kitikmeot Inuit Association

Manager	Hours	Rate of Pay	Total
		\$ 20.00	\$ -
Total Manager			2140.33

Bookkeeper	Hours	Rate of Pay	Total
		\$ 10.00	\$ -
Total Bookkeeper	0		\$ -

Childcare Workers	Hours	Rate of Pay	Total
		\$ 18.00	\$ -
		\$ 18.00	\$ -
		\$ 18.00	\$ -
		\$ 18.00	\$ -
		\$ 18.00	\$ -
		\$ 18.00	\$ -
			\$ -
			\$ -
Total Childcare	0		\$ -

Grand Total of Above	0		\$ 2,140.33
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Kivalliq Inuit Association (Kivalliq Region)



The Kivalliq Inuit Association funds Kivalliq Partners in Development, whose roles and responsibilities include administering federal funding to day cares and provides administrative support.

As stated on the Kivalliq Inuit Association website:

Applications for Financial Assistance

The Contributions to Small Business Program (CSB) is used to help meet the financial needs to individuals and small business in Kivalliq communities by providing grant contributions. The contributions, which do not have to be repaid, are given to individuals and small businesses that are working to build a stronger economy. Projects will be approved for grants that promote community development, business growth, training, increase jobs and income and highlight regional economic opportunities.

The CSB program, formally administered by Kivalliq Partners in Development, will provide grants to individuals as well as small businesses. CSB provides contributions of up to \$5,000.00 per application/ individual/ business. An accounting of how contribution funding was spent is required from the client.

Eligibility

Eligibility for funding is limited to Inuit registered under the Nunavut Land Claims Agreement living in the Kivalliq region and to Inuit-owned businesses in the Kivalliq region. Subject to funding availability, completion of previous projects and submission of accounting for previous projects, clients can apply for additional funding for other projects in future years. (<http://www.kivalliqinuit.ca/programs.html>).

Childcare centres provide opportunities to strengthen the economy, as it provides parents with the opportunity to seek employment. Childcare centres are at the heart of economic growth and opportunity for Nunavummiut. We hope that your childcare centre might find it worthwhile to apply to this area of funding.

The *Kivalliq Inuit Association Guidelines for Applicants* is attached here for your reference.



Please see: Appendix 12a: Kivalliq Inuit Association Guidelines for Applicants

Submit completed applications to either your local KIA Community Liaison Officer or:

Department of Beneficiary Services
Kitikmeot Inuit Association Box 18,
Cambridge Bay, Nunavut, X0B 0C0
Ph: [867] 983-2458 Fax: [867] 983-2701

Community Cultural Initiatives Program

The Community Cultural Initiatives Program could also benefit daycares in the Kivalliq Region.

Please contact: Bernadette Dean: bdean@kivalliqinuit.ca 867-645-5746 OR

Ashley Aupaluktuq-Burton: aaupaluktuq-burton@kivalliqinuit.ca 867-645-5726

You can also call Toll-Free at 1-800-220-6581 for more information on this area of funding.

The *Kivalliq Inuit Association Application for Community Cultural Initiatives Program* is attached for your reference.



Please see: Appendix 12b: Kivalliq Inuit Association Application for Community Cultural Initiatives Program

Appendix 12a

Kivalliq Inuit Association Guidelines for Applicants



Kivalliq Inuit Association

Guidelines for Applicants

Prepared by:
Kivalliq Inuit Association
PO Box 340
Rankin Inlet, NU
X0C 0G0
Phone: 867-645-5725
Toll Free: 1-800-220-6581
Fax: 867-645-2348
www.kivalliqinuit.ca

Application for Financial Assistance Guidelines

Introduction

The Contributions to Small Business Program (CSB) is used to help meet the financial needs to individuals and small business in Kivalliq communities by providing grant contributions. The contributions, which do not have to be repaid, are given to individuals and small businesses that are working to build a stronger economy. Projects will be approved for grants that promote community development, business growth, training, increase jobs and income and highlight regional economic opportunities.

The CSB program, formally administered by Kivalliq Partners in Development, will provide grants to individuals as well as small businesses, renewable resource harvesters and artisans in order to offset the costs of tools and equipment to further business endeavours as well as engage in training initiatives.

CSB provides contributions of up to \$5,000.00 per application/individual/business. An accounting of how contribution funding was spent is required from the client.

Eligibility

Eligibility for funding is limited to Inuit registered under the Nunavut Land Claims Agreement living in the Kivalliq region and to Inuit-owned businesses in the Kivalliq region.

The individual or business applying for the grant must contribute 10% of the total purchase cost.

Subject to funding availability, completion of previous projects and submission of accounting for previous projects, clients can apply for additional funding for other projects in future years.

Eligible grant criteria includes:

- Nets
- Fishing equipment
- Sewing Machines, materials and furs
- Carving tools
- Traditional tool making supplies
- Small harvesting equipment

The following items will not be considered for funding:

- Boats
- Outboards
- Snowmobiles
- ATVs
- Generators

- Vehicle maintenance
- Gas/fuel

The Application Process

When the KIA receives an application, a file is opened and the client is contacted to confirm receipt. Following are the next steps in the of application process.

- 1) The Executive Director (ED) reviews the application and documentation submitted. The ED may contact the client at this point for additional information. When the application is deemed complete, it is then passed on to the Application Committee - comprised of three representatives of Kivalliq Inuit Association - for a decision.
- 2) The Application Committee meets monthly to make a decision on applications. The Committee can approve, reject, or defer an application. If an application is approved, the Committee will set the terms and conditions under which funding is provided.
- 3) After a Committee meeting, the ED will notify clients.
 - In the case of rejected applications, a letter is sent to the client advising of the reason for rejection.
 - For deferred applications, the ED consults with the client, advises why the application was deferred, and explains requirements to have the application reviewed again by the Committee.
- 4) For approved applications, the ED prepares a *Letter of Offer* for the client, along with any other documents needing to be signed. These are sent to the client for review and signature.
- 5) When a signed copy of the documents is received, and after all conditions associated with the funding have been met, the ED requests a cheque from the KIA finance department. The cheque is sent to the client or the client's supplier, as specified in the *Letter of Offer*.
- 6) The ED follows up on project accounting with the client prior to the end of the fiscal year, or at the project completion date stated in the *Letter of Offer*.

Timeline for Applications

Several factors affect the time it takes to process an application.

Some of these are:

- The completeness of the submitted application
- The length of time it takes for a client to provide additional information requested by the Executive Director
- The length of time it takes clients to return documents
- The length of time it takes clients to meet conditions in the *Letter of Offer*

Complete applications are dealt with as quickly as possible. Clients with time sensitive projects (i.e. those involving sealift) are advised to apply well in advance of the date that funding will be required.

Questions?

If you have any questions after reading these guidelines, please contact:

Executive Director, Gabriel Karlik

Email: gkarlik@kivalliqinuit.ca

Phone: 867-645-5732

OR/

Executive Assistant to the President, Lucy Maynard

Email: lmaynard@kivalliqinuit.ca

Phone: 867-645-5747

Kivalliq Inuit Association

PO Box 340

Rankin Inlet, NU X0C 0G0

Tel: 867-645-5725

Toll Free: 1-800-220-6581

Fax: 867-645-2348

www.kivalliqinuit.ca



Kivalliq Inuit Association
32-4 Sivulliq Ave.
PO Box 340
Rankin Inlet, NU X0C 0G0

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www.kivalliqinuit.ca

Application for Financial Assistance

Appendix 12b

Kivalliq Inuit Association Application for Community Cultural Initiatives Program

Application for Community Cultural Initiatives Program

Kivalliq Inuit Association

Instructions:

*Please print or type when completing this form
 *Attach a separate sheet to this application, if needed
 *Submit application to: Kivalliq Inuit Association
 Social and Cultural Development Department
 PO Box 340
 Rankin Inlet, Nunavut
 Direct X0C 0G0 Email:
 Ph. (867) 645-5726 Fax: (867) 645-2348 aapaluktuq-burton@kivalliqinuit.ca

Title of project/program:

ANNUAL INTAKE OF APPLICATIONS

	Open for intake	Closing dates
Spring/Summer Activities	April	Mid May
Fall/Early Winter activities	Mid July	September 30th
Early Winter Activities	September/October	Mid November
Winter	Mid November	January 30th

Type of Application

Language Preservation Land Skills
 Traditional Skills Other/Specify

Contact Information

First Name Last Name Group name (if applicable)

Mailing Address Community Postal Code
 PO Box

Phone Number Fax Number Email Address

Project Schedule

Please state your expected start and finish dates. Also provide a schedule for completing each steps in your project

Who will benefit?

Youth Male <input type="checkbox"/>	Female <input type="checkbox"/>	Elder Involvement <input type="checkbox"/>
Women <input type="checkbox"/>		
Men <input type="checkbox"/>	Approx # of participants	
Children <input type="checkbox"/>		

Assistance from other sources

List any other assistance **secured** for your project

Name of source	Contact Name	Dollar Value (\$)

List any other assistance **requested** for your project

Name of source	Contact Name	Dollar Value (\$)

Total of other sources: \$

References

You must enclose at least two (2) letters of support with your application.
 Please list below the persons who provided these letters of support.
 These letters will contribute to the success of your application.

Name	Organization	Telephone Number

Project Budget

You must provide a detailed budget breakdown of cost by category
 ex) rental, wages, supplies etc.

Description	Dollar value
Total Budget	\$
Total requested from KIA	\$

Applicant's Statement

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and ability, and that I do not have any outstanding debts to the Kivalliq Inuit Association.

I agree to release my ATV,boat, outboard motor, snowmobile,cabin and all

I, further agree that KIA is not responsible for damages that may occur

Signature: _____ Date: _____

Witness: _____ Date: _____

***PLEASE BE ADVISED THAT ONLY APPROVED APPLICATIONS
WILL BE CONTACTED IN WRITING- UNAPPROVED APPLICATIONS
WILL NOT BE NOTIFIED***

Kivalliq Partners in Development (Kivalliq Region)



The Kivalliq Inuit Association funds Kivalliq Partners in Development, whose roles and responsibilities include administering federal funding to day cares and provides administrative support.

As stated on the Kivalliq Partners in Development website:

Building Healthy Communities

We develop healthy communities by increasing their economic capacity. We do this through encouraging and aiding business development in Kivalliq, providing assistance with planning, developing and implementing opportunities for economic development in the region.

We provide grants for eligible Kivalliq Inuit-owned businesses. Our grants are available for pre-start-up, start up, expansion, and business relief, to a maximum of \$125,000.

Kivalliq Partners in Development (KPID) was created by the Kivalliq Inuit Association to support Inuit-owned businesses in the Kivalliq region, stimulating employment and economic opportunities for Inuit. (<https://www.kivalliqpartners.ca/what-we-do>).

Every community in the Kivalliq region that has a daycare is provided with payroll funding assistance by Kivalliq Partners. Kivalliq Partners receives quarterly income statements from each daycare. There are no forms or applications to send in. The daycares are simply required to send in the income statements.

Kivalliq Partners also supports daycares by purchasing items that are required for operations if there is funding leftover at the end of the fiscal year. Items such as washing machines, administrative necessities such as computers, etc. This is done on case-by-case basis and there are no application forms for this process.

Contact Information:
Judy Eecherk (Support Clerk)
support@kivalliqpartners.ca
Phone: 867-645-2122
Toll-Free: 1-866-880-8809
www.kivalliqpartners.ca

Qikiqtani Inuit Association (Qikiqtani Region)



The Qikiqtani Inuit Association funds the Kakivak Association in Development, whose roles and responsibilities include administering federal funding to day cares for Inuit children in the Qikiqtani region and provides administrative support.


However, the Qikiqtani Inuit Association has different areas of funding available for application for ECE funding. The areas of funding that could assist with Early Childhood Educational programming and childcare include the *Grants and Contributions Requests Program* and the *Ilagiiktunut Fund* (for Arctic Bay, Clyde River, Hall Beach, Igloolik, and Pond Inlet only).

Qikiqtani Cultural Activities Program (Q-CAP)

Q-CAP is a new QIA Benefits Fund program that is an application based program designed to assist Inuit and support local cultural programs or initiatives within Qikiqtani region. Under Q-CAP, Inuit and community organizations can access up to \$70,000 in funding for projects that are community-based and will enhance cultural knowledge, awareness, and practices among Qikiqtani Inuit. Q-CAP places priority on land and sewing programs, but other cultural programs will also be considered.

For more information about Q-CAP, please phone the QIA office in Iqaluit or contact your Community Liaison Officer.

The *Q-CAP Guidelines and Application Form* is attached here for your reference.

 Please see: Appendix 13a: Qikiqtani Cultural Activities Program Guidelines and Application Form

Grants and Contributions Requests Program

As stated on the Qikiqtani Inuit Association website:

The Grants and Contributions request program is a funding program geared towards individuals or groups/organization that are seeking financial assistance for activities that support the protection and promotion of Inuit rights and values in the Qikiqtani region.

Typically, individuals or the group/organization submits a letter requesting funds providing details on the purpose of their proposal and how money would be spent. The Executive Committee reviews applicants on a case-by-case basis and can approve grants up to \$15,000. (<http://qia.ca/programs/grant-requests-program/>).

Ilagiiktunut Fund

[At the present time this area of funding is only be available up until 2019]


As stated on the Qikiqtani Inuit Association website:

The Ilagiiktunut Nunalinnullu Pivalliajutsait Kiinaujat was established through Article 12 of the Inuit Impact and Benefits Agreement (IIBA) between QIA and Baffinland. QIA set up the framework for the fund and administrates it.


Funding is available for organizations, committees, associations, and individuals based in or working in partnership with Arctic Bay, Clyde River, Hall Beach, Igloolik, and Pond Inlet. Projects selected will demonstrate positive impacts for Inuit in the North Baffin communities aiming towards

resilient communities, strong families, and job readiness. (<http://qia.ca/programs/ilagiiktunut-fund/>).


The *Ilagiiktunut Fund Proposal Submissions Guidelines* document is attached here for your reference.

 Please see: Appendix 13b: Ilagiiktunut Fund Proposal Submissions Guidelines

The *Ilagiiktunut Fund Application Package* is also attached for your reference.

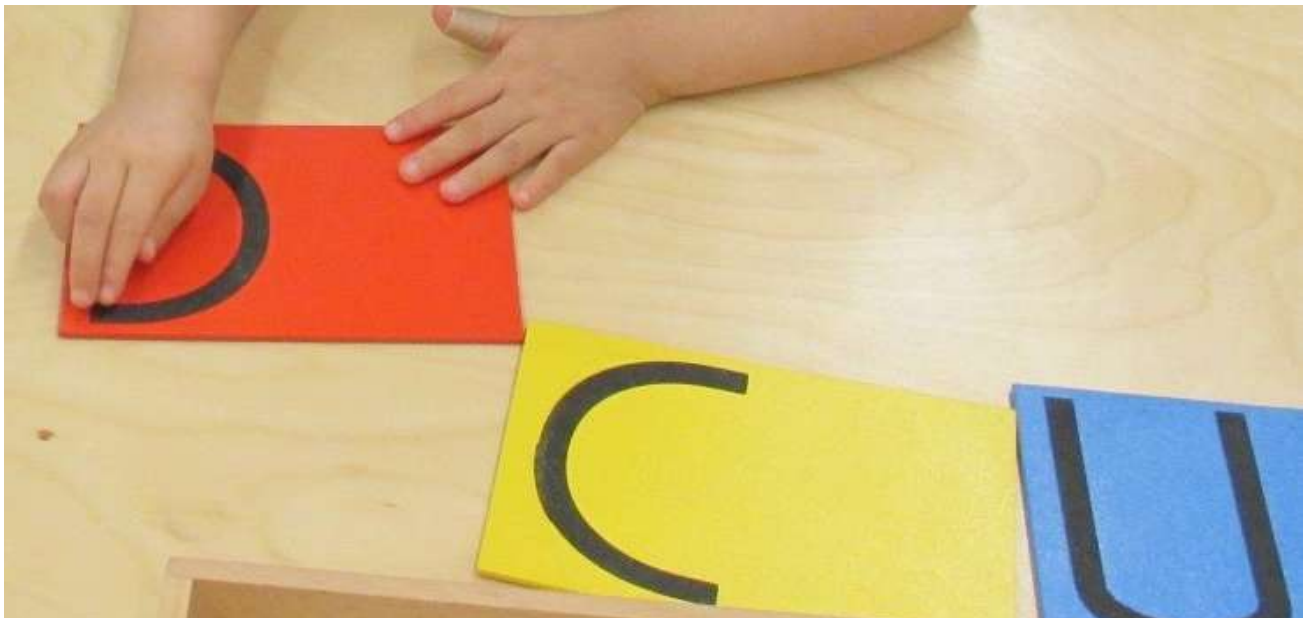
 Please see: Appendix 13c: Ilagiiktunut Fund Application Package

The *Ilagiiktunut Fund Application Form – Level 1 (under \$30,000)* is attached for your reference.

 Please see: Appendix 13d: Ilagiiktunut Fund Application Form – Level 1 under \$30,000

If you would like to request a grant from any of the above areas of funding, send your letters or proposals to:

QIA Executive Committee
P.O. Box 1340
Iqaluit, NU X0A 0H0
Fax: 867-979-3238
info@qia.ca



Qikiqtani Cultural Activities Program Guidelines and Application Form



Qikiqtani Cultural Activities Program (QCAP) Guidelines and Application Form

GUIDELINES

About the Program

The goal of the Qikiqtani Cultural Activities Program (QCAP) is to help more Inuit participate in cultural activities, such as land and sewing. This program provides funding to individuals and groups who want to help people in their community learn traditional skills and get out on the land.

How Much Money Is Available?

In 2018-19, up to \$33,000 is available for each Qikiqtani community. An individual or group may apply for any amount up to \$33,000.

Who Can Apply?

Individual Inuit and community groups (including Hamlet committees) in the Qikiqtani region can apply. This funding program is not for political organizations, religious organizations, businesses, or territorial or federal government agencies.

What Can You Do with this Money?

You can use this money to cover the costs of projects that help Inuit strengthen their Inuit cultural skills and knowledge. In response to recent community consultations, our priority is to support projects that help more Inuit participate in land and sewing activities.

What Costs Will We Cover?

We will cover these costs: materials and supplies, rental fees for equipment and venues, fees for Elders and other instructors, administration costs, and other costs directly linked with the project. There are maximum amounts allowed for some costs:

Cost	Maximum Amount Allowed
Instructor Fees	\$40/hour up to \$400/day
Instructor Travel Costs	Reimbursed at cost
Elder Fees	\$500/day
Equipment Rental (boat, snowmobile/qamutiik, ATV)	\$250/day
Administration	10% of total project costs

We will pay for some foods for participants, but we will not cover the costs of pop, candy, chocolate bars, or frozen convenience foods. Cigarettes and other tobacco products are not eligible expenses.

We do not cover these costs: operating and staffing expenses of established programs; any expenses from projects in the past; the purchase of equipment, buildings, or land; or, the repairs of equipment, buildings, or land.

Reporting Requirements

Every funding recipient must submit a project report within 30 days of the end of your project.

A project report form will be sent to you with your funding agreement. The project report may be done in writing or by telephone, in Inuktitut or English.

For funding awards under \$15,000, we do not require a detailed financial report or receipts. For funding awards over \$15,000 we do require a detailed financial report and receipts for all expenses.

For 2018-19, all funding recipients will be asked to participate in a short telephone interview at the end of their project. The purpose of the interviews is to help us learn more about your program and how QIA can best support Inuit cultural activities in our region.

Note: You will not be eligible for more QIA funding until all of your reporting requirements are met.

How Are Applications Processed?

Once you submit an application, we will contact you within five days to tell you that we have received it.

All applications will be reviewed by the QIA Benefits Fund Committee within 30 days after the submission due date. If you want to see the criteria for assessing applications, contact us for a copy of our Application Review Template.

How is Funding Paid Out?

For funding awards under \$15,000, the full amount will be provided as a one-time payment. For funding awards over \$15,000, a large portion will be provided at the beginning of the project; small portions may be held back until key project milestones are reached and the project reporting requirements are met. A payment schedule will be provided in the funding agreement.

How to Apply

To apply, complete the Application Form (on the next page). Application due date: **April 3, 2018**.

Email, fax, or mail your application to:

Email: QCAP@qia.ca

Fax: 867-979-3238

Mail: Qikiqtani Cultural Activities Program

PO BOX 1340, Iqaluit, Nunavut X0A 0H0

Please contact us for help with your application (QCAP@qia.ca; 1-800-667-2742; 867-975-8400).

APPLICATION FORM

Project Leader	(Name)
Organization (If any)	
Community	
Mailing Address	
Email	
Phone	
Fax (if any)	

Name of the Project			
Start date	YYYY/MM	End date	YYYY/MM

Total amount requested from QCAP:	\$
If your application is successful, QIA will make the cheque payable to:	<i>(Name of funding recipient)</i>

Signature of Project Leader

Date

1. Cultural Skills Focus

What activities does your project involve? (✓)

- Hunting or other land-based activities
- Sewing or skin preparation
- Other cultural activities: _____

2. Participants

Age groups (✓)	<input type="checkbox"/> 0-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-19 <input type="checkbox"/> 20-30 <input type="checkbox"/> 31-55 <input type="checkbox"/> 55+
Genders (✓)	<input type="checkbox"/> Females <input type="checkbox"/> Males
Estimated number of participants	

3. Purpose

What will participants learn from your project (skills, knowledge, and values)? Please describe.

Example: Through this project, participants will learn...

What other benefits will participants get from your project? Please describe.

Example: Through this project, participants will also get...

4. Your Team

Who else is working on this project (instructors, organizers, other team members)? Just me

Team Member Name	Role

What other organizations are helping with this project (Examples: school, hamlet)? None

Project Partner Name	Contribution or Role

5. Your Plan

Please describe your plan for this project in detail, including:

- What you will do with participants
- When and where the activities will take place
- The tasks of you and your team

We will...

6. Your Budget

Please note the maximum amounts QIA will pay for certain items:

- Instructor fees – Maximum \$40/hour up to \$400/day
- Elder fees – Maximum \$500/day
- Equipment rental (boat, snowmobile and qamutik, ATV) – \$250/day
- Project management – Maximum 10% of total project cost

Expenses

Item	Details	Total Cost
Instructor fees		\$
Elder fees		\$
Equipment rental		\$
Supplies/Snacks		\$
Project management		\$
Other		\$
Total Project Cost		\$
Total Amount Requested from QCAP		\$

Other Sources of Funding for this Project

Are you getting other funding for this project? If so, please list it here.

Funder	Amount Requested	Has your application been approved?
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet OR Don't know
		<input type="checkbox"/> Yes <input type="checkbox"/> Not yet OR Don't know

End of application. Thank you!

Office Use Only	Date of review: _____
	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount approved: _____

Appendix 13b

Ilagiiktunut Fund Proposal Submission Guidelines



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Ilagiiktunut Nunalinnullu Pivalliajutisait Fund

Ilagiiktunut Fund Proposal Submission Guidelines

Community Development Coordinator
Qikiqtani Inuit Association
Igluvut Building, 2nd floor
P.O. Box 1340 Iqaluit, NU X0A 0H0
info@qia.ca
Phone: (867) 975-8400 | Toll-free: 1-800-667-2742
Fax: (867) 979-3238



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1.0 Introduction

The Mary River Project Inuit Impact and Benefit Agreement (IIBA) establishes the ***Ilagiiktunut Nunalinnullu Pivalliajutsait Fund***, referred to as the Ilagiiktunut Fund, to help address the anticipated social and cultural impacts of the Mary River Project (the Project) on the five affected communities in the North Baffin¹ region.

In the IIBA, QIA and Baffinland Iron Mines Corporation (BIMC) recognize that while the Project will bring many opportunities and benefits to the Qikiqtaaluk Region in the form of employment, education and training initiatives, as well as personal and community wealth, it may also introduce social and cultural stresses to families and communities. Further, these stresses may evolve over the duration of the Project.

To mitigate against the potential negative impacts of such stresses, QIA and BIMC established the Ilagiiktunut Fund to help communities build long-term capacity and resiliency in a manner that is responsive to the specific needs of individuals, families and communities. The Ilagiiktunut Fund will support programs and initiatives developed and delivered at the community level.

The Ilagiiktunut Fund exists to provide support to projects that are designed to engage Qikiqtani Inuit exclusively in the North Baffin communities. QIA and BIMC agree that the potential social and cultural impacts of the Mary River Project will be most pronounced in these communities over the life of the project.

Under the IIBA, QIA is responsible for administering the Ilagiiktunut Fund, including evaluating and approving proposals, awarding funds, managing relationships with fund recipients, and reporting back to both BIMC and Qikiqtani Inuit regularly on the success of the Fund and its programs. These activities are carried out by QIA's Ilagiiktunut Fund Committee

As a Regional Inuit Association and as a Designated Inuit Organization under the Nunavut Agreement (NLCA), QIA considers transparency and accountability to Beneficiaries to be a top priority of administering the Ilagiiktunut Fund. QIA is committed to demonstrating how the Ilagiiktunut Fund brings real and tangible positive outcomes to families and communities, and expects that fund recipients will monitor and report on the results of funded programs and initiatives in considerable detail.

¹ Established in the IIBA as the communities of Arctic Bay, Clyde River, Hall Beach, Igloolik and Pond Inlet.



1.1 Call for Proposals

The Qikiqtani Inuit Association (QIA) is now accepting proposals for the Ilagiiktunut Fund for the current fiscal year funding cycle.

The total amount of funding available for the current fiscal year projects that support the objectives of the Ilagiiktunut Fund is **\$750,000**.

How to Apply

Please review these guidelines before preparing a proposal, and be sure to download an Application Package from www.qia.ca or request one in writing from QIA. Prospective applicants are also encouraged to contact the Community Development Coordinator when developing proposals to ensure completeness, accuracy and funding eligibility.

Proposals can be submitted using any one of the following methods:

- By e-mail at info@qia.ca;
- By fax to (867) 979-3238;
- In person at QIA, to your local QIA Community Liaison Officer; or
- By regular mail or courier to:

Community Development Coordinator
Qikiqtani Inuit Association
Igluvut Building, 2nd floor
P.O. Box 1340 Iqaluit, NU X0A 0H0

Only complete proposals will be considered for Ilagiiktunut Fund Support. It is recommended that applicants confirm receipt with the Community Development Coordinator.

If the proposed project involves significant time pressures or deadlines, applicants are encouraged to note that in the proposal. All applicants will be notified whether their proposal has been approved or not after it has been reviewed by the Committee.

2.0 The Ilagiiktunut Fund

2.1 Objectives of the Ilagiiktunut Fund

The objectives of the Ilagiiktunut Fund are established in the IIBA and by QIA in the development of the operating framework for the fund. The Ilagiiktunut Fund exists to support individuals and communities by:

- a) Creating opportunities for capacity building and synergy with existing capacity in the communities;



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- b) Ensuring equity and fair distribution of impacts and benefits within and between communities and across generations;
- c) Maintaining consistency with community development goals;
- d) Ameliorating social and cultural consequences if a proposed mitigation or enhancement is unsuccessful or in the event that unanticipated impacts emerge;
- e) Promoting mutual understanding and learning;
- f) Ensuring transparency and accountability;
- g) Increasing opportunities for Inuit participation in the Mary River Project;
- h) Demonstrating accountability and transparency to Beneficiaries on the use of the Ilagiiktunut Fund;
- i) Identifying and taking advantage of opportunities to build upon new and existing strategic partnerships and leverage funding sources from other parties; and
- j) Generating information through monitoring and evaluation that will support and enable the renewal of the Ilagiiktunut Fund after the initial six-year period, and every three years after that, pursuant to the IIBA.

The Ilagiiktunut Fund Committee evaluates all proposals to ensure that any programs or initiatives that receive Ilagiiktunut Fund funding align with one or more of these objectives.

2.2 Available Funding

QIA and BIMC have agreed to match annual contributions dollar for dollar up to a maximum of \$375,000, for an initial period of six years. QIA has committed to contributing the maximum amount to the fund each year; this means that the Ilagiiktunut Fund base allocation is set at **\$750,000 per year** from 2014-15 through 2019-20. After the six year period, QIA and BIMC will examine the success of the fund and will make a decision about continuing it for successive three year terms over the life of the Project.

Each year, QIA issues Calls for Proposals, in early Spring (March) in the funding cycle. QIA makes available the full funding allocation of \$750,000, plus any balance carried forward from a previous year. The amount of funding available is subject to a number of factors including, but not limited to the amount of funding awarded in the previous year, the number and merit of proposals

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received, and direction from the QIA Board of Directors. Any unused funds are carried forward to the following year.

Receiving Ilagiiktunut Fund support for a particular single or multi-year program or initiative does not guarantee that a recipient organization will receive funding for that project or similar projects in future years. Future funding will depend on a number of factors, including the results and relevance of previous projects, the merit of future proposals, and continued alignment with Ilagiiktunut Fund Objectives as well as specific Areas of Focus for a particular funding cycle.

2.3 Areas of Focus

For each Funding Cycle, QIA identifies specific Areas of Focus which help to prioritize how the Ilagiiktunut Fund is awarded. These Areas of Focus represent identified community needs, and align with the objectives of the Ilagiiktunut Fund as well as the strategic objectives of QIA. Programs or initiatives that directly address these Areas of Focus, either directly, or indirectly through building community capacity, will be given preference by the Ilagiiktunut Fund Committee.

Applicants are encouraged to clearly demonstrate how their proposals align with one or more of the Areas of Focus. Proposals that do not align with any of the Areas of Focus will still be considered, though they may not be evaluated as favourably as those that do.

The following have been identified as the Areas of Focus:

1. Resilient Communities: programs or initiatives that are designed to increase a community's ability to meet the potential challenges associated with the Mary River Project. Resilient communities may be characterized as those that have an abundance of physical, economic, social, cultural and environmental assets (in addition to adequate infrastructure and effective government), so that the basic needs of all community members are met, and that the community is able to adapt and respond to internal and external stresses.

Proposals that are designed to contribute to resilient communities may include, but are not limited to those that address such topics or issues as community safety, social cohesion, recreation, health and wellness, food security, education, arts and culture, and environmental stewardship.

2. Strong Families: programs or initiatives designed to provide families with the skills and tools they need to adapt to the changes and challenges that may arise from one or more family members being employed with the Project. The opportunities associated with the

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Project will impact all members of a family, and may introduce stresses that can damage relationships and lead to negative outcomes.

Proposals that are designed to contribute to strong families may include, but are not limited to those that address such topics or issues as family communications, relationship skills, work-life balance, dealing with stress, and money management.

3. Job Readiness: programs or initiatives designed to provide prospective Inuit employees with the skills and tools that they need in order to be employed with the Project. It is important that Inuit are able to meet the basic functional requirements of employment with the Project, and are equipped with the skills required to seek, secure and keep jobs, and to advance over the course of their careers.

Proposals that are designed to contribute to job readiness may include, but are not limited to those that address topics or issues like computer skills, English language training, basic personal finance, resume writing and job interview techniques.

While these have been identified by QIA as priority areas for the current funding cycle, applicants are still required to substantiate their proposals by providing evidence which demonstrates real community need, and describes how their proposed program or initiative meets this need within one or more of the North Baffin communities.

3.0 Eligibility

3.1 Eligible Recipients

The following types of applicants are eligible for Ilagiiktunut Fund support:

- i. North Baffin communities and/or Inuit;
- ii. North Baffin community committees;
- iii. Not-for-profit associations; and
- iv. Non-government organizations.

Government departments, academics, institutes of public government, as well for-profit organizations such as consulting firms or industry are only eligible for funding in partnership with one or more eligible applicants as described above.

Applicants must also be in good standing with QIA, meaning that they will not receive Ilagiiktunut Fund support if there are outstanding or overdue reporting requirements from previous projects,



or if they have otherwise violated the terms of an existing Ilagiiktunut Fund Contribution Agreement (see Section 6.0).

3.2 Eligible Projects

QIA will receive all applications from eligible recipients as identified above. QIA distinguishes between three Project Levels for Ilagiiktunut Fund applications, to reflect the varying scope and complexity of projects that may receive funding. Applicants are required to identify the associated Project Level of their proposal in the Ilagiiktunut Fund Application Package.

Table 1: Outlines each of the Ilagiiktunut Fund Project Levels.

Level	Criteria			Reporting Requirements
	Funding Requested	Funding Type	Project duration	
I	Up to \$29,999	Project funding only	Completed in current fiscal year	Level I Report
II	\$30,000 to \$99,999	Seed and/or project funding	One to two years	Level II Report
III	\$100,000 and Up	Seed and/or project funding	One to two years	Level III Report

QIA uses the principle of “minimum eligibility” when determining the Project Level; this means that if an application meets the criteria of more than one Project Level as outlined in **Table 1**, it is evaluated at the higher level. For example, if an application requests \$25,000 of project funding but will cover a period of 18 months, it is considered a Level II Project.

Funding Requested

The amount of funding requested is the first determinant of the Project Level. Funding thresholds have been established at up to \$29,999, between \$30,000 and \$99,999 and \$100,000 and up (exclusive of GST/HST). The funding threshold will determine the level of detail required in the Application Package as well as reporting requirements. At its discretion, QIA may require audited financial statements from recipients that are awarded \$30,000 or more in Ilagiiktunut Fund support.

Funding Type

The type of funding requested will also impact what Project Level a proposed project is evaluated at. The Ilagiiktunut Fund is not intended to provide core operational funding for an organization. Applicants are permitted to request project funding, seed funding, or a combination of project and seed funding.



Project funding includes only those costs associated with executing a program or initiative. It includes program delivery costs as well as professional fees, travel, accommodations, and incidental/administrative expenses.

Seed funding includes those costs associated with carrying out the initial activities that are required to help an applicant “kick-start” a program or initiative if the capacity does not currently exist. Such activities may include preliminary proposal writing or program design, curriculum development, research, infrastructure, societies fees, incorporation and financial auditing.

The Ilagiiktunut Fund is not meant in any way to cause QIA or BIMC to assume the role or function of government. Further, funding will not be awarded for proposals that duplicate programs or initiatives established by other provisions of the IIBA where QIA or BIMC have financial or material obligations.

Project Duration

The duration of a program or initiative is the final determinant of the Project Level. The Ilagiiktunut Fund will support projects with a maximum duration of **two years**. Proposals that are longer than the current fiscal year in duration will require more detail in the Application Package.

Applicants are encouraged to declare when a project is being planned in multiple phases or where concurrent or future Ilagiiktunut Fund proposals will be submitted for the same program or initiative. Extending a project beyond the two year threshold will require a recipient to submit a Project Change Request, which is available separately to funding recipients under the Contribution Agreement.

3.3 Ineligible Projects

In general, the following types of proposals will **not** be considered for funding under the Ilagiiktunut Fund:

- Those from political organizations or campaigns;
- Those that are expressly for religious purposes;
- Operating expenses for established programs, or to cover existing capital deficits or debt repayment;
- Retroactive funding for programs or initiatives that are already completed; or
- Those that in the opinion of the Ilagiiktunut Committee are or may be seen to replace or execute operational responsibilities of the territorial or federal governments.



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3.4 Inuit Content

Preference is given to applications that demonstrate a significant amount of Inuit content. Applicants are required to indicate in their Application Package in the space provided where and how their proposed program or initiative maximizes Inuit content in program or initiative development and delivery. This includes Inuit project team members, as well as the use of Inuit labour and Inuit firms for providing goods and services in support of a project.

3.5 Eligible Expenses

Eligible expenses are those that are necessary and reasonable to carry out a program or initiative that will produce outcomes that align with the objectives of the Ilagiiktunut Fund. Eligible expenditures may include, but not be limited to:

- professional fees;
- salaries and wages for project staff;
- travel, meals and accommodations;
- transportation;
- rental of office space;
- rental of vehicles or equipment (boat, snowmobile, ATV);
- curriculum development;
- training and professional development;
- honoraria and incentives;
- research, data collection and analysis
- communications, publicity and promotion;
- audit and evaluation;
- office supplies and technology;
- safety equipment and clothing; and
- other reasonable administrative costs (see Section 3.2).

Rates for rental of equipment (boat, snowmobile/qamutik, ATV) has a maximum of \$150.00 per day.

Instructors and project coordinators has a maximum of \$25.00/hour or \$150.00 per day.

3.6 Ineligible Expenses

Costs that are not directly related to the program or initiative that is receiving Ilagiiktunut Fund support are not eligible for funding. Such ineligible expenses may include, but not be limited to:

- purchase of property;
- building construction or major renovations;
- public infrastructure (e.g. roads, sewers, etc.);
- entertainment, hospitality and gifts;
- alcohol and tobacco;
- overhead costs (telephone, internet, utilities, water);



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- insurance for property or equipment;
- expenses associated with a program or initiative previously supported by the Ilagiiktunut Fund; and
- expenses that are being reimbursed from another source.

4.0 Application Format

All applicants must submit a complete Ilagiiktunut Fund Application Package, which consists of:

1. Proposal Cover Sheet;
2. Detailed Proposal;
3. Budget Table;
4. Inuit Content Plan; and
5. Evaluation Plan.

Instructions and templates for each of these components can be found in the Ilagiiktunut Fund Application Package, which can be downloaded from www.qia.ca, by contacting QIA head office or your local Community Liaison Officer.

4.1 Proposal Cover Sheet

All applications **must** include a Proposal Cover Sheet (found in the Ilagiiktunut Fund Application Package) that is signed by a representative of the proponent organization who has the authority to make decisions on behalf of that organization. The Proposal Cover Sheet may be signed electronically if the application is being submitted via e-mail, or may be sent separately by fax, regular mail/courier, or in person (at the QIA Office in Iqaluit or to your local Community Liaison Officer).

4.2 Detailed Proposal

All applicants **must** complete the Detailed Proposal using the form included in the Ilagiiktunut Fund Application Package. The detailed proposal must contain each of the sections outlined in **Table 2**. Providing a high level of detail will better enable the Ilagiiktunut Fund Committee to evaluate the proposal and make an informed decision as to whether to approve the application or not.

Table 2: Detailed Proposal Components

Section	Description
1. Title of Project	



2. Plain Language Summary	<p>Provide a brief (500 words or less) summary of the proposed project that would be easily understood by the public (e.g. avoid technical terms and jargon).</p> <p>The summary should answer the following types of questions: What is the proposed program or initiative? What topic or issues is it attempting to address? How will it help Inuit in the North Baffin communities?</p>
3. Total Funding Requested	A one-sentence statement indicating the total amount of funding being requested from the Ilagiiktunut Fund.
4. Project Level	Indicate whether the proposed program or initiative is a Level I, Level II or Level III Project.
5. Alignment	Identify (list) which of the objectives of the Ilagiiktunut Fund and Areas of Focus (if applicable) that the proposed project aligns with, and provide a description of how the proposed program or initiative helps to achieve them.
6. Project Team	Provide brief biographies and full contact information for all project team members, and describe their roles and responsibilities within the project. Make sure to identify a Project Lead and/or key contact person for communications with QIA.
7. Detailed Project Description <i>Purpose and Objectives</i>	<p>Describe the overall purpose of the proposed program or initiative, and provide clearly defined short and long-term objectives. If the project duration is more than one year, provide an explanation as to how the multi-year nature of the project is necessary to achieve its objectives.</p> <p>This section should demonstrate that the project is characterized by S.M.A.R.T objectives. That is, the objectives for the project are:</p> <p>Specific: clearly and precisely written; Measurable: there must be a way to tell if they have been achieved; Achievable: include only those things that are achievable through the program or initiative itself; Realistic: account for the time, resources and other constraints to ensure they can be reasonably achieved; and Time-Bound: stated with clear time lines for completion.</p> <p><i>Ilagiiktunut Fund Alignment</i></p> <p>Describe the rationale for the project, and provide an account of how the proposed program or initiative aligns with the objectives of the Ilagiiktunut Fund and the Areas of Focus for the current funding cycle (if applicable). This section should clearly show the Ilagiiktunut Fund Committee how the proposed project will contribute to and enhance community wellness in one or more of the North Baffin communities, and should answer questions such as: What evidence exists to demonstrate a community need? How will the project address this need in the short and long term? How and to what extent will the</p>



<p><i>Project Work Plan</i></p> <p><i>Partners/Stakeholders</i></p> <p><i>Communications</i></p>	<p>outcomes generated by the project be sustained beyond the support of the Ilagiiktunut Fund?</p> <p>Provide a detailed description of each of the activities that will be undertaken over the course of the proposed program or initiative. This includes start and end dates, project design, methodology, processes and procedures, and schedule. If the proposed duration is longer than the current fiscal year (March 31), clearly indicate which activities will be completed in the current year and which in the following year.</p> <p>List any other organizations or agencies (including but not limited to community groups, private corporations, government and non-government organizations) that are involved in project or intend to make use of the results. Provide contact information where possible.</p> <p>Describe the communications activities that are planned as part of the proposed project, including advertising, promotion, and/or other public outreach. Indicate how the results of the project will be communicated internally and externally.</p>
<p>9. Evaluation Strategy</p>	<p>Provide a detailed description of how the program or initiative will be evaluated. Describe the evaluation methodology and the indicators that will be used. This section should answer questions such as: How will we know if the program has achieved its objectives? How will we measure the expected impacts and outcomes of the project? What types of data or information will the evaluation produce?</p> <p>Applicants are encouraged to examine the Evaluation Plan to assist in completing this section.</p>
<p>10. Deliverables</p>	<p>Provide a list of all of the deliverables associated with the project, including reports, presentations, multi-media, products, technology, etc.</p> <p>For proposals that extend over more than one year, indicate which deliverables will be completed in the current fiscal year (2014-15) and which will be completed in the following year.</p>
<p>11. Expertise</p>	<p>Provide résumés for each of the Project Team members (max. two standard 8.5" x 11" pages each), as well as organizational qualifications and experience.</p> <p>Applicants may also provide a list of related projects (max. two standard 8.5" x 11" pages), publications or presentations by Project Team members that are related to the proposal.</p>



4.3 Budget Table

Proposals submitted to the Ilagiiktunut Fund require detailed budget information and **must** use the Budget Table Form provided in the Ilagiiktunut Fund Application Package. Proposals that extend beyond the current fiscal year must include separate tables for each fiscal year.

The budget must provide estimates for each of the following classes of expenses:

- Professional fees
- Travel
- Equipment
- Administration
- Other eligible expenses
- Names of each Inuit project team member
- Whether they are a NLCA Beneficiary
- Community and Territory of affiliation

Level II and Level III Projects are required to distinguish between expenses associated with seed funding and those associated with project funding (see section 3.2).

Applicants are also required to list any funding from other sources that will be used to support the proposed program or initiative, including “in-kind” contributions, and to indicate whether these funds have been secured or are part of a pending application.

Applicants may change their application/proposal at any time before the QIA Ilagiiktunut Fund Committee (Committee) has reviewed and approve the application. During the application review process, the application may be modified if the changes are in minor in nature (budget items adjustments). If the modifications to the application or proposal is a major change, then the application will have to either proceed with the changes made or re-submit the application to the committee for the next review process.

4.4 Inuit Content Plan

QIA places a high priority on ensuring that Inuit benefit from the programs and initiatives that receive support from the Ilagiiktunut Fund, both as recipients and as those who are involved in program delivery. All proposals submitted to the Ilagiiktunut Fund **must** include a completed Inuit Content Plan using the form provided in the Ilagiiktunut Fund Application Package.



Applicants must provide detailed information on how the proposed project will use Inuit content in the design and delivery of a program or initiative. Specifically, applicants should provide the following:

- Information for each Inuit project team member;
- Total estimated value of Inuit labour;
- Names of any Inuit firms that will be used as subcontractors or service providers over the course of the project;
- Whether they are listed on the Inuit Firm (NTI) or Inuit Business (NNI) registries;
- Total estimated value of goods and services;
- Total value of Inuit Content (labour + goods and services); and
- Total Inuit Content as a percentage of total funding requested.

4.5 Evaluation Plan

All applicants **must** complete the Evaluation Plan, which can be found in the Ilagiiktunut Fund Application Package. The Evaluation Plan requires applicants to clearly indicate how the proposed program or initiative will be evaluated, including targets, outputs, outcomes and indicators, and the types of reports that will be generated. The information required varies according to the Project Level, and will be used by QIA to form part of the Contribution Agreement.

5.0 Proposal Evaluation Process

5.1 Criteria for Evaluating Proposals

The Ilagiiktunut Fund Committee evaluates all proposals which are complete and submitted on-time, and assesses their merit based on the extent to which they meet a number of criteria, as detailed in **Table 3**.

Table 3: Ilagiiktunut Fund Proposal Evaluation Criteria

Criteria	Score
Eligibility of applicant	Pass/Fail
Completeness of application package/submitted on time	Pass/Fail
Alignment	25
Alignment with Ilagiiktunut Fund objectives	15
Alignment with areas of focus	10
Merit of proposal	55
Purpose and objectives, rationale	15
Work plan, deliverables	10
Inuit content	20



Communications, evaluation and reporting	10
Value (budget)	15
Applicant expertise	5
Total Points	100

6.0 Administration and Reporting

6.1 Notification

All applicants will be informed in writing of the Ilagiiktunut Fund Committee's decision within approximately four to six weeks after the application period ends (see Section 1.0 for the current notification date).

Based on its evaluation of a proposal, the Ilagiiktunut Fund Committee may decide to award an amount that is less than the total amount requested of the Ilagiiktunut Fund. In such instances, the Ilagiiktunut Fund Administrator will work with the successful applicant to make any necessary amendments to the project design, work plan, evaluation strategy and deliverables.

6.2 Contribution Agreement

Funding arrangements with successful applicants will be administered through a Contribution Agreement between QIA and the recipient. The Contribution Agreement is a legal document that sets out the terms and conditions under which the Ilagiiktunut Fund allocation will be spent, and the measures that will be taken to ensure that these conditions are met. It formally establishes the project parameters, work plan and schedule, and sets out the specific evaluation and reporting requirements.

After both QIA and the Ilagiiktunut Fund recipient have signed the Contribution Agreement, QIA may disburse up to **80%** of the approved funding amount, depending on the type of applicant (organizations or individuals). The remaining **20%** may be delivered after the terms and conditions of the Contribution Agreement have been met. Any unused funds must be returned to QIA. Excess funds cannot be retained by a recipient organization without an approved Project Change Request, which is available as part of the Contribution Agreement.

The terms of the Contribution Agreement will be strictly enforced. Violating these terms and/or misuse of funds awarded through the Ilagiiktunut Fund will be investigated. Those found in violation may immediately disqualify a recipient organization and individual project team members from future funding from this and any other program offered by QIA, and may be grounds for legal action.



6.3 Project Change Management

If a program or initiative that has received support from the Ilagiiktunut Fund encounters circumstances that lead to a change in how it is carried out, the funding recipient will be required to issue a Project Change Request as detailed in the Contribution Agreement.

Project Change Requests are required where a project:

- Requires additional funding to complete the project as described;
- Anticipates spending significantly less than was granted;
- Makes substantial changes to a project Work Plan; and/or
- Changes the project design, anticipated outcomes, or evaluation strategy.

Where a funding recipient anticipates a change to the project as identified above, they must contact the Ilagiiktunut Fund Administrator to initiate the Project Change Request Process. The Ilagiiktunut Fund Administrator will provide a Project Change Request Form, and will work with the recipient to ensure that it is complete and accurate.

Upon receiving a Project Change Request, QIA will review the request and will either:

1. Approve the request as submitted;
2. Approve the request with conditions (such as additional budget information or reporting requirements);
3. Deny the request and provide reasons and options to the recipient, or
4. Deny the request and terminate the Contribution Agreement, and require all unspent Ilagiiktunut Fund money be returned to QIA immediately.

6.4 Reporting Requirements

Ilagiiktunut Fund recipients will be required to meet the following reporting requirements according to the terms of the Contribution Agreement:

1. Periodic progress reports;
2. Final project report;
3. Plain language summary of results;
4. Accounting of how funds were spent (may include audited financial statements); and
5. Copy of all raw data, and any reports, presentations or communications material that uses the results of the project.

QIA will retain the right to publish and use the results from any program or initiative that receives Ilagiiktunut Fund support as deemed appropriate. Further, results will be shared with BIMC pursuant to the IIBA. Finally, results may be used by either QIA or BIMC for internal or external communications.



Appendix 13c

Ilagiiktunut Fund Application Package



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Ilagiiktunut Nunalinnullu Pivalliajutisait Fund

Ilagiiktunut Fund Application Package

Community Development Coordinator
Qikiqtani Inuit Association
Igluvut Building, 2nd floor
P.O. Box 1340 Iqaluit, NU X0A 0H0
info@qia.ca
Phone: (867) 975-8400 | **Toll-free:** 1-800-667-2742
Fax: (867) 979-3238





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Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

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Proposal Cover Sheet.....	4
Detailed Proposal.....	6
Budget Table	12
Inuit Content Plan.....	14
Evaluation Plan	16





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Iłagiiktunut Nunalinnullu Pivalliajutsait Fund

Introduction

This document contains the required forms for applicants who wish to submit proposals to the Qikiqtani Inuit Association (QIA) for the Iłagiiktunut Fund. **Applicants must use the forms provided.** Additional information may be attached as appendices where noted.

Applicants are encouraged to consult the Iłagiiktunut Fund Proposal Submission Guidelines for detailed information about the fund, and for instructions and guidance on completing this Application Package. A copy of the Proposal Submission Guidelines can be obtained at www.qia.ca, by contacting the QIA head office in Iqaluit or your local Community Liaison Officer. Both the Iłagiiktunut Fund Proposal Submission Guidelines and Application Package are available in Inuktitut and English.

How to apply:

Proposals can be submitted using any one of the following methods:

- By e-mail at info@qia.ca;
- By fax to (867)-979-3238;
- In person at the QIA head office, to your local Community Liaison Officer; or
- By regular mail or courier to:

Community Development Coordinator
Qikiqtani Inuit Association
Igluvut Building, 2nd floor
P.O. Box 1340 Iqaluit, NU X0A 0H0

QIA will only evaluate proposals that are complete and that use the forms provided in this Application Package. Applicants who have questions or require additional support are invited to contact QIA through email at info@qia.ca or by calling at 867-975-8400.

If the proposed project involves significant time pressures or deadlines, applicants are encouraged to note that in the proposal. All applicants will be notified with a formal response about the status of their application.





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Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

Proposal Cover Sheet

Instructions:

The Proposal Cover Sheet **must** be filled out completely and must be signed by a representative of the proponent organization who has decision-making/signing authority.

The Proposal Cover Sheet may be signed electronically if the application is being submitted via e-mail. It may also be sent separately by fax, regular mail/courier, or in person (at the QIA Office in Iqaluit or to your local Community Liaison Officer).



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 **Baffinland**



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 Ilagiiktunut Nunalinnullu Pivalliajutisait Fund

Ilagiiktunut Fund – Proposal cover sheet

Proposal title:			
Date:			
Organization:			
Authorized representative:	Title:		
Address:			
Phone:	Fax:		
E-mail:			
Signature:			
For Office Use Only			
Date Received:		Comments:	
Received By:			



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Ilagiiktunut Nunalinnullu Pivalliajutisat Fund

Detailed Proposal

Instructions:

This form provides a guide for completing the proposal for the Ilagiiktunut Fund. Applicants are encouraged to complete this form and to submit it as part of the Application Package. Proposals **must** contain all of the information in the form, using the section and subsection names provided. For more detail on the information required, please refer to the Ilagiiktunut Fund Proposal Submission Guidelines.



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Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

Ilagiiktunut Fund – Detailed Proposal

Title of project:

Project Summary (500 words max.):

Total funding
requested:

\$ _____



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 Ilagiiktunut Nunalinnullu Pivalliajutisait Fund

Project level (check one):	
Level I <input type="checkbox"/>	Level II <input type="checkbox"/>
<p style="text-align: center;">Areas of Focus</p> <p>1.</p> <p>2.</p> <p>3.</p>	
<p>Project team:</p>	
Detailed project Description:	
<p><i>Purpose and Objectives</i></p>	
<p><i>Ilagiiktunut Fund Alignment (How the project meets objectives of the fund)</i></p>	





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Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

<p><i>Project Work Plan</i></p>	
<p><i>Partners/Stakeholders</i></p>	





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 Ilaqiktunut Nunalinnullu Pivalliajutisait Fund

<p><i>Communications plan</i></p>	
<p>Evaluation strategy:</p>	



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Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

<p>Deliverables: (What will be the outcomes of the project)</p>	
<p>Applicant expertise:</p>	<p>Provide résumés for each of the project team members (max. two pages each), as well as organizational qualifications and experience. Traditional knowledge and Inuit Qaujimagatuqangit will also be recognized and considered.</p> <p>Applicants may also provide a list of related projects (max two pages), publications or presentations by project team members that are related to the proposal.</p>





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Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

Budget Table

Instructions:

This form provides a guide for completing the Budget Table for the Ilagiiktunut Fund. Applicants **must** complete the Budget Table provided and to submit it as part of the Application Package. If more space is required, applicants may add columns to the Budget Table as required, or may use additional tables.

Notes:

1. Please break down each cost when possible (e.g. *wage x hours/day x days; room cost x nights, etc.*).
2. Only economy airfare is eligible as an expense (except where exceptional circumstances apply).
3. Level II and Level III Projects are required to distinguish between seed funding and project funding. See the Ilagiiktunut Fund Proposal Submission Guidelines for details.



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 Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

Ilagiiktunut Fund – Budget table

Proposal title:

Project level (check one):

Level I

Level II

Level III

Item #	Task/item	Person days	(\$ Cost per day/ lump sum	(\$ Total
Professional fees				
Subtotal professional fees				\$ _____
Travel				
Subtotal travel				\$ _____
Equipment				
Subtotal equipment				\$ _____
Administration				
Subtotal administration				\$ _____
Other eligible expenses				
Subtotal other eligible expenses				\$ _____
Project subtotal				\$ _____
In-Kind contributions				
Subtotal In-Kind				\$ _____
Total Ilagiiktunut Fund requested:				\$ _____





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Ilagiiktunut Nunalinnullu Pivalliajutsait Fund

Inuit Content Plan

Instructions:

All proposals must demonstrate how the proposed program or initiative incorporates Inuit labour, goods and services. Applicants **must** complete the attached Inuit Content Plan. Supplementary information may be attached as an Appendix.

In addition to calculating the total value of Inuit Content (Inuit Labour + Inuit Goods and Services), applicants are also required to show the proportion of the total Ilagiiktunut Fund support that is comprised of Inuit Content. Proposals that have higher proportions of Inuit Content will be evaluated more favourably than those that have lower proportions. Fund recipients will be expected to verify Inuit Content as part of the reporting requirements contained in the Contribution Agreement.





Ilagiiktunut Fund – Inuit content plan

Proposal title:

Description of Inuit content to be used in project:

Inuit Labour					
Inuit project team member's name	Nunavut Inuit? (Y/N)	Qikiqtani Inuit? (Y/N)	Community	Role in project	Value of labour
					\$
					\$
					\$
Subtotal Inuit labour					\$
Inuit Goods and Service					
Name of Firm	NTI Registered? (Y/N)	NNI Registered? (Y/N)	Nature of goods and services	Value of goods and services	
				\$	
				\$	
Subtotal Inuit goods and services					\$
Total value of Inuit content (Labour + goods and services)					\$
Proportion of Inuit content					%





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Ilagiiktunut Nunalinnullu Pivalliajutsisat Fund

Evaluation Plan

Instructions:

All applicants **must** complete the Ilagiiktunut Evaluation Plan using the form provided, and must submit it as part of the Ilagiiktunut Fund Application Package. If more space is required, applicants may add columns to the table as required, or may use additional tables. Supplementary information may be attached as an Appendix.

Evaluation Plan Description: Describe the approach that will be taken to monitor and evaluate the program or initiative. What outputs or outcomes are being evaluated? How will they be measured? What information sources will be used?

Detailed Evaluation Strategy: List each of the elements of the evaluation strategy, including targets or goals for each objective, and the timeframe in which they will be evaluated. For example, some outputs may be measured only once (i.e. number of participants), while outcomes may be measured over a longer period of time.

Notes:

1. For the purposes of evaluation, *outputs* typically refer to the actions that were performed (what was done) while *outcomes* refer to the results (the difference made by the outputs). Level II and Level III projects are expected to identify and measure outcomes as well as outputs.
2. Applicants are encouraged to incorporate Traditional Knowledge and Inuit Qaujimaqatuqangit into evaluation plans as appropriate.

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 Ilagiiktunut Nunalinnullu Pivalliajutisait Fund

Ilagiiktunut Fund – Evaluation plan			
<p>Proposal title:</p>			
<p>Project level (check one):</p>	<p>Level I <input type="checkbox"/></p>	<p>Level II <input type="checkbox"/></p>	<p>Level III <input type="checkbox"/></p>
<p>Evaluation plan description:</p>			



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Detailed evaluation strategy

Objective	Output/Outcome	How it will be measured	Goal/target	Timeframe for completion
1.				
2.				
3.				



Appendix 13d

Ilagiiktunut Fund Application Form – Level 1 under \$30,000



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QIKIQTANI INUIT ASSOCIATION

Ilagiiktunut Fund APPLICATION FORM

(Level 1 under \$30,000)

Please fill out the Ilagiiktunut Fund application form as completely as possible. The Ilagiiktunut Fund Committee will review your proposal. The Community Development Coordinator (CDC) will contact you if more information is needed.

1. Applicant Information

Your Name or Name of Organization (if applicable): _____

Contact Name: _____

Alternate contact name (if applicable): _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Project Title: _____

Start date of project: _____

End date of project: _____

Amount of Funding Requested: \$

Check Payable to:

Signature of Applicant

Date:



2. Scope of Project

Please check one:

- Community Project
- Multi-community project

List of Communities that will be participating:

Approximately how many people will your project benefit? ____

What age group is your project for? Check all that apply:

- 0-5
- 6-10
- 11-19
- 20-30
- 31-55
- 55+
- All of the above

Is your project for: men women both?

Are you working in partnership with other organizations? yes no

If yes, please list them here:

What is the role of the partner Organizations:

- -
- -
- -



3. Description of the Project (if you need more space use a different sheet)

1. Describe the activities of the Project:

- a. –
- b. –
- c. –
- d. –
- e. –

2. Describe how these activities will help – people get ready for jobs, contribute to resilient communities or develop stronger families.

- a. –
- b. –
- c. –

3. What is the main purpose of your project?

- a. –

4. What are the secondary goals of your project

- a. –
- b. –
- c. –
- d. –
- e. –
- f. –
- g. –

Notes:



4. Budget (This cannot exceed \$30,000 for a Level 1 Project)

Provide details of how the funding would be used, (use an excel spread sheet or a different sheet to outline all the costs associated with you project): **please see the project example sheet for additional assistance. Include the following costs:*

- Space Rental Fees
- Equipment Purchase/Rental
- Food
- Fuel (Gas, Naptha,)
- Administration costs (financial services, telephone fees, printing costs)
- Evaluation Fees (you can include the cost of professional evaluators for your project)
- Wages - Honorarium for guests or elders/Instructor Fees
- And money to pay for yourself or a project coordinator or guide!

*\$25/hour or \$150 max per day/For Wages

5. Other Sources of Funds

Was your proposal approved from the other funding source? Yes † No †

Name other funding sources that you are also requesting funding for this project:

Funding Source	\$ Amount \$

6. Optional: Please provide resumes for the people in the coordinator and or administrative positions and Instructors. These will help the Reviewing committee approve your project.

Additional comments:

- Let us know of any concerns, or questions that you still have
- Let us know why you think this project is important for you community!



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QIKIQTANI INUIT ASSOCIATION

Ilagiiktunut Fund APPLICATION FORM

Send Completed forms to:

Qikiqtani Inuit Association, Department of Social Policy
Attn: Adam Tanuyak
Igluvut Building,
2nd floor P.O. Box 1340, Iqaluit, NU.
X0A 0H0
Email: ATanuyak@gia.ca
Phone: (867) 975-8400
Toll-free: 1-800-667-2742
Fax: 867-979-3238

<p>Office Use Only: Date of Assessment Committee Review: Funding Approved: Y / N Total Amount of Funding Approved: \$ _____</p>

Community Wellness Plan (CWP) Funding

Every community has been allocated a certain amount of funding for Community Wellness Plans (CWP). Each community's CWP allocates funding differently depending on the needs of the community. It is up to each community on how to use these funds. Every community has a slightly different application process, and most have their own CWP Proposal Templates.

Hamlets are the sponsoring agencies for this area of funding (with the exception of Clyde River), and daycare administrators are advised to contact the Community Wellness Coordinator (CWC) in your respective communities, who would be able to assist you with the community-specific process.

If there is no CWC in your community, then connect with the SAO or Community Health and Wellness Committee, in your community who ultimately oversee and monitor these funds.

You may also contact Annie Karpik, the Regional Wellness Programs Coordinator (RWPC) for the Baffin Region.

Regional Wellness Programs Coordinators (RWPC)

Qikiqtani Region
Annie Karpik
AKarpik@gov.nu.ca
867-473-2632

Kivalliq Region
Pelagie Sharp
PSharp@gov.nu.ca
867-645-8269

Kitikmeot Region
Jacqueline Lafrance
JLafrance@gov.nu.ca
867-983-4154

Since each community has specific application processes, we wanted to include just one example of an Individual Project Proposal from the City of Iqaluit.

The *City of Iqaluit – Individual Project Proposal* form is attached here for your reference.



Please see: Appendix 14a: City of Iqaluit – Individual Project Proposal



Appendix 14a

City of Iqaluit – Individual Project Proposal



City of Iqaluit – Individual Project Proposal

****All projects must be approved by the Niksiit Committee****

The City of Iqaluit: Niksiit Committee is currently accepting applications for Community Wellness Projects to be included in its new Community Wellness Plan that will begin on April 1, 2017. The Wellness Fund supports projects up to \$10,000.00.

Please complete the following proposal if you wish to submit a project to be included in the new Community Wellness Plan. The Niksiit Committee will be conducting community consultations to help guide them to make their decisions on which proposals to include in the new Wellness Plan. The Niksiit Committee may also ask for more information on your proposal if it is needed. Feel free to attach more information.

Project Name: _____
Project Start Date: _____ Project End Date: _____
Duration of Project: _____
Funding Requested: \$ _____
Project Coordinator
Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____
Email: _____

Instructions:
<input type="checkbox"/> Complete all sections of this proposal.
<input type="checkbox"/> Submit this proposal to The City of Iqaluit Office for review by the Niksiit Committee.
<input type="checkbox"/> If the project is approved, and funding is available within community allocations, this project will be included in the Community Wellness Plan.

1. Describe your project: What are you going to do and how are you going to do it? (*Please provide as much detail as possible.*)

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2. Who will participate in the proposed activity? How many participants? How will you select participants? (*Please describe*)

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3. Why did you choose this activity? Why is it needed in Iqaluit?

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4. What do you expect to see happen as a result of this project? How will this benefit Iqaluit?

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5. How much money will this proposed project cost and how do you plan to spend it? Please complete the following budget worksheet.

Expense	Funding Requested
A. PERSONNEL – (Remember MERC and Benefits if needed)	
<i>For example: Title: Cook</i> $\frac{\$20}{\text{(hourly wage)}} \times \frac{10}{\text{(}\# \text{ hours/week)}} \times \frac{40}{\text{(}\# \text{ weeks)}} + \$1200.00 \text{ (15\%)}_{\text{(benefits)}}$	\$9,200.00
Position 1 Title: _____ $\frac{\quad}{\text{(hourly wage)}} \times \frac{\quad}{\text{(}\# \text{ hours/week)}} \times \frac{\quad}{\text{(}\# \text{ weeks)}} + \frac{\quad}{\text{(benefits)}}$	\$
Position 2 Title: _____ $\frac{\quad}{\text{(hourly wage)}} \times \frac{\quad}{\text{(}\# \text{ hours/week)}} \times \frac{\quad}{\text{(}\# \text{ weeks)}} + \frac{\quad}{\text{(benefits)}}$	\$
Baby Sitter: _____ $\frac{\quad}{\text{(hourly wage)}} \times \frac{\quad}{\text{(}\# \text{ hours/week)}} \times \frac{\quad}{\text{(}\# \text{ weeks)}} + \frac{\quad}{\text{(benefits)}}$	\$
Honoraria: _____ $\frac{\quad}{\text{(\$ amount)}} \times \frac{\quad}{\text{(}\# \text{ days)}} \times \frac{\quad}{\text{(}\# \text{ people)}}$	\$
B. OPERATIONS (Don't forget building rental if needed)	
Facility rental	\$
Utilities (electricity, heat, water, sewage, garbage)	\$
Telephone/fax	\$
Other (Please list)	\$
C. MATERIALS & SUPPLIES	
Postage, envelopes, paper, etc.	\$
Resource materials (books, videos, films, etc.)	\$
Food	\$
Other (Please list)	\$
TOTAL FUNDING REQUESTED	\$

Public Health Agency of Canada (PHAC) Children's Programming in Nunavut



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Current recipients of Aboriginal Head Start in Urban and Northern Communities (AHSUNC), Community Action Program for Children (CAPC), and Canada Prenatal Nutrition Program (CPNP) funding, apply to have their funding renewed every three years. The Public Health Agency of Canada (PHAC) has been funding licensed childcare facilities (including 7 AHS sites and 4 CAPC preschools) in Nunavut for more than 20 years. At this time, there are not additional PHAC funds available to expand beyond these already existing sites.

The following is an overview of this funding by Sarah Doak, Program Consultant for PHAC:

Aboriginal Head Start in Urban and Northern Communities

AHSUNC is an early intervention program for Aboriginal children and families living off reserve and in the North. Projects typically provide a structured, comprehensive and holistic half-day preschool experience for children. The program focuses on six components, with the goals of contributing to child health and wellness, and helping prepare children for their school years.

There are seven **(7) AHS projects in Nunavut**, located in the communities of Arviat, Igloodik, Taloyoak, Coral Harbour, Kugluktuk, Arctic Bay, and Gjoa Haven.

CAPC and CPNP are population health programs, which are open to all residents of a territory, regardless of ethnicity. CAPC

is a flexible program designed to support community groups and coalitions to develop and deliver programs that promote health and social development of vulnerable children ages 0-6 and their families. Many projects offer parenting programs, child health and development activities, nutrition support, and outreach and home visits.

Community Action Program for Children (CAPC)

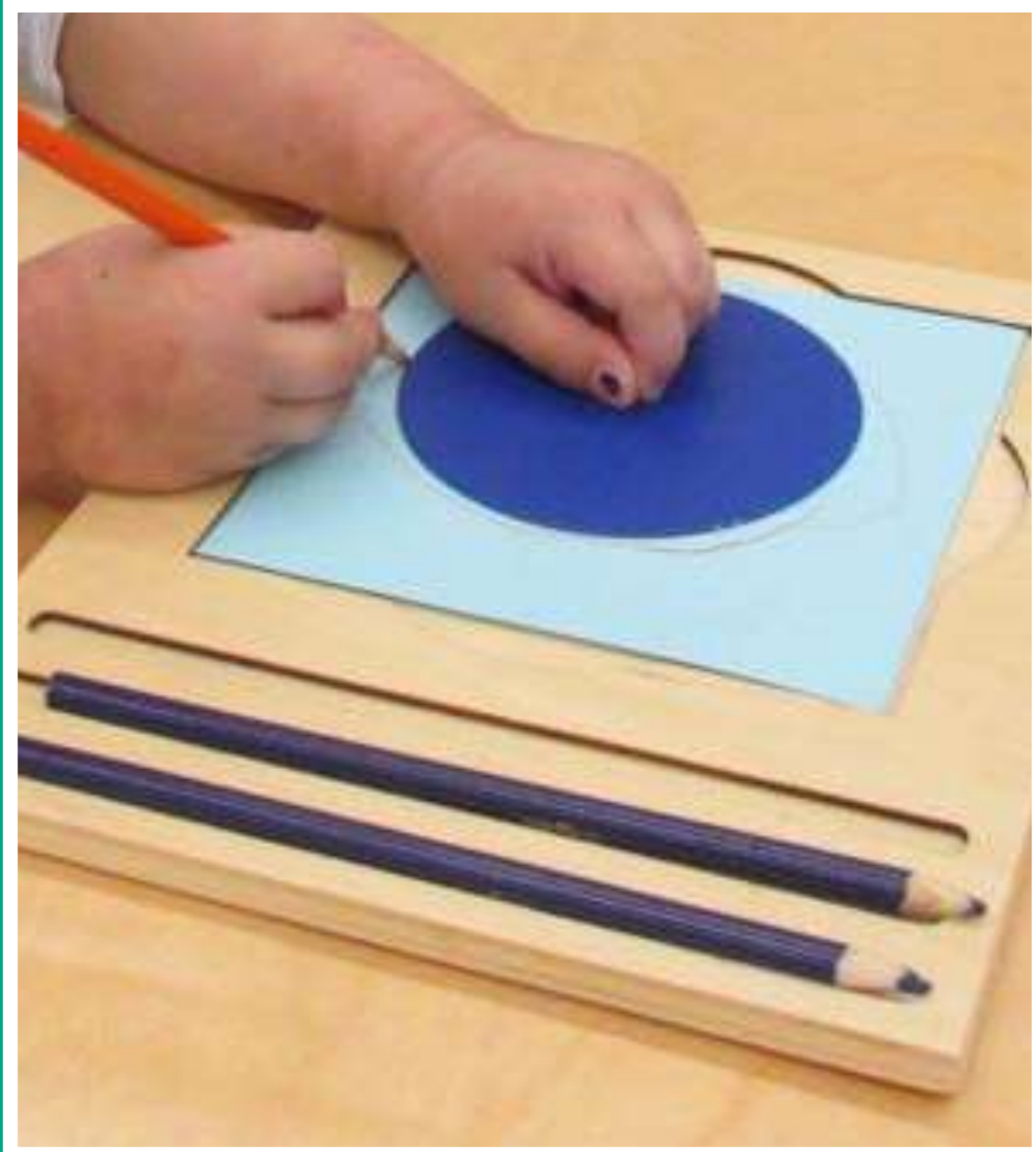
There are six **(6) CAPC projects in Nunavut**, located in the communities of Arviat, Cambridge Bay, Clyde River, Igloodik, Rankin Inlet and Iqaluit.

CPNP focuses on promoting the health of pregnant women, new mothers and infants facing conditions of risk. A key focus is on nutrition, including food and vitamin supplements as well as learning how to cook nutritious meals and breastfeeding support. Prenatal care, infant care and developing parenting/coping skills are also key aspects.

For more information, please contact:

Sarah Doak
Program Consultant, Northern Unit
Office of the Director General,
Regional Operations
Public Health Agency of Canada
Ottawa, Canada K1A 0K9
Sarah.Doak@canada.ca
Telephone: 613-697-7452
Fax: 613-960-6984

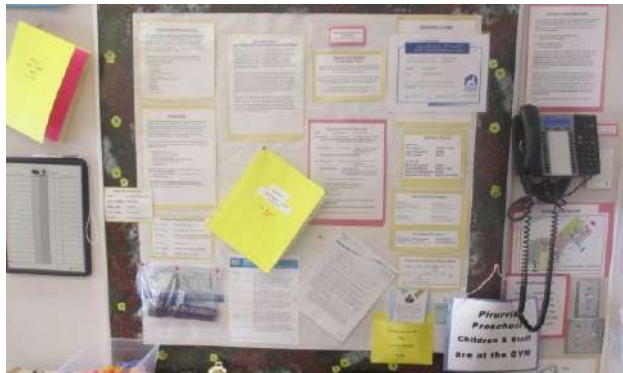
Administrative Materials



Information Board: Requirements

As indicated throughout the *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs (2014)*, it is a legal requirement to post certain pieces of information in a conspicuous place in the child care centre. These are legal requirements and it is important to be mindful of keeping all of these postings updated on a regular basis, for parents, staff members, and community members.

At the Pirurvik Preschool and Tumikuluit Saipaaqivik we call this location the 'Information Board'. This information board is placed right next to the entrance of the preschool classroom, so parents can easily access it. It is also located right next to the phone, since we have all of the contact phone numbers and information immediately available to staff members and to parents.



Pirurvik Preschool Parent Board

Throughout the following portion of the Administrative Guide, you will periodically see a smaller version of this information board at the bottom right-hand corner of the page. This image indicates that it is a piece of information that is required to have posted on the 'Information Board' – or your own chosen conspicuous place in your childcare centre. In this guide, this place will be referred to as the 'Information Board'.

Information sharing is an essential piece to ensure accountability and a successful and healthy environment for children.

License

A valid license must be posted on the information board.

Your regional Early Childhood Officer (ECO), Fire Inspector and Environmental Health Office (EHO) will inspect the facility each year as part of the license renewal process.



If your facility requires improvements, it is necessary to post the letter from the Director that lists the required improvements and authorizes the program to continue to operate while improvements are being made [NDE, 2014, section 2-18].

If the childcare centre has received any notices of suspension, or revocation of a license, the notice of suspension, or revocation of license, must also be posted.



*Post License on Information Board.

Act and Regulations

The *Child Day Care Act* and *Child Day Care Standards Regulations* must be posted in a place where they can be easily seen by anyone entering into the facility. It is recommended to post the Act and Regulations on the information board where it can be accessed.

<p>CONSOLIDATION OF CHILD DAY CARE ACT R.S.N.W.T. 1988, c. C-5</p>	<p>CODIFICATION ADMINISTRATIVE DE LA LOI SUR LES GARDERIES L.R.T.N.-O. 1988, ch. C-5</p>
<p>AS AMENDED BY S.N.W.T. 1991-92, c. 17 S.N.W.T. 1997, c. 8 S.N.W.T. 1998, c. 17</p>	<p>MODIFIÉE PAR L.T.N.-O. 1991-1992, ch. 17 L.T.N.-O. 1997, ch. 8 L.T.N.-O. 1998, ch. 17</p>
<p>This consolidation is not an official statement of the law. It is an office consolidation prepared for convenience only. The authoritative text of statutes can be ascertained from the <i>Revised Statutes of the Northwest Territories, 1988</i> and the Annual Volumes of the Statutes of the Northwest Territories (for statutes passed before April 1, 1999) and the Statutes of Nunavut (for statutes passed on or after April 1, 1999).</p>	<p>La présente codification administrative ne constitue pas le texte officiel de la loi; elle n'est établie qu'à titre documentaire. Seules les lois contenues dans les <i>Lois révisées des Territoires du Nord-Ouest (1988)</i> et dans les volumes annuels des Lois des Territoires du Nord-Ouest (dans le cas des lois adoptées avant le 1^{er} avril 1999) et des Lois du Nunavut (dans le cas des lois adoptées depuis le 1^{er} avril 1999) ont force de loi.</p>

Consolidation of Child Day Care Act ⁴ [12 pgs]

<p>CHILD DAY CARE ACT</p> <p>CONSOLIDATION OF CHILD DAY CARE STANDARDS REGULATIONS R.R.N.W.T. 1990, c. C-3</p>	<p>LOI SUR LES GARDERIES</p> <p>CODIFICATION ADMINISTRATIVE DU RÈGLEMENT SUR LES NORMES APPLICABLES AUX GARDERIES R.R.T.N.-O. 1990, ch. C-3</p>
<p>AS AMENDED BY R-005-94</p>	<p>MODIFIÉ PAR R-005-94</p>
<p>This consolidation is not an official statement of the law. It is an office consolidation prepared for convenience of reference only. The authoritative text of regulations can be ascertained from the <i>Revised Regulations of the Northwest Territories, 1990</i> and the monthly publication of Part II of the <i>Northwest Territories Gazette</i> (for regulations made before April 1, 1998) and Part II of the <i>Nunavut Gazette</i> (for regulations made on or after April 1, 1998).</p>	<p>La présente codification administrative ne constitue pas le texte officiel de la loi, elle n'est établie qu'à titre documentaire. Seuls les règlements contenus dans les <i>Règlements révisés des Territoires du Nord-Ouest (1990)</i> et dans les périodiques mensuelles de la Partie II de la <i>Gazette des Territoires du Nord-Ouest</i> (dans le cas des règlements pris avant le 1^{er} avril 1998) et de la Partie II de la <i>Gazette du Nunavut</i> (dans le cas des règlements pris depuis le 1^{er} avril 1998) ont force de loi.</p>

Consolidation of Child Day Care Standards Regulations⁵ [22 pgs]



Pirurvik Preschool, Pond Inlet, NU.

⁴ <https://www.gov.nu.ca/sites/default/files/files/consRSNWT1988cC-5.pdf>

⁵ <https://www.gov.nu.ca/sites/default/files/files/Reg029.pdf>



*Post Act and Regulations on Information Board.

By-Laws

We have attached the *Tumikuluit Saipaaqivik Iqaluit Inuktitut Daycare Society By-Laws* that have been developed and approved by the Society's Members. The By-Laws are used by the Daycare to determine its regulations, organization and procedural mandate. We have included them here as an example that you may reference as you develop your own society By-Laws.



Please see: Appendix 15a: Tumikuluit Saipaaqivik Iqaluit Inuktitut Daycare Society By-Laws.

We have also attached the *Tumikuluit - Schedule 'A' Iqaluit Inuktitut Daycare By-Law Amendments*. We felt it was important to include these amendments as an example of what amendments might look like, if indeed amendments are required.



Please see: Appendix 15b: Tumikuluit - Schedule 'A' Iqaluit Inuktitut Daycare By-Law Amendments.

Tumikuluit Saipaaqivik Iqaluit Inuktitut Daycare Society By-Laws.

2011-12-19 Iqaluit Inuktitut Daycare Society "Tumikuluit Saipaaqivik" Approved Bylaws



Tumikuluit Saipaaqivik Iqaluit Inuktitut Daycare Society By-Laws

Preamble

As the Societies Act of Nunavut Territory requires, the following By-Laws have been developed at a duly constituted meeting by the Society's Members. Therefore, the By-Laws are to be used by Iqaluit Inuktitut Daycare Society to determine its regulations, organization and procedural mandate.

Throughout this document, the term Society refers to Iqaluit Inuktitut Daycare Society (or Tumikuluit Saipaaqivik).

1. **Terms of Admission:** All individuals shall be eligible for admission to membership in the Society on payment of membership fee.
2. **Rights of Members:** All members of the Society shall have the right to take part in all activities and to use all facilities established by the Society for the promotion of its objects, subject to such regulations and the payment of such additional fees as the directors may from time to time prescribe for specific activities.
3. **Obligations of Members:** Each member shall pay an annual membership fee at such a time and in such amount as determined by the members at each annual general meeting.
4. **Withdrawal and Expulsion of Members:**
 - a. Any member may withdrawal from membership in the Society by notice in writing to the Secretary.
 - b. Any member whose conduct is considered detrimental to the Society or who is more than thirty days in default in paying annual dues may be expelled by a resolution passed by a majority of the directors of the Society.
5. **Directors:**
 - a. Until the first annual general meeting, the directors shall consist of the subscribers to the Applications and By-laws;
 - b. There shall be between 3 and 12 directors elected from among the members of the Society at the first and subsequently every second annual general meeting;
 - c. The term for Directors if for the term of 2 (two) year period;

- d. The directors shall have the power to appoint chairpersons to head necessary subcommittees, who shall be responsible to the directors and shall not hold the designated offices for any period beyond the next annual general meeting;
- e. The majority of directors shall have the power to appoint any member of the Society to fill a vacancy in the numbers and any director so appointed shall retire from office on completion of the unexpired portion of the term of the director he replaces;
- f. The directors shall be responsible for conducting the affairs of the Society in accordance with its objectives, by-laws, and the *Societies Act*;
- g. Any director may be expelled by a 2/3 majority vote of directors for proven dishonesty, or gross misconduct, or failing or refusing to carry out his duties as a director as provided in these By-laws;
- h. Directors or other officers shall be paid travelling and living allowances to compensate them for expenses incurred by them in conduct of their duties, and such other remuneration as is established by the members at the annual general meeting.

6. Officers:

- a. The directors from their own number shall, at the first annual general meeting after incorporation and at their first meeting after the annual general meeting in which directors are elected, elect a President, Vice-President, Secretary, Treasurer and such other officers as are deemed necessary;
- b. Such officers shall hold office until the conclusion of every second annual general meeting at which time a meeting of the newly elected directors will be convened to elect their successors;
- c. The President shall, when present, preside at all meetings of the members of the directors. The President shall be responsible for the general management and supervision of the affairs and operations of the Society;
- d. The Secretary shall cause to be communicated notices of members and all meetings of directors, and is responsible for keeping minutes of all such meetings;
- e. The Treasurer shall be responsible for ensuring that full and accurate accounts of all receipts and disbursements of the Society are kept in keeping with generally accepted accounting standards;
- f. The Vice-President shall exercise the duties and powers of the President, Secretary and Treasurer in their respective absences;
- g. The offices of Secretary and Treasurer may be combined into one office to be known as Secretary-Treasurer.

7. Meetings:

- a. An annual general meeting of the Society shall be held between 31 and 180 days after the date of the fiscal year end;

- b. General board of directors meetings of the Society shall be held at the call of the President, no less than 8 times per year;
 - c. Any ten members may call a special meeting by presenting a signed request to the President, who shall call meeting within fifteen days after receipt of such request;
 - d. Notice of any board or special meeting shall be given at least seven days prior to the date set for the meeting by posting of notices of such meetings at conspicuous points throughout the area of operations and/or by publication in a newspaper of general circulation, such notice to set forth the time, place and business to be transacted at such meeting;
 - e. Thirty (30)% of the paid members shall constitute a quorum at annual general meetings and special meetings;
 - f. A simple majority of directors will constitute a quorum at any board of directors meeting;
 - g. If the President and Vice-President are not present at an annual general meeting or special meeting, the members will elect a Chairman for the purposes of that meeting only;
 - h. Each member is entitled to one vote on any motion or resolution at all meetings.
8. **Borrowing Powers:** The directors may, by a 2/3 majority vote, borrow funds for capital expenditures and for current operations of the Society in such a manner as they see fit, including the issue of debentures, except that in no case shall debentures be issued except pursuant to an extraordinary resolution.
9. **Disposal of Funds:**
- a. All monies received by or on behalf of the Society shall be deposited in the Society's bank account in trust for the Society, which accounts shall be with one of the chartered banks of Canada;
 - b. All disbursements from the trust bank account shall be made by cheques signed by two of the following signing officers: the President, Vice-President, Secretary, Treasurer, or the Executive Director.
10. **Auditor:**
- a. At the annual general meeting an auditor may be elected for the ensuing year;
 - b. At each annual general meeting an annual financial statement containing:
 - i. The assets and liabilities of the Society in the form of a balance sheet;
 - ii. Receipts and disbursements of the Society since the date of incorporation or the date of the previous financial statement; and
 - iii. Signed by the auditor, or by the President and Vice-President if there is no auditor, shall be presented for the inspection of the members.

- c. At each annual general meeting the auditor (or book keeper if there is no auditor) must attend to assist in the presentation of the financial statement

11. Seal and Signing Authority:

- a. The seal of a Society shall have the name of the society in a circle around the word "SEAL";
- b. The seal shall be kept in the custody of the Secretary and shall not be affixed to any instrument or document except by authority of a resolution of the directors, and in the presence of the Secretary and at least one other director;
- c. The Secretary and at least one other director shall have the authority to sign instruments or documents on behalf of the Society.

12. Minutes of Meetings, Books and Records: All books and records of the Society shall be open to the inspection of members at the head office of the Society and at each annual general meeting.

13. Fiscal Year: The fiscal year of the Society shall end on the 31st of March of each year.

14. Distribution of Assets: The Society shall not distribute any part of its income to any of its members. This does not preclude the payment of reasonable salaries or employee benefits, nor does it preclude the reimbursement of reasonable out-of-pocket expenses. On a winding-up of the Society, all remaining assets shall be distributed among Canadian charities registered pursuant to the *Income Tax Act*.

15. Arbitration: Any dispute arising in the circumstance set out in section 7 of the *Societies Act* shall be decided by arbitration under the *Arbitration Act*.

THE IQALUIT INUKTITUT DAYCARE BY-LAWS WERE APPROVED ON THE 19th DAY OF DECEMBER, 2011, BY UNANIMOUS RESOLUTION AT THE 2011 IQALUIT INUKTITUT DAYCARE SOCIETY ANNUAL GENERAL MEETING.

Appendix 15b

Tumikuluit - Schedule 'A' Iqaluit Inuktitut Daycare By-Law Amendments.

IQALUIT INUKTITUT DAYCARE BY-LAW AMENDMENTS



Tumikuluit - SCHEDULE 'A'

IQALUIT INUKTITUT DAYCARE BY-LAW AMENDMENTS

1. A Preamble has been added to the revised By-laws.
2. Section 5b of the original By-laws have been removed from the revised By-laws.
3. Section 5: Meetings of the original By-laws is now Section 7 of the revised By-laws.
4. The reference to Section 5(f) has been removed from the original By-laws and not found in the revised By-laws.
5. Section 6(d) of the original By-laws is now Section 5(e) of the revised By-laws.
6. Section 6: Directors of the original By-laws is now Section 5 of the revised By-laws.
7. Section 7: Officers of the original By-laws is now Section 6 of the revised By-laws.
8. Section 5 (c) of the revised By-laws states the following *"The term for Directors is for the term of 2 (two) year period."*
9. Section 7(e) of the original By-laws stated : *"The treasurer shall be responsible for keeping full and accurate accounts of all receipts and disbursements of the Society;"* now states in Section 6 (e) of the revised By-laws the following: *"The Treasurer shall be responsible for ensuring that full and accurate accounts of all receipts and disbursements of the Society are kept in keeping with generally accepted accounting standards"*.
10. Section 5 (d) of the revised By-laws states the following :*"The directors shall have the power to appoint chairpersons to head necessary subcommittees, who shall be responsible to the directors and shall not hold the designated offices for any period beyond the next annual general meeting;"*
11. Section 6 (e) of the revised By-laws states the following: *"The Treasurer shall be responsible for ensuring that full and accurate accounts of all receipts and disbursements of the Society are kept in keeping with generally accepted accounting standards;"*
12. Section 7(f) of the revised By-laws states the following: *"A simple majority of directors will constitute a quorum at any board of directors meeting;"*
13. Section 10: Auditor has the following additions to the section:
 - iii. *Signed by the auditor, or by the President and Vice-President if there is no auditor, shall be presented for the inspection of the members*
 - c. *At each annual general meeting the auditor (or book keeper if there is no auditor) must attend to assist in the presentation of the financial statement*

Parent Handbook

We have attached the *Tumikuluit Saipaaqivik Parent Handbook (2017/18)* as well as the *Pirurvik Preschool Program Parent Handbook (Sept – Dec 2017)* for your reference.

Both programs have different operational and programming needs.

As you develop your own Parent Handbooks for your community daycare, these can be utilized as examples throughout your meetings and discussions with your own daycare board.



Please see: Appendix 16a: Tumikuluit Saipaaqivik Parent Handbook (2017/18)



Please see: Appendix 16b: Pirurvik Preschool Program Parent Handbook (Sept – Dec 2017)

These Parent Handbooks contain the following information:

- Goals and Objectives
- Board of Directors summary
- Operational Policies
 - Language Policy
 - Dialectal Diversity Policy
 - Enrolment Policy
 - Withdrawal Policy
 - Arrival and Departure Policy
 - Attendance Policy
 - Conduct by Parents / Guardians
 - Parental Involvement Policy
 - Supervision Policy
 - Programming Outline
 - Breakfast / Snacks / Lunch Policy
 - Nap Time / Quiet Time
 - Unusual Occurrences
 - Spot Leasing Policy
 - Behaviour Management Policy
 - Visitors Policy
 - Field Trip Policy
 - Transportation Policy
 - Communication Procedures
 - Emergency Drills / Emergency Evacuation Policy
- Health Policies
 - Illness Policy
 - Communicable Disease Policy
 - Medication Policy
 - Injury Policy
 - Confidentiality Policy
 - Suspicion of Child Abuse
 - Emergency Evacuation Policy
- Days of Operation and Fees
 - Hours / Days of Operation
 - Weather / Blizzard Policy
 - Funeral Policy -Holiday Days -Policies Regarding Daycare Fees
 - Day Care Act



*It is not a requirement for the whole Parental Handbook to be posted. Specific items from the handbook must be posted on Information board which will be outlined below, but it is recommended to post the Parent Handbook.



Tumikuluit Saipaaqivik Parent Handbook

Policies revised 2017/2018
Approved by the Board of Directors



***Post Handbook on
Information Board**

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

Goals and Objectives

- To provide quality care for infants and children under school age using the Inuit languages, culture and values
- To build a solid foundation of Inuktitut language skills in the children
- To build pride as Inuit in the children, using Inuit culture and values
- To provide a welcoming and caring environment that encourages and enhances each child's personal and intellectual growth
- To allow each child's growth according to his or her own development
- To show empathy towards each child, recognizing and acknowledging their individual needs
- To create an environment that encourages creative expression
- To nurture each child's sense of personal identity
- To encourage each child's development of a positive sense of self-esteem and self-image
- To foster the children's awareness of and sensitivity to the different abilities of other children
- To integrate special needs children within the daycare programs and to encourage interaction among all children
- To combine outdoor learning activities with the discovery of nature and various cultures that exists locally
- To provide nutritious snacks that encourage good eating habits as recommended by Nunavut and Canada's Food Guides
- To provide a safe, healthy, and culturally rich environment where parents and staff work towards the ultimate benefit of the children

Board of Directors

The daycare is a non-profit organization comprised of the parents of children enrolled in the daycare, as well as interested community members. From this membership a Board of Directors is elected. The Board consists of members that have been elected at the Annual General Meeting. The majority of the Board will be parents of children attending the daycare. The Board oversees the running of the daycare together, and through a hired Executive Director. All parents have ownership for the ongoing operation and the financial stability of the daycare centre. A list of Board members and their phone numbers are available in the daycare.

In the spirit of inclusion and welcome, any parents wishing to become involved with the daycare's Board are encouraged to do so. The use of Inuktitut at the Board's meetings shall be embraced and supported, though fluency is not mandatory. This is to welcome any support and involvement that is beneficial for the children and the daycare, and to encourage parental involvement, whatever their level of Inuktitut fluency (though learning the language is strongly supported).

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

OPERATIONAL POLICIES

Language Policy

The Iqaluit Inuktitut Daycare was created to provide child care services in Inuktitut, in order to lay a solid foundation in the Inuktitut languages through the early years. The spoken language at the daycare is Inuktitut, creating an environment of Inuktitut immersion. The Board firmly believes in the numerous studies stating that a solid first language will encourage better language skills and provide better abilities to learn other languages in the later years. Therefore, the Board strongly endorses this belief at the daycare.

Children attending Tumikuluit Saipaaqivik will be spoken to in Inuktitut at all times. Staff will create an atmosphere that builds pride in speaking Inuktitut, by speaking only Inuktitut during daycare hours. The use of English words where Inuktitut words are nonexistent will be used minimally or be replaced with Inuktitut equivalencies consistently. Toys, music, books and other materials, programs and resources used at the daycare will be provided, and delivered by staff, in Inuktitut.

Dialectal Diversity

The staff, parents, and children at the daycare will be respectful towards other spoken languages. As well, children and parents will be encouraged to accept other dialects in the Inuktitut language. Derogatory remarks of any kind from any party towards any of the Inuit languages will be discouraged.

Enrolment Policies

Tumikuluit Saipaaqivik is licenced to care for 20 children – 4 infants (from 6 months to 2 years of age) and 16 preschoolers (2 to 5 years of age). Enrolment to Tumikuluit will be managed through a waiting list. Parents interested in enrolling their children must complete an application form from the daycare and have their names and information entered onto the waiting list.

Infants will be given priority in enrolment, making sure all 4 infant spots are always filled, in order to instill Inuktitut in children as early as possible.

Siblings will also have enrolment priority. This is in order strengthen the learning of the language at daycare and at home within families. If a child is enrolled and they have a sibling on the waiting list, that sibling is given priority and will be moved to the top of the list, to be given the next appropriate available daycare spot.

Arrival and Departure

To help Tumikuluit Saipaaqivik plan the day, children should arrive at the daycare no later than 9:30 AM, unless notification is given to the staff about drop-off at a later time. This policy allows the daycare to run an effective program in regards to staffing, cooking, and programming. Children who only come in the afternoon must arrive by 1:30 PM.

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

Conduct by Parents / Guardians

All adults, including parents and guardians, will conduct themselves in a respectful and courteous manner while on daycare property or in conjunction with any daycare activity.

The use of language deemed to be profane and obscene is unacceptable and prohibited. So is any form of abuse, verbal or physical.

Parents or guardians must use Inuktitut while on daycare premises at all times, unless they need to speak another language in order to communicate effectively.

No parent is to discriminate against any children concerning their dialect.

Parental Involvement

All parents agree to speak Inuktitut to their children at home as much as possible upon enrolling their children at Tumikuluit Saipaaqivik, to support the teaching of Inuktitut at the daycare. It has been proven that language acquisition is much more successful when those learning are fully immersed in the language. Without the element of also speaking the language at home, children are less likely to retain what they learn at daycare. To help parents connect with their children in the language, learning materials will be sent home with the children. If one of the primary caregivers of the child does not speak Inuktitut, it is strongly encouraged that they work towards learning the language. Besides this, the non-Inuktitut speaking parent is expected to support their child's learning of Inuktitut by praising their child(ren) and making every effort to learn new words with them.

To help fulfill the goals and objectives of the daycare, parents are required to be involved and volunteer for daycare activities (fundraising, etc.), as well as donate food or country food, when they can.

Supervision Policy

The children will be supervised at all times by the appropriate number of daycare workers as required by the *Child Day Care Act* and its Regulations. The Caregiver to child ratio for infants is 1 to 4, for preschoolers one to 8, and for school age children 1 to 10. Supervision for the children begins when the child enters the daycare. No supervision is available for children going to, or coming from, school.

Upon the arrival of the child to the daycare, parents are required to sign in and let the staff know that their child has arrived. From this point on staff are responsible for the supervision of the child. When the child enters the centre, the staff will continue responsibilities for the child until the parent has signed out their child. However, staff may intervene with the parent and child if the situation arises. Children will only be allowed to leave in the company of their parents or someone designated by their parents. Parents must inform staff beforehand if someone else will be picking up their child(ren). This person may be required to show some form of identification before they are allowed to take the child(ren).

For safety reasons, children should be discouraged from running ahead onto the street when leaving the daycare.

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

Programming

Daily activities will be posted at the entrance of the daycare on the board where parents can see. A regular day will be as follows:

8 am – 9:30 am	Daycare opens, children arrive, monitored free-play
9:30 – 10 am	Breakfast
10 am	Bathroom break, wash hands
10 am – 11:30 am	Circle time or outdoor play (according to weather)
11:30 am – 12 pm	Lunch
12 pm	Bathroom break, wash hands
12 pm – 2:30 pm	Nap/quiet time
2:30 pm – 3 pm	Monitored free-play
3 pm	Snack
3:30 pm	Bathroom break, wash hands, brush teeth
4 pm	Circle-time and creative activity or outdoor play (according to weather)
5:30 pm	Daycare closes

Children will be greeted positively as they arrive to the daycare. Care-givers should monitor and join in the children's free-play, so that it is safe, age-appropriate, and used as a time to teach and encourage speaking Inuktitut. All children will be given individual and group attention by the care-givers every day.

All circle gatherings, creative activities, and group walks will be educational, culturally relevant, developmental, and engaging. A variety of songs, games, and creative activities will be found (or made) and used by the care-givers with the children. They will be fun, encourage and advance learning, and be engaging for the children. All material and resources will be in or translated to Inuktitut.

Though there are specific bathroom breaks/wash times, care-givers will explain to children that they can and should use the bathroom as needed and be helped accordingly. Toddlers and those needing assistance with potty training will be taught and helped in an age-appropriate and positive manner. Children will be taught that bodily functions and fluids are normal and natural, though unsanitary.

Inuktitut-speaking guests, field trips, and other special events will be planned by the Director and care-givers. Parents will be notified of such events, and any permissions needed will be obtained before-hand.

The daily schedule is subject to adjustment, according to the needs of the children and/or care-givers.

Breakfast/Snacks/Lunch Policy

Tumikuluit will offer a healthy breakfast every morning and offer a healthy snack every afternoon. A country food lunch will be provided everyday, but parents can pack a lunch for their children if preferred.. Parents should also provide their children with snacks, to supplement the provided snack, in case of specific food preferences.

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

Children will be provided with milk to drink at breakfast, and water to go with their lunch and afternoon snack. Parents can provide their children with their own drink if any of the above options do not meet the children or parent's preferences. Any requests from children to quench their thirst at any other time will be met in a timely manner with a cup of water. Following recommendations by the department of Health, our daycare will no longer be serving any juice to the children. Instead, milk (if no allergies or sensitivities to it exist) and water shall be the only liquids served to the children by staff to drink. But parents can still supply their children with their own juice to drink.

Parents are asked to indicate any food allergies and preferences upon enrolment, and whether they would like the staff to encourage their child to eat the different foods offered at the daycare.

The breakfasts, lunches and snacks will be healthy, varied, stored and prepared following food regulations, and follow the Nunavut and Canada Food Guides.

Nap Time / Quiet Time

Daycare Guidelines require that all children have some quiet time during the day. Unless otherwise notified by parents, all children will be encouraged to sleep at nap time. Those that do not sleep will be permitted to engage in a quiet activity after one hour of rest.

For infants and children who bottle-feed to fall asleep, staff members are required to monitor the children as they feed. Staff members are not allowed to leave bottles with infants in their nap cribs, and will either feed them first, or monitor the infant as they feed until they fall asleep and the bottle can be taken from the crib. For toddlers, staff will stay within arms-reach of the child as they feed. These are regulations that must be followed due to the choking and drowning hazards of leaving infants and toddlers alone with their bottles.

It is recommended in government regulations that children be weaned off of bottles between 12-14 months of age. This is a recommendation, and parents should discuss with staff if, when and how they would like their children to be weaned off of bottle-feeding.

Unusual Occurrences

All incidents causing any harm to a child will be documented. The parent or guardian will be asked to sign the incident report filled out by a daycare worker and this report will be kept in the child's file. All serious incidents will be documented and a copy will be sent to the Early Childhood Officer at the Department of Education. Any serious incident will also be reported immediately to the parent or guardian by phone. A decision as to any action that needs to be taken will be made by the parents or guardians. If an attempt to call the parents will cause delay of much needed medical attention, the daycare will arrange for emergency transportation for the child to the hospital right away. The parents or guardians will then be notified as soon as possible.

Spot leasing

A family can sublet their child's spot for no less than 6 months and no more than 12 months, for medical or parental leave. Both the original family and the subletting family sign a contract with the daycare in which the original family pays a fee of \$50.00 a week for the entirety of their absence in order to secure their spot, and the sublet family pays the full daycare fees. Arrangements and contract should be arranged and signed a month in advance.

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

Behaviour Management Policy

The daycare staff will act as role models for the children, demonstrating appropriate behavior and providing positive reinforcement. Behavior on the part of the daycare worker in the form of slapping, spanking, hitting or biting will not be tolerated, nor will negative comments or criticism. If necessary, negative or inappropriate behaviour on the part of a child will be discussed in a constructive way. If a daycare worker is caught using any negative form of discipline, he or she will be reprimanded immediately in a manner set out in staff policies. Certain behaviour will result in the daycare worker being terminated from his or her position immediately.

If a child is acting in a way that may injure him or herself or others, they will be removed from the others until he or she is calm. The child will sit in a quiet area with a staff member to talk about their behaviour, using age appropriate language. If a child consistently has difficulty playing in an appropriate manner, or exhibits a behaviour problem, the Director will ask to meet with the parents of that child to discuss the behaviour in order to come up with a strategy to assist the child in behaving appropriately.

If the behaviour of a child continues to be a physical or emotional threat to the other children and the daycare staff, even after the application of healthier behavior strategies, the child will have to be withdrawn from the daycare.

If there are multiple incidents in one day affecting the safety of other children and staff, the Director of the daycare may use their discretion to call the parents to pick up their child for the remainder of the day.

Visitors

All visitors (parents or other) that are invited or will be interacting with the children (besides at the entrance) will first be required to submit a clean criminal record and vulnerable sector check, as required by Child Day Care regulations.

Field Trip Policy

There will be a minimum of two daycare workers for every field trip, including the everyday walks when weather permits. The caregiver to child ratio will comply with the *Child Day Care Act* and its Regulations. Parents will be asked to fill out a consent form prior to any special outing. This form will state the destination, time of departure and return, and reason for the trip. The consent form signed by the parent or guardian will signal their approval for their child(ren) to participate in the field trip.

Transportation Policy

There is no regular transportation available to take children to and from the daycare. When field trips are planned, transportation may be provided (with prior signed approval of the parents).

Qikiqtani General Hospital will be contacted in the event of an emergency when immediate medical attention is necessary. Once the appropriate care has been called for, parents will then be contacted about the emergency.

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

HEALTH POLICIES

Illness Policy

Children who are ill and not well enough to interact with other children and unable to participate fully in the daycare program (inside and outside) should be kept at home. If the child is considered ill by the daycare staff, the parents will be notified to take their child(ren) home. The child will be supervised in an area separately from the other children until the parent or guardian arrives.

The staff will use the following guidelines when determining if a child is ill and should stay home:

- High fever (100.5°F for infants and toddlers, 101°F for older children);
- Frequent diarrhea or vomiting (twice for infants, three times for older children);
- Undiagnosed skin rash;
- Communicable disease (other than a cold);
- Obvious infected discharge; or
- Persistent pain.

Children who have a cold with the following symptoms should be sent home:

- Yellow / green discharge from the nose;
- Yellow / green discharge from the eyes; or
- Persistent cough.

The child(ren) should be symptom free for **24 hours** before returning to the daycare to ensure that they are well enough to participate fully in the daycare program.

Communicable Disease Policy

A child with a communicable disease shall not be permitted to attend the daycare during the infectious period. For any communicable disease, a doctor's certificate is required before the child is allowed to return to the daycare. The daycare is required to post and notify Public Health of any communicable disease that a child may have while attending the daycare. Public Health considers the following to be a partial list of communicable diseases that require a doctor's note for the return of the child to the daycare:

- Chicken pox
- Pink eye
- Fifth disease
- Measles
- Mumps
- Tuberculosis
- Impetigo
- Head lice
- Ringworm
- Haemophilus influenza B

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

- Pertussis
- Rubella
- Meningococcal disease
- Enteric diseases
- E. coli
- Salmonella
- Giardia
- Campylobacter

Medication Policy

Parents or guardians will be asked to sign a consent form when medications are to be administered during the day. They will be asked to write the times that the medication is to be given to their child. The form will be initialed by the daycare worker each time the medication is administered. At the end of the day, the parents or guardians will be asked to initial the same form, indicating that they are aware of the time that the medication was administered. Also, the parents or guardians will be asked to sign the form when the medication is completed. This form will be kept in the child's file.

- All medication is required to be in the container supplied by the pharmacist.
- The container must be clearly labeled with the child's name, the date the medication was prescribed, the dosage and method of administration, as well as the doctor's name.
- Over-the-counter medication can only be administered if accompanied by a doctor's note and it is in the original container.

No medication will be given to the child without the written consent of the parent or guardian.

Injury Policy

All incidents causing any harm to a child will be documented. The parent or guardian will be asked to sign the incident report filled out by a daycare worker and this report will be kept in the child's file. All serious incidents will be documented and a copy will be sent to the Early Childhood Officer at the Department of Education. Any serious incident will also be reported immediately to the parent or guardian by phone.

The parents or guardians are asked to sign a waiver form upon enrolment, giving authorization to the daycare staff to seek medical attention if a child is injured and the parents or guardians cannot be reached, or the child needs immediate medical attention. Transportation may be provided in this case.

Confidentiality Policy

Any document and information that pertains to the children and/or their families will be kept confidential. All files will be stored in a locked place and remain in the building. All files will be kept for two years after the child has been withdrawn from the program. All files will then be destroyed in a secure manner after the two years.

All staff are required to sign an Oath of Confidentiality as a condition of their employment. The importance of confidentiality is stressed during the interview and orientation processes.

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

Suspicion of Child Abuse

Any employee who suspects the possibility of child abuse shall document and report a complaint immediately to the Director of the daycare and then report it to Social Services.

Any employee that jeopardizes the health and safety of a child, through abuse, leaving the child unattended, applying excessive force, and so on, will be permanently dismissed from their job on the spot.

Emergency Evacuation Policy

In the event of a fire, children will be evacuated from the building to the emergency safe shelter. The day care staff will visit the emergency safe shelter on a monthly basis as required by the *Child Day Care Act* and its Regulations. The staff and children will follow the Emergency Plan (available upon request).

The primary emergency safe shelter is the Baffin Gas Bar, and the alternate is the Royal Canadian Legion office.

For monthly fire drills, emergency procedures, and overall safety, parents must provide their children with indoor shoes that have a non-slip sole.

DAYS OF OPERATION AND FEES

Hours/Days of Operation

The daycare is open from Monday to Friday, 7:45 am to 5:30 pm. The daycare will be closed on the following holidays:

- Two weeks over Christmas and New Year's (beginning the week of Dec. 25th, and ending at the end of the week of Jan. 1st)
- Good Friday April 14
- Easter Monday April 17
- Toonik Tyme (afternoon of the Friday) April 13 half day
- Victoria Day May 22
- Canada Day July 1
- Nunavut Day July 9
- Civic Holiday August 7
- Labour Day September 4
- Thanksgiving Day October 9
- Remembrance Day

For the above holidays, parents or guardians are required to pay the regular daycare fees.

If the holiday falls on a weekend, the holiday will be observed on the following Monday.

For additional daycare holidays and closures, dates will be decided on a yearly basis.

Weather/Blizzard Policy

In the event of bad weather, the Director of the daycare, along with the Chair of the Board, will make the decision to close the daycare based on the closure of schools, other daycares, businesses and taxis. The Board will be notified of this decision before announcing to the parents or guardians and community.

Tumikuluit Saipaaqivik Policies Iqaluit Inuktitut Daycare

The closure of the daycare will be announced on 1230 AM CBC radio before 8:00 am and an update for the afternoon by 12:00 pm. If the weather is bad before the daycare is scheduled to open, parents will need to listen for closure announcements on the morning radio. If the daycare needs to close in the middle of the day, parents will be notified by telephone and will be asked to pick up their children within 30 minutes of receiving the phone call from the daycare. The late fee will apply after this 30 minute period.

Regular fee payment is required if the daycare is closed due to weather.

Holiday Days

Parents will be able to accrue “holiday days” that can be used during the year when the child goes away. For every full month of payment, you will earn one day (For example: if you have paid four full months, you will have accrued 4 days). Daycare fees are payable for every day that the child is enrolled, regardless of attendance, unless holiday days are used. If fees are outstanding when a child leaves for vacation, space is not guaranteed upon his or her return.

Policies Regarding Daycare Fees

A two-week deposit is required for every child enrolled in the daycare (currently equivalent to \$330 biweekly for full-day attendance per child). A two week notice must be given when withdrawing children from the daycare. The two week deposit will be applied for the last two weeks.

Invoices will be issued every two weeks and payment is due before the end of the two-week period of the invoice dates. Payment can be made by cash, to be given to the Director at the daycare, or by cheque, made payable to: Iqaluit Inuktitut Daycare.

If a child’s fee balance becomes **four weeks in arrears**, parents will be notified and asked to make a payment **immediately**. At that time, parents may also be asked to come in and discuss with the Director if a payment schedule needs to be implemented. If the parents and Director are unable to agree, the parent may be asked to remove their child immediately.

If a child misses more than five days in a month due to illness, a doctor’s certificate is required in order to maintain government funding for that space. Parents or guardians are required to pay for days their children are sick.

If a child is not picked up by 5:30 pm, there will be a ten dollar (\$10.00) fee, plus an additional fee of one dollar (\$1.00) for every minute that the parent is late. This will be added to the parent’s bill. After 30 minutes and all attempts to contact parents and alternate adults to pick up the child are unsuccessful, the daycare has the right to contact Social Services. The Early Childhood Education manager will be notified of contact made to Social Services, without disclosing any personal information about the family regarding the situation.

As mentioned before, to help fulfill the goals and objectives of the daycare, parents are required to be involved and volunteer for any daycare activities, as well as donate food or country food when they can.

Day Care Act

The policies in this handbook are based upon regulations and guidelines outlined in the *Nunavut Child Care Act*. A Child Care Manual outlining the details of the Act can be found in the daycare.

Pirurvik Preschool Program



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PIRURVIK
PRESCHOOL

Parent Handbook September 11 – December 15, 2017



***Recommended to post Handbook
on Information Board**

PARENT HAND BOOK
September 11 – December 15, 2017

Parent/Guardian Involvement

The Pirurvik Preschool will be facilitated through the Pond Inlet District Education Authority (DEA).
The list of current Pond Inlet DEA members are as follows:

_____ (Chairperson)
_____ (Vice-Chairperson)
_____ (Fundraising)
_____ (Hiring)
_____ (Nasivvik Rep)
_____ (Ulaajuk Rep)
_____ (Cultural Programs)

**These DEA appointments began in Jan 2017.*

The Pirurvik Preschool will have a **parental committee** that will inform the DEA of any issues that may arise. The majority of this committee will be comprised of parents of children that will be attending the preschool. A list of Parent Committee Members and their phone numbers is available and posted in the preschool classroom. All parents/guardians are encouraged to volunteer for fundraising, outings, special events and committees.

Pirurvik Procedures for Regular Communication with Parents / Guardians

The family is the first, and most powerful, influence on the early development and learning of a child. At the Pirurvik Preschool, we aim to build positive relationships with parents and guardians centered on trust and respect. The collaborative relationships between educators and families are a key element of child care. We aim to regularly inform parents and guardians about the experiences their children are having at the preschool.

Communication Procedures:

We aim to ensure that communication with families occur on an on-going basis by:

- Parent Nights** (4 per school year): preschool workers will use these evenings to communicate with parents regarding their child's progress in the preschool.
- Logbooks**: Logbooks will be kept in the preschool and will have information regarding your child's activities, socialization, areas of interest, activities performed well, areas of independence, areas of frustration or concern. The preschool staff will record the children's well-being and overall program participation on a weekly basis.
- Welcoming staff member**: The preschool has a staff member tasked with the responsibility to sit at the entrance of the preschool and welcome the children upon their arrival (this position rotates among the preschool staff). Parents/ guardians are encouraged to share any daily updates regarding the child with this welcoming staff member, and/or the director of the preschool.

Oral and Written Communication:

- Oral / verbal communication* will be the first line of communication with parents/guardians to allow the opportunity for an *interpreter* if necessary.
- The *lead staff member or director* of the preschool will speak with the parents/guardians in private if there are any concerns regarding their child.
- Written communication* will be provided to parents if means of oral communication are not possible.

Goals and Objectives

IQ-Montessori

The Pirurvik Preschool provides Early Childhood Education that is child centered and based on the Inuit Qaujimagatuqangit principles and is *enriched through the use of Montessori materials*. Our goal is to provide a *culturally relevant learning experience* guided by the IQ principal **Pilimmaksarniq** which allows children to learn at their own pace.

Pilimmaksarniq

- To allow each child develop at his or her own rate.
- To provide a bilingual environment for children.
- To encourage children to develop a positive attitude towards school and learning and become life-long learners.
- To provide children with opportunities to learn to take initiative.
- To create an environment that encourages creative expression.
- To foster an environment where children are able to develop a sense of personal identity.
- To foster the value of concentration in activities that are engaging for children.
- To provide an environment where children are able to develop an abiding curiosity.

Inuuqatigiitsiarniq

- To provide a warm and caring environment that enhances personal learning and encourages each child's intellectual growth and self-worth.
- To encourage each child to develop positive self-esteem and a positive self-image.

Tunnganarniq

- To foster the children's awareness of and sensitivity to the different abilities of children with special needs.
- To integrate special needs children within our program and to encourage interaction among all children.
- To show empathy towards children, acknowledging their individual needs.

Pijitsirniq

- To provide care for children between the ages of 3-4 years old (toilet trained).
- To provide nutritious snacks that may encourage good eating habits as recommended by Canada's Food Guide / Nunavut's Food Guide with country foods when available.

Ikajuqtigiinni & Aajiiqatigiinni

- To provide an environment where staff and parents work together for the ultimate benefit of the children.

Qanuqturniq

- To provide a carefully planned, stimulating environment which will help the children develop within themselves the foundation habits, attitudes, skills, and ideas which are essential for a lifetime of creative thinking and learning.
- To provide materials that allows children opportunities to sharpen their senses, and discriminate between senses in their learning activities.

Avatittinnik Kamatsiarniq

- To combine outdoor learning activities with the discovery of nature and the various cultures that exists in Pond Inlet.

IQ-Montessori

- Montessori is a self-directed approach to learning.
- Montessori has been practiced with great success with children in all cultural, social, physical and psychological conditions.
- This approach to education recognizes the achievements of each child, through careful observation, which is similar to the ***Inuit Qaujimagatuqangit educational framework***.
 - To allow each child develop at his or her own rate.
 - To provide children with opportunities to learn to take initiative.
 - To foster the value of concentration in activities that are engaging for children.
 - The educators guide the children to respect others and the objects in their environment.

Inuktitut Language Development at the Pirurvik Preschool

The Pirurvik Preschool is currently a bilingual preschool with a focus on Inuktitut instruction and language development. Most aspects of the program are offered in Inuktitut through the use of the Inuktitut teaching materials and cultural activities.

Partnership with QIA and the Department of Education

The Pirurvik preschool is currently being funded by Qikiqtani Inuit Association and the Department of Education.

Preschool Roles and Responsibilities

Karen Nutarak: NAC Administrator and Co-Director of the Pirurvik Preschool

Tessa Lochhead: Co-Director of the Pirurvik Preschool.

Samantha Koonoo: Pirurvik Preschool Lead Educator.

Dina Arreak: Pirurvik Preschool Educator.

Ruth Akpaleapik: Pirurvik Preschool Educator.

Fiona Aglak: Pirurvik Preschool Educator.

Illness Policy

Children who are not well enough to interact with other children, and participate fully in the Preschool program (inside and outside), should be kept at home. If the child is considered ill by the Preschool Co-Directors/ Preschool Educators, the parent/guardian(s) will be notified to take the child home. The child will be supervised in an area separate from the other children until the parents arrive at the center.

The Preschool Co-Directors/ Preschool Educators will be using the following guidelines when determining if a child should not be at Preschool:

- High fever (101 ° F)
- Frequent diarrhea / vomiting
- Undiagnosed skin rash
- Communicable disease (other than a cold)
- Obviously infected discharge
- Persistent pain

Children who have a cold should not be sent to the Preschool with the following symptoms:

- Yellow/green discharge from the nose and/or eyes
- Persistent cough

Your child should be symptom free for 24 hours before returning to the Preschool to ensure they are well enough to participate in the Preschool program. **PLEASE CALL THE PRESCHOOL IF YOUR CHILD IS SICK. If a child is sick for more than 5 days the Department of Education requires a note from the health centre.**

Medication Policy

Parents will be asked to sign a form regarding medications that the child may be taking on a regular basis, including emergency administration medications. Any medication that a child may require needs to be administered before/after preschool hours by the family or the health centre. The preschool cannot take responsibility for medication administration unless it's an emergency. If the child requires an Epipen/ Asthma puffer in case of emergency, the parent/guardian(s) will need to sign the consent section on the admission form in order for either the Preschool Co-Directors/ Preschool Educators to administer medication. All emergency medication is required to be in the container supplied by the pharmacist. The container must be clearly labeled with the child's name, the date the medication was prescribed, the dosage and method of administration, as well as the doctor's name. **NO MEDICATION CAN BE GIVEN TO THE CHILD WITHOUT WRITTEN CONSENT OF THE PARENT/GUARDIAN(s) on the Admission Form.**

Communicable Disease Policy

A child with a communicable disease shall not be permitted to attend the Preschool during the infectious period. In the case that a child has been determined to have a communicable disease a doctor's certificate is required before the child is allowed to return to the program. The Preschool is required to post and notify Public Health of any communicable disease that a child may have while attending the Preschool. Public Health considers the following to be a partial list of communicable diseases that require a doctor's note for the return of a child to Preschool:

- Chicken pox
- Pink eye
- Strep throat
- Croup/whooping cough
- Fifth disease
- Hand-Foot-and-Mouth Disease
- Measles / Mumps
- Impetigo
- Head lice
- Tuberculosis

Unusual Occurrences

All incidents causing any harm to a child will be recorded. The parent/guardian(s) will be asked to sign the incident report filled out by a Preschool Co-Director/ Preschool Educators and this report will be kept on the child's file. All serious incidents will be recorded and a copy will be sent to the Early Childhood Officer at the Department of Education. Any serious incident will also be reported immediately to the parent/guardian(s) by phone. All decisions, in regards to further action that may be required, will be made by the parent/guardian(s). If contacting the parent/guardian(s) will result in a delay of much needed medical attention, then the Preschool will arrange for emergency transportation for the child to the Health Centre. The parent/guardian(s) will also be notified as soon as possible.

Confidentiality Policy

Any document and information that pertains to the children and/or their families and/or Preschool Co-Directors/ Preschool Educators will be kept confidential. All files will be stored in the Preschool classroom. All children files will be kept for two years after the child has been withdrawn from the program and then be destroyed in a secure manner.

Suspicion of Child Abuse

Any Preschool Educators who suspect the possibility of child abuse shall document and report it immediately to either of the Co-Directors of the Preschool who will report to Social Services. Any Preschool Co-Director/ Preschool Educator that jeopardizes the health and safety of a child, such as: misuse or abuse of children, leaving the child unattended, excessive force, etc, will be dealt with by the District Education Authority and Social Services.

Emergency Drills

The Pirurvik Preschool will follow the same Emergency Protocols as Ulaajuk Elementary School. In the event of a fire, lockdown, or other emergency, we will follow the same procedures. An outline of these procedures are posted in the Pirurvik Preschool classroom. Due to monthly fire drills, emergency procedures, and overall safety for your child, please provide your child with indoor shoes with a non-slip sole.

Emergency Evacuation Policy

In the event of a fire, children will be evacuated from the school to the emergency safe shelter. The Preschool Co-Directors/ Preschool Educators and children will visit the emergency safe shelter on a regular basis as required by the Child Day Care Act & Regulations. The Children will follow the Emergency Plan. Children and Preschool Educators will stay **150 feet** away from the school at all times in the event of a fire. The primary emergency safe shelter is the *Nattinnak Visitor Centre*. A secondary location is the *Naurainnuk Daycare*.

Injury Policy

Parent/guardian(s) are asked to sign a waiver form when the child is enrolled thereby giving authorization to the Preschool Co-Directors/ Preschool Educators to seek medical attention if the child is injured and the parents cannot be reached or the child needs medical attention immediately. Transportation may be provided in this case.

Supervision Policy

The children will be supervised at all times by the appropriate number of Preschool Co-Directors/ Preschool Educators as required by the *Child Day Care Act & Regulations*. Supervision for the children begins when the child enters the Preschool classroom in Ulaajuk School (**classroom E-106**). The Preschool classroom (E-106) is in the Northeast corner of Ulaajuk School. We ask that parents/guardian(s) use the Northeast door of Ulaajuk School (the side that faces the playground structures, at the door that is closest to the road).

Upon arrival of the child at the Preschool, the parent/guardian(s) is required to let the Preschool Co-Directors/ Preschool Educators know that their child has arrived inside the Preschool doors. We ask that parent/guardian(s) do not leave their child in the Ulaajuk playground. The child must be brought inside to the classroom door E-106 once the preschool begins. From this point on the Preschool Co-Directors/ Preschool Educators are responsible for the supervision of the child. When the parent/guardian(s) enters the preschool, the staff will continue responsibilities for the child until the parent/guardian(s) has left with their child. However, staff may intervene when the parent/guardian(s) has responsibility of the child if a situation arises. Parent/guardian(s) are asked that their children leave the Preschool only in their company and not to allow them to run ahead into the road in front of the school. Children will only be allowed to leave in the company of their parent/guardian(s) or someone designated by parents as stated on the Admission form. We ask that parent/guardian(s) inform us in advance if someone else, as noted on the Admission form, will pick up their child.

Adult to Child Ratio (Washroom example)

The ratio for the supervision of children (between the ages of 2-5) is 1 adult per 8 children, however 1 caregiver cannot be alone with more than 6 children at a time. Therefore, with 12 children, 2 adult supervisors are required,

and with 13 children, 3 adult supervisors are required. The supervision of children begins when the child enters the Preschool classroom. No supervision is available for children travelling to, or from, school.

As the washroom is down the hall from the Preschool's location, the Preschool Co-Directors/ Preschool Educators will not break this ratio. No child will ever go to the washroom alone, and therefore, many children may be required to go to the washroom at the same time in order to follow these regulations. (For example, 8 children would have to go to the washroom with an adult supervisor if there are only 2 adults with 16 children).

Toilet Training and Bottle Use

At the Pirurvik Preschool, we ask that children are potty trained since we do not have the capacity or proper facilities for change tables, etc. in the Preschool. We also ask that children do not bring their bottles with them to the preschool since not all children will have one. There will be water available at all times.

Nap Time

Since the Preschool is only half-days, we will not have a designated naptime for children, as advised by the Department of Education. Therefore, we will not be carrying any cots or mats for naptime for children.

Transportation Policy

There is no regular transportation available to take children to and from the Preschool. Preschool students will not have access to bus privileges. When field trips are planned, transportation may be provided (with prior signed approval of parent/guardian(s) on the 'Field Trip Policy' Form). Transportation may be provided in the case of an emergency where it is necessary to take the child to receive immediate medical attention.

Field Trip Policy

There will be a minimum composition of three Preschool Co-Directors/ Preschool Educators for every field trip. The adult/child ratio will comply with the *Child Day Care Act & Regulations*. Parent/guardian(s) will be asked to fill out a 'Field Trip Policy' consent form prior to any outings, and thereby signaling their consent for their child to participate in the field trip.

Discipline Policy (or Safe & Positive Learning Environment Policy)

The Preschool Co-Directors/ Preschool Educators will act as role models for the children, demonstrating appropriate behavior and providing positive reinforcement. Behavior on the part of a Preschool Co-Director/ Preschool Educator in the form of slapping, spanking, hitting, or biting will not be tolerated, nor will negative comments or criticism. If necessary, negative or inappropriate behavior on the part of a child will be discussed in a constructive way. If a Preschool Co-Director/ Preschool Educator is deemed to be, and/or perceived to be, using any negative/inappropriate form of discipline, then he or she will be reprimanded immediately in a manner set out by the District Education Authority.

No child will be placed in an isolated or 'time out' room that is unsupervised. If a child is acting in a way that may injure himself or herself or another child, they will be removed from the situation by an adult until they are calmer. The reason for removing the child will be explained to the child using age appropriate language. If a child consistently has difficulty playing in an appropriate manner and/or exhibits a behavior problem, either Co-Director (Karen Nutarak and/or Tessa Lochhead) will create a written program in conjunction with the Preschool Educators. This program will be discussed with the child parent/guardian(s) for their approval in order to assist the child to learn how to behave in an appropriate manner. Where appropriate, we will suggest for the parent/guardian(s) to contact specialists for the child, such as: counselors, social workers, health centre staff, etc.

In the event of the extreme situation where the behavior of a child continues to be a physical or emotional threat to the other children, and the Preschool Co-Directors/ Preschool Educators, and parents, are unable to come up with a strategy to rectify the behavior in a manner that is deemed acceptable, then the parents may be asked to withdraw their child from the Preschool. If an incident occurs during the school day which affects the safety of the other children, either Co-Director of the Preschool may use their discretion to call the parent/guardian(s) to pick up their child for the remainder of the day.

Attendance

There is a waiting list for children who wish to enter the Preschool program, so if a child is registered in the Preschool, but does not attend regularly, they may be removed from the list. The parent/guardian(s) will be informed of this issue in advance of this occurring, so that the opportunity to improve attendance is provided.

Blizzard Policy

In the event of a blizzard, or poor weather conditions, the District Education Authority will make the decision to close the Preschool based on the closure of schools in the community of Pond Inlet, so please stay tuned to the local radio. If Ulaajuk School is closed, the Preschool will also be closed. If the Preschool needs to close in the middle of the Preschool program, parent/guardian(s) will be notified by telephone and are asked to pick up their children within 30 minutes of receiving a phone call from the Preschool.

Funeral Policy

If Ulaajuk School is closed due to a funeral, the Preschool will also be closed.

Extreme Cold Weather Temperature Policy

The extreme cold weather temperature policy for the Pirurvik Preschool is that the temperature with wind chill should be no colder than -35 degrees Celsius. If it is colder than -35 degrees, the children will stay inside during their outdoor playtime (3:45-4pm). They can be picked up in the Preschool classroom instead of the Ulaajuk playground. *(The Naurainnuk Daycare practices the same extreme cold weather temperature policy for Toddlers ages 2-5 years old. Ulaajuk School uses -40 degrees as a guideline for their extreme cold weather temperature policy but it is subject to weather conditions.)*

Arrival & Departure Late Policy

Pirurvik Preschool is open **Monday to Friday 1:10pm to 3:45pm (3:45-4pm will be outdoor time for the children)**. Early arrivals will not be accommodated. To help us plan the day children should arrive at the Preschool no later than **1:10pm** unless a phone call is received. There is a 15-minute window for drop off between **1:10-1:25pm**. If parent/guardian(s) do not adhere to drop off times the involvement of the child's participation in the preschool program may be reconsidered due to the waiting list for the preschool program. This policy successfully allows the Preschool to run an effective program in regards to program planning. Parent/guardian(s) are **expected to pick up their children prior to the closing of the Preschool** at 4pm. Again, if parent/guardian(s) do not adhere to the drop off and pick up times the child may be removed from the Preschool list, since there is a waiting list for the Preschool. Parent/guardian(s) will be notified by a warning if this becomes an issue.

If after 30 minutes from closing time, the parent/guardian has not called, or picked up the child, and all efforts to reach the parent/guardian(s) and / or emergency contact person has failed, the child will be turned over to Social

Services. (For this reason, please make sure the Preschool has an emergency contact phone number as requested on the Preschool Admission Form).

Facilities

The Pirurvik Preschool is licensed for 20 spaces within the Preschool classroom in Ulaajuk Elementary School. With this space we hope to fill the Preschool classroom to capacity with 18 children since we will only have 3 Preschool Co-Directors/ Preschool Educators available at all times (as described in the Adult/Child Ratio formula stated above). We will be accepting children between the ages of **3 – 4 year-olds** as per the *Child Day Care Act & Regulations*.

Admission and Withdrawal

The following items are required prior to the child's first day at the Preschool.

- Completed and Signed Admission forms (including the child's Health Care Card Number)
- A copy of the child's immunization record (2-3 years of age record)

Holiday Closures

The Preschool will be closed for the following holidays:

- February Break (During Ulaajuk School closure)
- Good Friday / Easter Monday
- Victoria Day
- Nunavut Day
- Hamlet Day (First Friday in April for the afternoon only)
- Summer Holiday (As followed by the Ulaajuk school calendar)
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Holidays (As followed by the schools in Pond Inlet – including New Years Day)

To CALL the Pirurvik Preschool:

Dial 899-8964 (at Ulaajuk School) and **as soon as the answering machine comes on, dial #2028** and it will connect you right with the preschool!

If you have any questions or concerns, please contact:

Karen Nutarak

Nunavut Arctic College Administrator
Co-Director - Pirurvik Preschool
Phone: # _____ (Arctic College)

Tessa Lochhead

Co-Director - Pirurvik Preschool
Phone: # _____

Samantha Koonoo

Pirurvik Preschool Lead Educator
Phone: # _____ (Home)

Fiona Aglak

Pirurvik Preschool Educator
Phone: # _____ (Home)

First Day of Preschool

*Please bring an **extra change of clothes and indoor shoes** to keep in the preschool for your child

*We ask that **parents accompany your child for the first 30 minutes or so** during the first afternoon of preschool.

Policies: Posting Requirements / Recommendations / Confidential Postings

There are certain operational policies and schedules that are required to be posted on the information board which are also made easily accessible to parents in the parent handbook. There are some operational policies that are recommended to post on the information board, and others that need to be posted in confidential locations in the childcare centre for staff use only.

Required items to post on the information board:

- License and Notices
- Child Day Care Act and Regulations
- Daily Schedule / Program
- Staff Schedule
- Menu
- Emergency Evacuation Policy and Map
- Behaviour Management / Discipline / Safe & Positive Learning Environment Policy

Recommended items to post on the information board:

- Parent Handbook
- Lockdown Procedure
- Emergency Phone Numbers [RCMP, Local Health Centre, etc.] *These need to be posted near the phone.
- Illness Policy
- Communicable Disease Policy
- Extreme Cold Weather Policy

Items that require posting in confidential locations for staff only and/or according to certain conditions:

- List of Children's Home / Emergency Contact Information
- Parent Board Contacts
- Staff Contact Information
- Children's Health & Medication Information

Required items to post on the information board:

Daily Schedule / Program

The daily program must be posted on the information board. This program includes daily programming, but it could also include a monthly calendar with special events, holidays, celebrations and field trips (NDE, 2014, section 8-2).

We have attached the *Tumikuluik Saipaaqivik Daily Schedule and Calendar*, along with the *Pirurvik Preschool Daily Program* for your reference.



Please see: Appendix 17a: Tumikuluik Saipaaqivik Daily Schedule



Please see: Appendix 17b: Pirurvik Preschool Daily Program

Staff Schedule

The staff schedule must be posted on the information board to allow parents to know which staff members are working, and when they are working.


We have attached more information on staff schedules in the Staff Planning section (Staff Scheduling Appendix 25).


Menu

The menu must be posted on the information board. This helps to ensure that the food served to children is appropriate and nutritious. It is also important to ensure that changes to the menus are posted a week ahead, so that parents are aware of the food that is being planned for meals and snacks (NDE, 2014, section 10-2, 10-8). Any changes to the menu should be posted as soon as possible before the meal is served. It is also important to ensure age-appropriate time periods between snacks and meals (NDE, 2014, section 10-7).

We have attached the *Tumikuluik Saipaaqivik Menu* and the *Pirurvik Preschool Snack Menu* for your reference.

 Please see: Appendix 17c: Tumikuluit Saipaaqivik Menu

 Please see: Appendix 17d: Pirurvik Preschool Snack Menu

 Please see: Appendix 17g: Pirurvik Preschool Emergency Evacuation Policy

 Please see: Appendix 17h: Pirurvik Preschool Floor Plan / Emergency Evacuation Map

Emergency Evacuation Policy and Map

The emergency evacuation policy and emergency evacuation map must be posted on the information board. This is to ensure that operators, staff members and any substitute childcare workers have an available and visible plan if the facility has to be evacuated quickly and safely, and taken to another location, in the event of an emergency (NDE, 2014, section 16-4).


The emergency procedures should include items such as:


- a) sounding the fire alarm,
- b) notifying the fire department,
- c) instructing occupants on procedures to be followed when the fire alarm sounds,
- d) evacuating occupants, including special provisions for persons requiring assistance,
- e) location of emergency shelter,
- f) confining, controlling, and extinguishing the fire (if safe to do so)

Training of Supervisory Staff

Please note, that all staff should be trained in the fire emergency procedures before they are given any responsibility for fire safety. They should also all be given a copy of the fire emergency procedures.

We have attached the *Tumikuluit Emergency Evacuation Plan (Inuktitut and English)*, as well as the *Pirurvik Preschool Emergency Evacuation Policy*, and the *Pirurvik Preschool Floor Plan / Emergency Evacuation Map* for your reference.


 Please see: Appendix 17e: Tumikuluit Saipaaqivik Emergency Evacuation Plan (Inuktitut)


 Please see: Appendix 17f: Tumikuluit Saipaaqivik Emergency Evacuation Plan (English)

Behaviour Management / Discipline / Safe & Positive Learning Environment Policy

The Behaviour Management / Discipline / Safe & Positive Learning Environment policy must be posted on the information board to ensure that all parents and staff members are aware of this policy within your childcare centre and can be easily referenced if needed. This policy is in place to prevent abuse of any child by staff, volunteers or other children (NDE, 2014, section 9-2).

We have attached an example of the *Tumikuluit Saipaaqivik Behaviour Management Policy* posting, as well as the *Pirurvik Preschool Discipline / Safe & Positive Learning Environment Policy* posting for your reference.

 Please see: Appendix 17i: Tumikuluit Saipaaqivik Behaviour Management Policy


 Please see: Appendix 17j: Pirurvik Preschool Discipline / Safe & Positive Learning Environment Policy

Recommended items to post on the information board:

Lockdown Procedure

The lockdown procedures must be posted on the information board. This is to ensure that operators, staff members and any substitute childcare workers have a plan if there is an intruder in the building.

We have attached the *Pirurvik Preschool Lockdown Procedure* for your reference.

 Please see: Appendix 17k: Pirurvik Preschool Lockdown Procedure

Emergency Phone Numbers

Emergency Phone Numbers may be posted on the information board and/or near the phone. This is to ensure that all adults in the childcare facility may be able to quickly access an emergency facility in your community without delay [NDE, 2014, section 16-8]. If possible, it is helpful to create hand-made stickers or labels with the Emergency Phone Numbers and stick them right on the phone.

We have attached the *Pirurvik Preschool Emergency Phone Numbers* list for your reference.



Please see: Appendix 17I: Pirurvik Preschool Emergency Phone Numbers

Illness Policy

The illness policy should be posted on the information board to ensure that all parents and staff members are aware of the Illness policy within your childcare centre and can be easily referenced if needed. Every childcare centre needs to ensure that sick children receive the medical assistance they need, and also to protect other children from also getting sick [NDE, 2014, section 14-9].

We have attached an example of the *Tumikuluit Saipaaqivik Illness Policy* posting for your reference.



Please see: Appendix 17m: Tumikuluit Saipaaqivik Illness Policy

Communicable Disease Policy

The Communicable Disease policy should be posted on the information board to ensure that all parents and staff members are aware of the communicable disease policy within your childcare centre and can be easily accessible.

The outbreak of a communicable disease is very serious. Anyone suspected of having a communicable disease needs to be isolated from all other persons as quickly as possible to contain the potential spread of the disease. The Medical Officer of Health needs information on

suspected cases of a disease in order to prevent and/or manage a disease outbreak [NDE, 2014, section 14-6].

We have attached an example of the *Tumikuluit Saipaaqivik Communicable Disease Policy* posting for your reference.



Please see: Appendix 17n: Tumikuluit Saipaaqivik Communicable Disease Policy

Extreme Cold Weather Policy

The Extreme Cold Weather policy can be posted on the information board to ensure that all parents and staff members are aware of this policy within your childcare centre and can be easily referenced if needed.

We have attached an example of the *Tumikuluit Saipaaqivik Extreme Cold Weather Policy* posting for your reference.



Please see: Appendix 17o: Tumikuluit Saipaaqivik Extreme Cold Weather Policy


Items that require posting in confidential locations for staff only and/or according to certain conditions:

List of Children's Home / Emergency Contact Information

A list of Children's Home / Emergency Contact Information must *not* be posted on the information board *in order to ensure that confidentiality is not breached within the childcare centre* but should be easily accessible and available to staff only.

Suggestions for locations include a posting on the inside of a cupboard door or a file box that contains filing cards with the children's information. This is to ensure that staff members and substitute childcare workers are able to access emergency contact information on the children's behalf in the childcare centre [NDE, 2014, section 16-8].

We have attached an example of the *Pirurvik Preschool Children's Home / Emergency Contact Information* list for your reference.


 Please see: Appendix 17p: Pirurvik Preschool Children's Home / Emergency Contact Information

Parent Board and Staff Contact Information

A list of the Parent Board or Parental Committee can be posted on the information board. This is to ensure that parents and staff members may easily access any parent board member should they have any questions or concerns for them.

The staff contact information can be posted on the information board to ensure that parents and staff members may easily contact the staff members in case of an emergency, but only if all staff agree to have their contact information posted. This list can also serve as an effective communication method among everyone involved with the childcare centre.

We have attached an example of the *Pirurvik Preschool Parent Board and Staff Contact Information* list for your reference.

 Please see: Appendix 17q: Pirurvik Preschool Parent Board and Staff Contact Information list

Children's Health & Medication Information


Food allergies could be posted on the information board, but not with any children's names attached to each of the food allergies, *in order to ensure that confidentiality is not breached within the childcare centre.*


Information regarding *individual children's health or allergy concerns shall be posted where only the staff can view it.* Suggestions for locations include a posting on the inside of a cupboard door as long as staff are aware of where it is.


Any specific food allergies should be posted in the area where food is prepared and served, but this should also be posted in a location where only the staff can easily view it. It is important for all adults to protect children with known food allergies and to meet the needs of children with special dietary requirements or feeding arrangements [NDE, 2014, section 10-10].

If a child requires individual medication for allergic reactions, an operator must agree to give medicine to a child and meet all of the necessary criteria (as listed in the *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs (2014)* manual [NDE, 2014, section 13-2].

We have attached an example of the *Pirurvik Preschool Children's Health Information*, as well as *Pirurvik Preschool Steps to treating Severe Allergic Reactions*, and *Pirurvik Preschool – How to Help a child who is having a Seizure* postings, for your reference.

 Please see: Appendix 17r: Pirurvik Preschool Children's Health Information

 Please see: Appendix 17s: Pirurvik Preschool Steps to treating Severe Allergic Reactions

 Please see: Appendix 17t: Pirurvik Preschool – How to Help a child who is having a Seizure

Appendix 17b

Pirurvik Preschool Daily Program



Pirurvik Preschool Daily Program

1:10 – 1:30pm:	Arrival / Undressing
1:30 – 1:45pm:	Circle Welcome (Attendance)
1:45 – 3pm:	Work / Learning Centres (including snack time between 2:30-3pm)
3 – 3:15pm:	Clean up time
3:15 – 3:45pm:	Circle Time (Songs, Storytime)
3:45 – 4 pm:	Outside Play / Farewell



***Post Daily Program on Information Board**

Appendix 17d

Pirurvik Preschool Snack Menu



PRESCHOOL WEEKLY SNACK MENU

<i>Food Group</i>	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Dairy</i>	Milk		Yogurt (Raspberry and Blueberry)		Milk
<i>Fruit & Vegetables</i>		Carrot / Celery Sticks		Apples / Oranges	
<i>Grains</i>	Cereal (Corn Flakes +Rice Krispies)		Crackers		Oatmeal (Regular Flavour)

- Water can be served as a drink for snacks.
- When Country Food is available to us we will serve country food in addition to our regular menu above.



***Post Menu on Information Board**

Appendix 17e

Tumikuluit Saipaaqivik Emergency Evacuation Plan (Inuktitut)



ᐃᑲᐃᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ

ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ.

ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ.

ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ:

1. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ
2. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ
3. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ
4. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ
5. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ.
6. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ - ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ.
7. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ.
8. ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ, ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ ᐃᑲᑦᑎᐃᑦᑎᐃᑦᑎᐃᑦ.



***Post Evacuation Plan on Information Board**

Tumikuluit Saipaaqivik Emergency Evacuation Plan (English)



Tumikuluit Saipaaqivik Emergency Evacuation Plan

In the event of a fire or other dangerous emergency, children will be evacuated from the building to the emergency safe shelter. The primary emergency safe shelter is the Baffin Gas Bar, and the alternate shelter is the Royal Canadian Legion Office.

The children and staff will practice fire and emergency drills on a monthly basis, at the same time visiting the emergency safe shelters, as required by the Child Day Care Act & Regulations.

The staff will follow the Emergency Plan, as listed below:

1. Evaluate situation, notify staff
2. Gather the children at the appropriate emergency exit in a quick and calm manner.
3. Grab the attendance list, and the Emergency bag next to the door (one at each exit)
4. Exit the building quickly and calmly, evaluating route and near-by dangers.
5. Once outside and a safe distance away, count the children against the attendance list. Recount. If any children are missing, notify the Director.
6. Once all are safe, go to the primary emergency safe shelter – the Baffin Gas Bar. If the route is dangerous or you cannot go to the Baffin Gas Bar, go to alternate shelter – Royal Canadian Legion Office.
7. Once at the shelter, count the children again, and ensure they are safe. One staff should notify the RCMP or Fire and Ambulance.

After ensuring all the children are safe, notify all parents by phone.



***Post Evacuation Plan
on Information Board**

Appendix 17g

Pirurvik Preschool Emergency Evacuation Policy



Emergency Evacuation Policy

In the **event of a fire**, children will be evacuated from the school to the Emergency Evacuation Location. The Preschool Co-Directors/ Preschool Educators and children will visit the emergency safe shelter on a regular basis as required by the Child Day Care Act & Regulations.

The primary emergency safe shelter is the:

Nattinnak Visitor Centre

A secondary location is the:

Naurainuk Daycare

Children and Preschool staff will stay **150 feet** away from the school at all times in the event of a fire or fire drill (our designated line up area is on the other side of the Ulaajuk playground next to the houses). ***The staff will then check in with the principal*** who will be located on the roadside of the school to inform them that the preschool students have safely exited the school.

Due to monthly fire drills, emergency procedures, and overall safety for your child, please provide your child with indoor shoes with a non-slip sole. We will attempt to provide heavy blankets for children in case they need to go outside in cold weather, however in the event of an emergency the children will just wear their shoes outside and not bring their jackets on the way since this will delay their exit from the school. The Preschool Staff will ensure that **the daily attendance form is also brought outside**.

****The closest FIRE EXTINGUISHER is in the OLD Kitchen.***

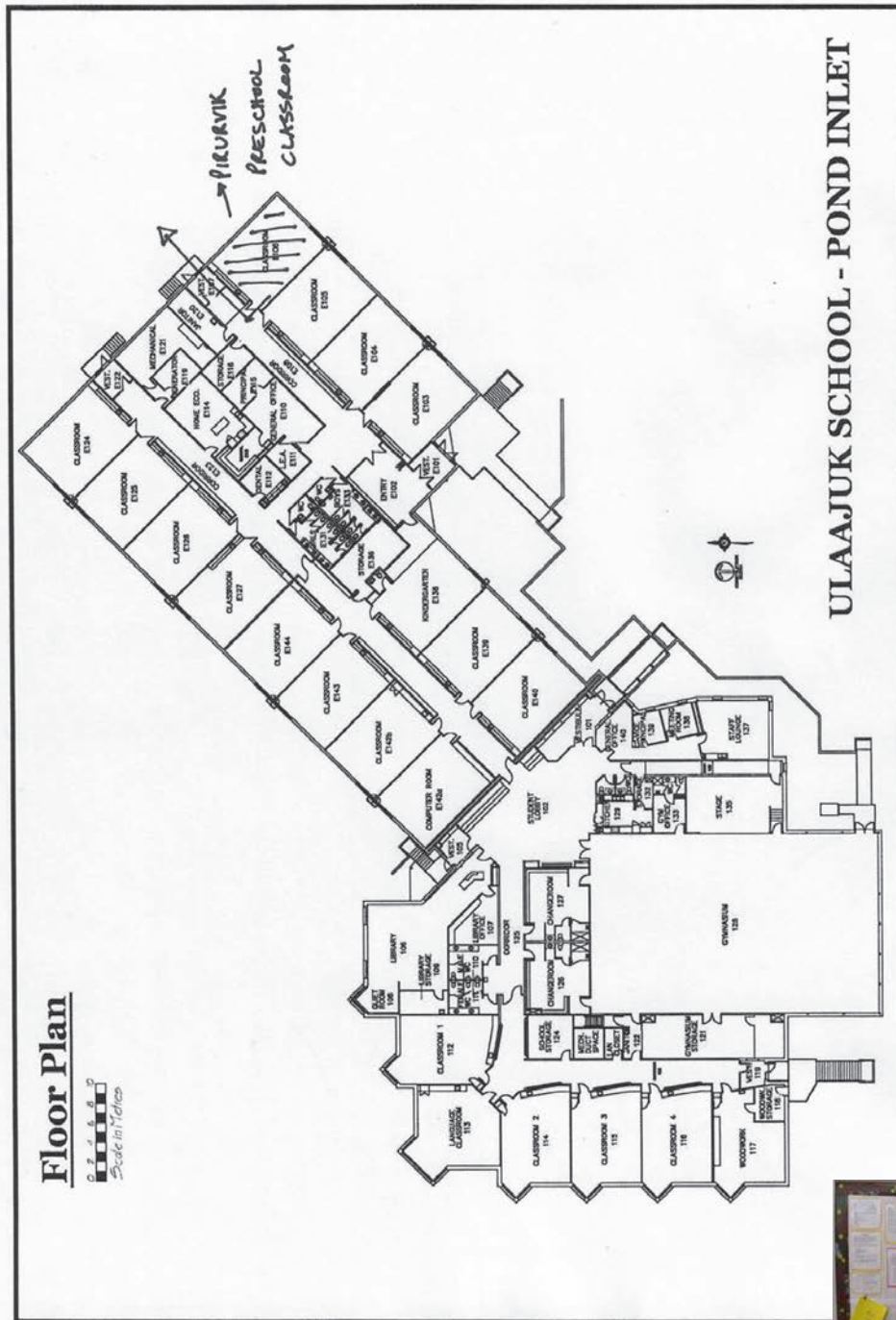


***Post Evacuation Policy on Information Board.**

Appendix 17h

Pirurvik Preschool Floor Plan / Emergency Evacuation Map

Pirurvik Preschool Floor Plan / Emergency Evacuation Map



*Post Floor Plan /Evacuation Map on Information Board.

Tumikuluit Saipaaqivik Behaviour Management Policy**Tumikuluit Saipaaqivik
Behaviour Management Policy**

The daycare staff will act as role models for the children, demonstrating appropriate behavior and providing positive reinforcement. Behavior on the part of the daycare worker in the form of slapping, spanking, hitting or biting will not be tolerated, nor will negative comments or criticism. If necessary, negative or inappropriate behaviour on the part of a child will be discussed in a constructive way. If a daycare worker is caught using any negative form of discipline, he or she will be reprimanded immediately in a manner set out in staff policies. Certain behaviour will result in the daycare worker being terminated from his or her position immediately.

If a child is acting in a way that may injure him or herself or others, they will be removed from the others until he or she is calm. The child will sit in a quiet area with a staff member to talk about their behaviour, using age appropriate language. If a child consistently has difficulty playing in an appropriate manner, or exhibits a behaviour problem, the Director will ask to meet with the parents of that child to discuss the behaviour in order to come up with a strategy to assist the child in behaving appropriately.

If the behaviour of a child continues to be a physical or emotional threat to the other children and the daycare staff, even after the application of healthier behavior strategies, the child will have to be withdrawn from the daycare.

If there are multiple incidents in one day affecting the safety of other children and staff, the Director of the daycare may use their discretion to call the parents to pick up their child for the remainder of the day.



***Post Behaviour Management
Policy on Information Board.**



Discipline Policy **(or Safe & Positive Learning Environment Policy)**

The Preschool Co-Directors/ Preschool Educators will act as role models for the children, demonstrating appropriate behavior and providing positive reinforcement. Behavior on the part of a Preschool Co-Director/ Preschool Educator in the form of slapping, spanking, hitting, or biting will not be tolerated, nor will negative comments or criticism. If necessary, negative or inappropriate behavior on the part of a child will be discussed in a constructive way. If a Preschool Co-Director/ Preschool Educator is deemed to be, and/or perceived to be, using any negative/inappropriate form of discipline, then he or she will be reprimanded immediately in a manner set out by the District Education Authority.

No child will be placed in an isolated or 'time out' room that is unsupervised. If a child is acting in a way that may injure himself or herself or another child, they will be removed from the situation by an adult until they are calmer. The reason for removing the child will be explained to the child using age appropriate language. If a child consistently has difficulty playing in an appropriate manner and/or exhibits a behavior problem, either Co-Director (Karen Nutarak and/or Tessa Lochhead) will create a written program in conjunction with the Preschool Educators. This program will be discussed with the child parent/guardian(s) for their approval in order to assist the child to learn how to behave in an appropriate manner. Where appropriate, we will suggest for the parent/guardian(s) to contact specialists for the child, such as: counselors, social workers, health centre staff, etc.

In the event of the extreme situation where the behavior of a child continues to be a physical or emotional threat to the other children, and the Preschool Co-Directors/ Preschool Educators, and parents, are unable to come up with a strategy to rectify the behavior in a manner that is deemed acceptable, then the parents may be asked to withdraw their child from the Preschool. If an incident occurs during the school day which affects the safety of the other children, either Co-Director of the Preschool may use their discretion to call the parent/guardian(s) to pick up their child for the remainder of the day.



***Post Discipline Policy / Safe & Positive Learning Environment Policy on Information Board.**

Appendix 17k

Pirurvik Preschool Lockdown Procedure



Ulaajuk School (Pirurvik Preschool) LOCKDOWN PROCEDURE

Lockdown (is announced TWIICE in the following way by principal or other designate)

“Lock down! Locks, lights, out of sight; Lock down! Locks, lights, out of sight”

If in washroom – ***go to closest room, close door, lock door and follow classroom procedure:***

-**Look in hallway around classroom door** for stray students and ask them to come into your classroom (even if not your students)

-**Lock door** (preschool door should always be locked since key is left in the office and door is kept lock at all times during the afternoon).

-**Turn off all lights**

-**Bring staff and students to the corner of the class next to the cabinet and sit down or lie down** (so that no one can see students through the hallway window). Don't cover the window (research shows if window is covered someone will want to come inside, whereas if someone sees an empty room they will keep going).

-**Remain quiet on the floor** and Staff will take attendance.

Await '**Code Green**' (said by principal **3 times on intercom**).

If Classes are in the Gymnasium, go to the storage area and lock door.

If students/staff are outside the school, move as far away as possible from the school. DO NOT RE-ENTER. Administration may direct students/staff to move to known Evacuation Locations.

If Students/Staff are in the office, move away from windows.

-**Lock the door and stay out of sight.**



***Recommended to post lockdown procedure on Information Board.**

Appendix 17I

Pirurvik Preschool Emergency Phone Numbers



Emergency Phone Numbers

FIRE 899-4422 / 8880

RCMP 899-1111 / 0123

HEALTH CENTRE 899-7500

BY-LAW 899-8934 /8935 /8324

SEARCH & RESCUE 899-8672 / 7505

HOUSING 899-8910 / 9877



***Recommended to post
Emergency Phone Numbers on
Information Board.**

Tumikuluik Saipaaqivik Illness Policy



Tumikuluik Saipaaqivik Illness Policy

Children who are ill and not well enough to interact with other children and unable to participate fully in the daycare program (inside and outside) should be kept at home. If the child is considered ill by the daycare staff, the parents will be notified to take their child(ren) home. The child will be supervised in an area separately from the other children until the parent or guardian arrives.

The staff will use the following guidelines when determining if a child is ill and should stay home:

- High fever (100.5°F for infants and toddlers, 101°F for older children);
- Frequent diarrhea or vomiting (twice for infants, three times for older children);
- Undiagnosed skin rash;
- Communicable disease (other than a cold);
- Obvious infected discharge; or
- Persistent pain.

Children who have a cold with the following symptoms should be sent home:

- Yellow / green discharge from the nose;
- Yellow / green discharge from the eyes; or
- Persistent cough.

The child(ren) should be symptom free for **24 hours** before returning to the daycare to ensure that they are well enough to participate fully in the daycare program.



***Recommended to post Illness Policy on
Information Board.**



Tumikuluit Saipaaqivik Communicable Disease Policy

A child with a communicable disease shall not be permitted to attend the daycare during the infectious period. For any communicable disease, a doctor's certificate is required before the child is allowed to return to the daycare. The daycare is required to post and notify Public Health of any communicable disease that a child may have while attending the daycare. Public Health considers the following to be a partial list of communicable diseases that require a doctor's note for the return of the child to the daycare:

- Chicken pox
- Pink eye
- Fifth disease
- Measles
- Mumps
- Tuberculosis
- Impetigo
- Head lice
- Ringworm
- Haemophilus influenza B
- Pertussis
- Rubella
- Meningococcal disease
- Enteric diseases
- E. coli
- Salmonella
- Giardia
- Campylobacter



***Recommended to post Communicable Disease Policy on Information Board.**

Tumikuluit Saipaaqivik Extreme Cold Weather Policy



Tumikuluit Saipaaqivik Extreme Cold Weather / Blizzard Policy

In the event of bad weather, the Director of the daycare, along with the Chair of the Board, will make the decision to close the daycare based on the closure of schools, other daycares, businesses and taxis. The Board will be notified of this decision before announcing to the parents or guardians and community.

The closure of the daycare will be announced on 1230 AM CBC radio before 8:00 am and an update for the afternoon by 12:00 pm. If the weather is bad before the daycare is scheduled to open, parents will need to listen for closure announcements on the morning radio. If the daycare needs to close in the middle of the day, parents will be notified by telephone and will be asked to pick up their children within 30 minutes of receiving the phone call from the daycare.

The late fee will apply after this 30 minute period.

Regular fee payment is required if the daycare is closed due to weather.



***Recommended to post Weather Policy
on Information Board.**

Appendix 17p

Pirurvik Preschool Children's Home / Emergency Contact Information



Pirurvik Preschool Student List - D.O.B / CONTACTS

<u>Child</u>	<u>Age - D.O.B</u>	<u>Parent/Guardian</u>
FULL Name	Present Age - Day / Month / Year	Parent/Guardian Name and Phone Number Parent/Guardian Work/Cell Phone Number *Emergency Contact Information *Persons who are authorized to pick up child HOUSE # _____
FULL Name	Present Age - Day / Month / Year	Parent/Guardian Name and Phone Number Parent/Guardian Work/Cell Phone Number *Emergency Contact Information *Persons who are authorized to pick up child HOUSE # _____
FULL Name	Present Age - Day / Month / Year	Parent/Guardian Name and Phone Number Parent/Guardian Work/Cell Phone Number *Emergency Contact Information *Persons who are authorized to pick up child HOUSE # _____
FULL Name	Present Age - Day / Month / Year	Parent/Guardian Name and Phone Number Parent/Guardian Work/Cell Phone Number *Emergency Contact Information *Persons who are authorized to pick up child HOUSE # _____
FULL Name	Present Age - Day / Month / Year	Parent/Guardian Name and Phone Number Parent/Guardian Work/Cell Phone Number *Emergency Contact Information *Persons who are authorized to pick up child HOUSE # _____
FULL Name	Present Age - Day / Month / Year	Parent/Guardian Name and Phone Number Parent/Guardian Work/Cell Phone Number *Emergency Contact Information *Persons who are authorized to pick up child HOUSE # _____
FULL Name	Present Age - Day / Month / Year	Parent/Guardian Name and Phone Number Parent/Guardian Work/Cell Phone Number *Emergency Contact Information *Persons who are authorized to pick up child HOUSE # _____

___ total children students =
 ___ - 5 year olds
 ___ - 4 year olds
 ___ - 3 year olds
 ___ - 2.5 year olds

***Post Emergency Contact Info In a
 secure location that is accessible to staff only.**

Appendix 17q

Pirurvik Preschool Parent Board and Staff Contact Information list



Parent Board Contacts

First Name – Last Name – home # _____ [e-mail address here](#)
First Name – Last Name – home # _____ [e-mail address here](#)
First Name – Last Name – home # _____ [e-mail address here](#)
First Name – Last Name – home # _____ [e-mail address here](#)

Admin Contact Information

Karen Nutarak

Co-Director - Pirurvik Preschool
Nunavut Arctic College Administrator
Phone: #899-8837 (Arctic College)
Email: karen_nutarak@hotmail.com

Tessa Lochhead

Co-Director - Pirurvik Preschool
Phone: #867-979-4459 (Home-Iqaluit)
Phone: #819-360-9975 (Cell)
Email: tessalochhead@hotmail.com

Samantha Koonoo

Lead Pirurvik Preschool Manager/Educator
Phone: # _____ (Home), # _____ (Cell)
E-mail: _____

Fiona Aglak

Pirurvik Preschool Assistant Leader/Manager
Phone: # _____ (Home), # _____ (Cell)
E-mail: _____

Educator Contact Info

First-Last Name # _____ (home) / _____ (cell)
First-Last Name # _____ (home) / _____ (cell)
First-Last Name # _____ (home) / _____ (cell)
First-Last Name # _____ (home) / _____ (cell)

Substitutes

First-Last Name # _____ (home) / _____ (cell)
First-Last Name # _____ (home) / _____ (cell)

***Post Parent Board / Staff Contact Info only if staff agree. If Staff do not want their information posted, have it available and posted in a secure location that is accessible to staff only.**



Steps to Treating Severe Allergic Reactions

FIRST NAME – LAST NAME

has a severe allergy to (airborn) and (ingested).

- An allergic reaction can be life threatening so if she has a reaction the EpiPen must be given to her as quickly as possible.
- The EpiPen is the small green box on a shelf above the sink in the preschool classroom – beside the classroom door.
- These allergies can be life threatening so the EpiPen must remain in the preschool at all times, and carried by the preschool adults if going on a field trip, outdoors during outside time, etc.

TYPICAL SYMPTOMS OF ANAPHYLAXIS

(Life Threatening Allergy Reaction):

- 1) Difficulty breathing and swallowing.
- 2) Swelling of the lips, throat, tongue or area around the eye.
- 3) Metallic taste or itching in the mouth.
- 4) Generalized flushing, itching, hives or redness of the skin.
- 5) Stomach cramps, nausea, vomiting or diarrhea.
- 6) Increased heart rate.
- 7) Decreased blood pressure.
- 8) Paleness.
- 9) Sudden feeling of weakness.
- 10) Anxiety or overwhelming sense of doom.
- 11) Collapse.
- 12) Loss of consciousness.



***Post Children's Individual Allergies and steps to follow in case of a reaction.**



FIRST NAME – LAST NAME

VERY QUICKLY FOLLOW THIS PROCEDURE IF _____ HAS AN ALLERGIC REACTION:

- **Signs of an allergic reactions include a swollen face and red spots around her lips and eyes.**
- **Get her EpiPen out of the Green box (which is in the small green box on a shelf above the sink in the preschool classroom – beside the classroom door..)**
- **Remove EpiPen from box.**
- **Flip the Green Cap off the carrier tube.**
- **Tip the carrier tube and slide EpiPen out of the Tube.**
- **GRASP the EpiPen with the orange tip downward, FORM a FIST around the unit, PULL OFF the blue safety release.**
- **SWING the EpiPen sideways (horizontal to the floor), with the orange tip pointing towards the outer thigh.**
- **INJECT the EpiPen into the OUTER THIGH. (DO NOT inject the EpiPen into the HANDS, FEET or BUTTOCKS- it must be the OUTER THIGH.)**
- **PUSH the orange tip firmly into the outer thigh (even through clothing) until it clicks, and hold it in the thigh for about 10 seconds.**
- **REMOVE EpiPen from the thigh. Massage the injected area if needed. *Effects from the EpiPen will only last 45 minutes, so during land trips – bring 2 in case.***
- ***NOTE*: The orange needle cover automatically extends to cover the injection needle when the EpiPen is removed from the thigh.**
- **Afterwards, have someone call the Nurse-on-call # _____ and immediately bring her to the Health Centre.**
- **Then call _____'s mother _____ at # _____.**
- **Return the empty EpiPen to the Health Centre and they will give us a new EpiPen.**



***Post Children's Individual Allergies and steps to follow in case of a reaction.**

How to help a child who is having a Seizure



When someone is having a seizure, they will often experience involuntary movement and involuntary changes in behaviour and awareness. If you've never witnessed a seizure you may feel shocked, confused, scared, worried or all of the above. So the most important thing is for you to remain calm and to know what to expect.

As soon as the student begins to have a seizure, try to recognize which kind of seizure they are having:

- ***Simple Partial Seizures:** The person is awake and aware of what's happening; they could have one limb that is twitching, have strange feelings like pins and needles, or intense feelings of fear or of joy. They will need gentle reassurance and they can usually be 'talked out of' having a seizure.
- ***Complex Partial Seizures:** The person might wander around, behave strangely, and seem confused. It can last from a few seconds to a few minutes. Don't hold them or prevent them from moving. Gently guide them away from any dangerous situations (like the road or dangerous objects) and speak quietly and calmly until they are stabilized again.
- ***Generalized Seizures:** The person becomes unconscious. Their eyes may still be open but they are unconscious. This is when a person's limb (or several limbs) start jerking or shaking and they may fall to the ground.

During the Seizure

***Have an onlooker call the RCMP & the health centre. The RCMP will transport the person to the health centre.**

- 1- If possible, ease the person to the floor so they don't fall.
- 2- Take away any objects that may be in their way and make sure there is a lot of space around them.
- 3- Do not hold them down. Don't restrain a person even if they are moving violently.
- 4- If their head is striking the floor, you may cushion their head with a pillow or a soft object, but do not restrain their head or any other part of their body. If they are wearing a hair clip try to remove it if possible.
- 5- Do not place any food or water in the person's mouth during or after the seizure.
- 6- They may bite their tongue during the seizure and their breathing may be affected and they may go blue. If their breathing is difficult check that nothing is blocking their airway, like food. Otherwise, do not insert anything into the person's mouth.

7-Get Privacy. Urge people to move on or to stop staring and if possible, close the door. This is for the safety of the onlookers, as well as to keep the person having the seizure from feeling embarrassed, vulnerable, or confused.

8- Keep track of timing (what time they began having the seizure, and if/when they hit their head, etc.) so that when the person arrives at the health centre the nurses know which medications to give them.

After the Seizure:

1- Put them in the recovery position (on their side) so that if they begin to vomit they don't choke on it or inhale it. Once they have done vomiting make sure they still have an open airway- some vomit may still be caught in their airway.

2- Do a jaw-thrust head tilt so that their chin is lifted up and their airway is open, make sure they can breathe.

3- Keep hands on their jaw/chin to keep their chin up. If their chin slouches down they may have a hard time breathing, so make sure their airway is always open.

4- Let them be. Allow them to relax in the recovery position. They may drool, and be droopy so just let them relax.

5- Loosen any constrictive clothing- if the person is wearing a necklace, unhook it.

6-Try to check for any kind of ID card or medical jewelry. There might be some information on it that will help you help them.

7-Monitor their condition until they regain consciousness. Write down any details as soon as you get the chance (or get an onlooker to write down information- this is valuable to the nurses at the health centre.)

- * The part of the body the seizure started in and parts of the body affected by the seizure
- * Warning signs before the seizure
- * Length of the seizure
- * What made you notice that they were having a seizure - a noise? did their eyes roll?
- * If they fell, did they fall forward, backward, or in some other way?
- * Did their appearance change in any way - the color of their face, lips, hands?

8-When they regain consciousness, stay with them. Reassure them that they are safe. The RCMP will transport the person to the health centre.



***Post Seizure Info
on Information Board.**

Admission Forms / Enrolment

All children who enter the childcare centre are required to be admitted by their parents/guardians by filling out admission/enrolment forms with up-to-date and accurate information. Operators require the following information about the children in their care in order to keep them safe and to enable their participation in the early childhood program [NDE, 2014, section 6-2].

The application information that is provided by the parents/guardians must remain in the child's file and remain accessible to staff members at the childcare centre.

The admission forms must include [NDE, 2014, section 6-2] the following information:

- a) The child's name, address and birth date;
- b) The names, locations and telephone numbers of the child's parents or guardian, or a person named by the parents or guardians who may be contacted in the case of an emergency
- c) The names of individuals to whom the child may be released
- d) The name of a health care professional providing health care to the child [if available]
- e) The child's health card number
- f) A record of any medical, physical, developmental or emotional condition relevant to the care of the child
- g) A waiver signed by the child's parent or guardian allowing the operator to obtain medical treatment for the child in case of an emergency, accident or illness;
- h) Written permission from the child's parent or guardian allowing the child to be taken on excursions by staff;
- i) It is also recommended to obtain written permission if the parents/guardians allow for the child to be photographed or visually recorded.

We have attached the *Pirurvik Preschool Admission Forms* package, which includes:

- Admission Form [including Health Information and Contact Information]
- Injury Policy Form
- Field Trip Policy Consent Form
- Visual Media Consent Form
- Immunization Information Form
- Inuuqatigiitsiarniq Form



Please see: Appendix 18a: Pirurvik Preschool Admission Forms

We have also attached the *Tumikuluik Saipaaqivik Child Enrolment Forms* package, which includes:

- Child Enrolment Information Form [including Health Information and Contact Information]
- Medical Treatment Form [Injury Policy]
- Field Trip Policy Consent Form [example]
- Visual Media Consent Form [Photo Release Form]
- Social Networking Policy Form



Please see: Appendix 18b: Tumikuluik Saipaaqivik Child Enrolment Forms

Each childcare centre will have their own unique programming needs and goals. We hope that these admission / enrolment examples may be useful to you as a reference.

Appendix 18a

Pirurvik Preschool Admission Forms



Pond Inlet Pirurvik Preschool ADMISSION FORM

Date of Admission: _____

Full Name of Child: _____

Full Name of Child (Inuktitut): _____

Date of Birth: _____ Current Age: _____

Health Care #: _____

Parent/ Guardian Name/s: _____

Address: P.O. Box # _____ House #: _____

Home Telephone #: _____

Parent/Guardian Work #: _____ Cell #: _____

Emergency Contact Person (other than above): _____

Emergency Contact Phone Number/s: _____

Other Persons who will be allowed to pick up my child:

Name	Telephone Numbers
-------------	--------------------------

_____	_____
_____	_____

Health Concerns:

-Allergies _____

-Medical Conditions _____

-Medication _____

*Medication needs to be given to the child before/after preschool hours by the family or the health centre. The preschool cannot take responsibility for medication administration unless it's an emergency. If the child requires an Epipen / Ashtma puffer in case of emergency – please sign consent to administer: **I hereby consent to the administration of _____ in case of an emergency for my child _____.**

Signed: _____ **Date:** _____

-Other Information _____

Parent Committee:

I would like to join the preschool parent committee _____ YES _____ NO

If you checked YES – you will be contacted by a Preschool Educator in due time.

Pirurvik Preschool Injury Policy



Parents are asked to sign a waiver form when the child is enrolled, giving parents authorization to the Preschool Educators along with a Preschool Co-Director, to seek medical attention if the child is injured and the parents cannot be reached or the child needs medical attention immediately. Transportation may be provided in this case.

INJURY POLICY WAIVER FOR PARENTS / GUARDIANS

I hereby give the Preschool Educators / Preschool Co-Directors permission to take my child to the Health Centre in the event of an emergency, so that my child can be attended by a Health Care Professional. I understand the Preschool Educators / Preschool Co-Directors will contact me as soon as possible.

Name: _____

Signature: _____

Date: _____



Preschool Field Trip Policy Consent Form

Parental Acknowledgement

Prior to a preschool's students' involvement in excursions within the community, this Parental Acknowledgement Form must be completed, signed and returned to the preschool. This form acknowledges participation in excursions during the current year within the community.

This acknowledgement will apply to all excursions within the community for the current year.

Child's Name _____ School Year _____

Permission to Participate in Excursions Within the Community

- As a parent or guardian, I give permission for my child to participate in excursions within the community.

Parent or guardian's signature

Date

OR

Refusal to Participate in Excursions Within the Community

- As a parent or guardian, I do NOT give permission for my child to participate in excursions within the community.

Parent or guardian's signature

Date



Pirurvik Preschool VISUAL MEDIA Consent Form

During the preschool session, photos and videos may be taken of your child engaged in their preschool activities. Please complete and return this form and return to the Pirurvik Preschool.

Child's Name: _____

Child's Date of Birth: _____

Parent / Guardian's Name:

Parent / Guardian's Signature:

Parent / Guardian's Phone number:

Please check one choice, either 'give' or 'do not give':

I **give** / **do not give** permission for photos of my child and their work to be submitted to the media (such as Nunatsiaq News, Nunavut News North and other media outlets).

I **give** / **do not give** permission for photos of my child to be used for the purpose of sharing with the Department of Education, the Qikiqtani Inuit Association, or Nunavut Tunngavik Inc.

Thank you.

The Pirurvik Preschool



Pirurvik Preschool Immunization INFO Form

Please provide *updated Immunization Information* to the Pirurvik Preschool.

Child's Name: _____

Child's Date of Birth: _____

Parent / Guardian's Name: _____

Parent / Guardian's Signature: _____

Please provide one of the following:

- a written update by the parent

To the best of my knowledge, my child _____'s immunizations are up to date as of _____ (today's date).

Signed by Parent/Guardian: _____

OR

- a written report from a health care professional

The immunization record of _____ (child's name) indicates that their immunizations are up to date as of _____

(date). Signed by Health Care Professional: _____

OR

- a photocopy of an immunization record

OR

If you are not able to provide an immunization report, record and/or an update, please provide a **written statement**. (As required by the Government of Nunavut. NU Daycare Act.)

My child has not been vaccinated due to the following reason/s:

I acknowledge my responsibility regarding this decision, and that the Pirurvik Preschool is not responsible for preventing my child _____ from contracting any illness while partaking in its' program.

Signed (parent): _____ Date: _____

Thank you. The Pirurvik Preschool

Inuuqatigitsiarniq



In the interest of creating a safe and welcoming learning environment for children; employees need to be guaranteed a safe working environment. Parental involvement is a key component of any successful educational program, and as such, parents need to be able to raise concerns in a constructive manner in support of their children's learning. However, this must be done in a way that respects the rights of workers to a safe working environment.

- If there are concerns regarding employees, or issues regarding programming or delivery of programming at the childcare center, we ask parent(s)/guardian(s) to contact the director(s) directly.
- We expect relationships to be respectful and caring as we work together to build a supportive environment for children.

For a successful childcare program, I as a parent/guardian, agree to be supportive of educational staff at all times and provide assistance when necessary.

I _____ will ensure I follow the above expectations when working with staff members of the _____ centre with respect and in a professional manner for the benefit of my children and their experiences in this childcare setting.

Signature

Date

Director

Date

Appendix 18b

Tumikuluit Saipaaqivik Child Enrolment Forms



Tumikuluit Saipaaqivik
P.O. BOX 1629
Iqaluit, NU, X0A 0H0
975-2483
tumikuluit@qiniq.com

Child Enrollment Information

Date: _____

Name of Child : _____

Date of Birth: _____

Health Care #: _____

Does your child have any allergies? _____

If yes, please explain: _____

Food preferences/Allergies?: YES NO

Bottle feeding?: YES NO

If yes, formula is: _____

Parent: _____

Contact number(s): H# _____ W# _____ C# _____

Work E-mail: _____ Personal: _____

Parent: _____

Contact number(s): H# _____ W# _____ C# _____

Work E-mail: _____ Personal: _____

Secondary Emergency Contact People:

1. Name: _____ Last name: _____

Relation to the child: _____

Contact number(s): H# _____ W# _____ C# _____

2. Name: _____ Last name: _____

Relation to the child: _____

Contact number(s): H# _____ W# _____ C# _____

People who are allowed to pick-up your child from the daycare:

1. Name: _____ Last Name: _____

Relation to the child: _____

2. Name: _____ Last Name: _____

Relation to the child: _____

3. Name: _____ Last Name: _____

Relation to the child: _____

4. Name: _____ Last Name: _____

Relation to the child: _____



MEDICAL TREATMENT

As a parent or legal guardian of _____,
I hereby certify that the staff of Tumikuluit Saipaaqivik may obtain medical treatment for my child(ren)
in the case of an emergency while attending daycare.

I understand this may be in the form of an ambulance being called, or any other (legal) measure needed,
in order to keep my child(ren) safe and cared for appropriately.

PARENT/GUARDIAN SIGNATURE

DATE

ᐊᖃᓴᖃᖅᐅᓂᓂᓂ ᓂᓂᓂᓂ _____,

ᐊᖃᓂᓂᓂᓂ ᓂᓂᓂᓂ ᓂᓂᓂᓂ ᐅᓂᓂᓂ ᐅᓂᓂᓂᓂᓂᓂᓂ. ᐊᖃᓂᓂᓂᓂ ᓂᓂᓂᓂ ᐊᓂᓂᓂᓂᓂᓂᓂ ᐊᓂᓂᓂᓂᓂᓂᓂ (ᓂᓂᓂᓂᓂᓂᓂ, >ᓂᓂᓂᓂᓂᓂ, ᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂ, ᐊᓂᓂᓂᓂᓂᓂᓂᓂ, ᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂ, ᐊᓂᓂᓂᓂᓂᓂᓂᓂ).

As a parent or legal guardian of _____,

I consent to my child(ren)'s participation in this outing to the Sylvia Grinnell Park Pavilion. I agree to dress my child in warm clothing for this day (hat, scarf, mitts, warm parka/coat, snow pants, boots, sweater).

ᐅᓂᓂᓂ - Date: _____

ᐊᖃᓂᓂᓂᓂᓂ ᓂᓂᓂᓂᓂᓂᓂ ᐅᓂᓂᓂᓂᓂ ᓂᓂᓂᓂᓂᓂ ᐊᓂᓂᓂᓂᓂᓂᓂᓂ ᐅᓂᓂᓂᓂᓂᓂᓂᓂᓂ.

I am able to participate in this outing for the FULL DAY as a parent volunteer.

ᐅᓂᓂᓂ ᐊᓂᓂᓂᓂᓂ ᓂᓂᓂᓂᓂᓂᓂᓂᓂ: (ᐅᓂᓂᓂᓂᓂ ᐅᓂᓂᓂᓂᓂᓂᓂ)

AM Bus pick-up at daycare: 9:45 AM

(drop-off at Sylvia Grinnell Pavilion)

ᐊᓂᓂᓂᓂᓂᓂ ᐅᓂᓂᓂᓂᓂᓂᓂᓂ ᐅᓂᓂᓂᓂᓂᓂᓂᓂ: (ᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂ)

Bus pick-up at Sylvia Grinnell Pavilion: 4:15 PM

(drop-off at daycare)



Photo Release Form

For good and valuable consideration, the receipt of which is hereby acknowledged, I, _____, hereby authorize the Qikiqtani Inuit Association (QIA) permission to use my likeness in a photograph in any and all of its publications, including but not limited to all the QIA's printed and digital publications. I understand and agree that any photograph using my likeness will become property of the Qikiqtani Inuit Association and will not be returned.

I acknowledge that since my participation with the Qikiqtani Inuit Association is voluntary, I will receive no financial compensation.

I hereby irrevocably authorize QIA to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing QIA's programs or for any other related, lawful purpose. In addition I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

I hereby hold harmless and release and forever discharge QIA from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason or this authorization.

Printed Name: _____ Date: _____

Signature: _____

Signature of guardian if under 18 years of age: _____



Social Networking Policy - Clients

Comments and/or photos posted on social networking sites (such as Facebook, Twitter, etc.) or comment sections of media, by clients, may have a negative effect on the staff and the reputation of Tumikuluut Saipaaqivik – Iqaluit Inuktitut Daycare. Any concerns that clients have should be brought directly to the executive director, or the Chair of the Board of Directors.

** Clients who put the reputation of Tumikuluut Saipaaqivik – Iqaluit Inuktitut Daycare or staff at risk by posting harmful comments or photos on social networking/media sites may cease to be clients of Tumikuluut Saipaaqivik – Iqaluit Inuktitut Daycare.

** Posting negative comments related to Tumikuluut Saipaaqivik – Iqaluit Inuktitut Daycare or its employees, on any social networking/media site may result in the removal of the client from Tumikuluut Saipaaqivik – Iqaluit Inuktitut Daycare.

I, _____, have read and agree to this policy.

Signature: _____ Date: _____

Witness: _____ Date: _____

Enrolment Eligibility

Each childcare centre will have their own unique programming needs and goals.

For example, Tumikuluit is a childcare centre that provides childcare service to children between infancy and 5 years old. Whereas Pirurvik Preschool provides preschool programming for children between the ages of 3-5.

Language Policy

Tumikuluit has a distinct Language Policy in place so that it may apply its' Inuktitut programming. As stated in the Tumikuluit Parent Handbook:

The Iqaluit Inuktitut Daycare was created to provide childcare services in Inuktitut, in order to lay a solid foundation in the Inuktitut languages through the early years. The spoken language at the daycare is Inuktitut, creating an environment of Inuktitut immersion. The Board firmly believes in the numerous studies stating that a solid first language will encourage better language skills and provide better abilities to learn other languages in the later years. Therefore, the Board strongly endorses this belief at the daycare.

Children attending Tumikuluit Saipaaqivik will be spoken to in Inuktitut at all times. Staff will create an atmosphere that builds pride in speaking Inuktitut, by speaking only Inuktitut during daycare hours. The use of English words where Inuktitut words are nonexistent will be used minimally or be replaced with Inuktitut equivalencies consistently. Toys, music, books and other materials, programs and resources used at the daycare will be provided, and delivered by staff, in Inuktitut.

Dialectal Diversity

The staff, parents, and children at the daycare will be respectful towards other spoken languages. As well, children and parents will be encouraged to accept other dialects in the Inuktitut language. Derogatory

remarks of any kind from any party towards any of the Inuit languages will be discouraged.

-*Tumikuluit Parent Handbook (2017/18)*

We have attached the *Tumikuluit Saipaaqivik Parental Interview* for you to see how Tumikuluit conducts parental interviews for your reference.



Please see: Appendix 19a: Tumikuluit Saipaaqivik Parental Interview

Waiting List

Tumikuluit and Pirurvik both have long waiting lists of parents who wish to admit their children into their respective programs. Please see an example of the *Tumikuluit Saipaaqivik waiting list* for your reference.



Please see: Appendix 19b: Tumikuluit Saipaaqivik Waiting List

Appendix 19a

Tumikuluit Saipaaqivik Parental Interview



TUMIKULUIT PARENTAL INTERVIEW

1. Interview conducted in English or Inuktitut:

English	Inuktitut

2. What makes you interested in having your child attend Tumikuluit?

(The answer, depending on your judgement, can get up to 3 points)

3. How much Inuktitut does your child understand?

None	A little bit	Some	A lot	Fluent

4. How much does s/he speak?

None	A little bit	Some	A lot	Fluent

5. Does one of you speak conversational Inuktitut to your child on a daily basis?

None	A little bit	Some	A lot	All the time

6. How much Inuktitut do each of you speak to your child?

Parent 1:

None	A little bit	Some	A lot	All the time

Parent 2:

None	A little bit	Some	A lot	All the time

7. Approximately how much time does your son hear conversational Inuktitut at home?

None	A little bit	Some	A lot	All the time

8. How often does the Inuktitut speaker in your household (if it's only one) travel away from home?

None	A little bit	Some	A lot	Most of the time

9. Does your child currently have a spot at another daycare/home care?

YES	NO

We serve all sorts of country food when available, does your son enjoy eating country food and is there any country he doesn't like eating that we should be aware of?

10. Does your child have special needs that need certain accommodations?

Reports

Incident / Accident Reports

It is essential to ensure that any child who is injured gets medical attention as soon as possible, and that the parents and the Department of Education's Director of Child Day Care Services are informed of an injured child [NDE, 2014, section 16-7].


These incident / accident reports must be kept in the file of each child involved in each incident / accident. The Early Childhood Officers' (ECO's) will ask for this file during their inspections at your centre [NDE, 2014, section 16-8]. Any serious incidents reports must be sent to the regional Early Childhood Officer by the end of the next business day following the occurrence.

Please refer to the *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs (2014)* for more details on reporting seriously injured children.

We have attached examples of the Incident / Accident Reports that are used at the Tumikuluit daycare and the Pirurvik Preschool.

Please see the following examples from both centres for your reference:

 Please see: Appendix 20a: Tumikuluit Saipaaqivik Incident / Accident Report

 Please see: Appendix 20b: Pirurvik Preschool Incident Report Form

Fire Drill Reports

It is essential that childcare operators, staff and children practice emergency evacuation and fire drills so they know what to do in the event of a real emergency evacuation. We have listed a few examples that should be taken into consideration during a fire drill:


- a) the building occupancy and its' fire hazards,
- b) the safety features provided in the childcare centre,


c) the number and degree of experience of participating supervisory staff,

d) the features of a fire emergency system installed in your building.


Fire Drills must be practiced once per month in your childcare centre, and a written record of each practice must be kept in the childcare centre in its' own file titled 'Fire Drill Reports'. It is important to have the date and time of the practice and the number of staff and children in attendance recorded on the Fire Drill Report [NDE, 2014, section 16-6]. The Early Childhood Officers' (ECO's) and the Fire Marshal will ask for this file during their inspections at your centre.

Please see the following *Fire Drill Report* forms from both centres for your reference:

 Please see: Appendix 20c: Pirurvik Preschool Fire Drill Report (Blank)

 Please see: Appendix 20d: Tumikuluit Saipaaqivik Fire Drill Practice Report

In the case of a fire, follow all emergency procedures as outlined in your *Emergency Evacuation Policy*, and complete the attached *Fire Incident Report* form for every fire incident that occurs within the premises of your childcare centre. Each report should be fully completed and forwarded to the Fire Marshal office in your region (see contacts listed on contact page at the beginning of the Admin Guide).

 Please see: Appendix 20e: Fire Incident Report Form [NDE, 2015, p.27].

Appendix 20a

Tumikuluik Saipaaqivik Incident / Accident Report



Incident/Accident Report

ᑎᑎᑦᑕᑦᑕᑦ / ᑎᑎᑦᑕᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ

Name of Child ᑎᑎᑦᑕᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ

.....

Date, Time and location of incident ᑎᑎᑦᑕᑦᑕᑦ, ᑎᑎᑦᑕᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ

.....

Description of incident ᑎᑎᑦᑕᑦᑕᑦᑎᑎᑦᑕᑦ

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.....

.....

.....

Action taken ᑎᑎᑦᑕᑦᑕᑦᑎᑎᑦᑕᑦ

.....

.....

Witnesses name ᑎᑎᑦᑕᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ

.....

I have been informed of the Incident/Accident ᑎᑎᑦᑕᑦᑕᑦᑎᑎᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ

Parent or guardian ᑎᑎᑦᑕᑦᑕᑦᑎᑎᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ ᑎᑎᑦᑕᑦᑕᑦ

.....Date ᑎᑎᑦᑕᑦᑕᑦ.....

Director ᑎᑎᑦᑕᑦᑕᑦᑎᑎᑦᑕᑦ.....Date ᑎᑎᑦᑕᑦᑕᑦ.....

Appendix 20b

Pirurvik Preschool Incident Report Form



TUMIKULUIT PARENTAL INTERVIEW

1. Interview conducted in English or Inuktitut:

English	Inuktitut

2. What makes you interested in having your child attend Tumikuluit?

(The answer, depending on your judgement, can get up to 3 points)

3. How much Inuktitut does your child understand?

None	A little bit	Some	A lot	Fluent

4. How much does s/he speak?

None	A little bit	Some	A lot	Fluent

5. Does one of you speak conversational Inuktitut to your child on a daily basis?

None	A little bit	Some	A lot	All the time

6. How much Inuktitut do each of you speak to your child?

Parent 1:

None	A little bit	Some	A lot	All the time

Parent 2:

None	A little bit	Some	A lot	All the time

7. Approximately how much time does your son hear conversational Inuktitut at home?

None	A little bit	Some	A lot	All the time

8. How often does the Inuktitut speaker in your household (if it's only one) travel away from home?

None	A little bit	Some	A lot	Most of the time

9. Does your child currently have a spot at another daycare/home care?

YES	NO

We serve all sorts of country food when available, does your son enjoy eating country food and is there any country he doesn't like eating that we should be aware of?

10. Does your child have special needs that need certain accommodations?

Appendix 20c

Pirurvik Preschool Fire Drill Report (Blank)

Pirurvik Preschool Fire Drill Report



Date of Drill: _____

Time of Drill: _____

Type of Drill: Surprise _____ Anticipated _____

Number of Children involved: _____

Number of ECE's / Preschool Staff involved: _____

Length of time to complete the drill: _____

Attendance sheets taken at drill: Yes _____ No _____

Exit used: _____

Difficulties Experienced: _____

Corrections to be made: _____

Drill was Initiated by: _____

How the fire department was contacted: _____

Appendix 20d

Tumikuluit Saipaaqivik Fire Drill Practice Report



Tumikuluit Fire Drill Practice Report

Date of drill: _____

Did the staff know about the fire drill?

Did the staff respond quickly?

How did the staff respond?

How did the children respond?

How long did it take for everyone to exit the building?

Appendix 20e

Fire Incident Report Form (NDE, 2015, p.27).



Fire Incident Report

Complete the following *Fire Incident Report* for every fire incident that occurs within the premises of your facility. Each report should be fully completed and forwarded to the following contacts no later than 10 days after the date of the incident.

If you have any questions or require assistance please contact the Office of the Fire Marshal.

Incident report	
Date of incident (dd/mm/yy)	Community
Time of incident (24-hour clock)	Contact person
Did fire department respond? <input type="checkbox"/> yes <input type="checkbox"/> no	Contact phone number
Fire detail	
Property classification	Possible cause
Fire origin	Description
Igniting object	Injuries? <input type="checkbox"/> yes <input type="checkbox"/> no
Fuel or energy	Fatalities? <input type="checkbox"/> yes <input type="checkbox"/> no
Materials first ignited	Damages
Name	Signature

Filing Requirements

It is essential to establish and maintain complete and accurate information on children and staff who are in your childcare centre. Children and staff immunization and medical information need to be kept up-to-date at your childcare facility [NDE, 2014, section 6-5].

Children's Files

Every operator shall keep a file for each child attending the childcare facility showing:

- a) The date of admission of the child to the facility;
- b) The date of discharge of the child from the facility;
- c) The daily attendance record of the child;
- d) The health record of the child as updated annual with or by the parent or guardian of the child.

A child's file must contain their admission forms which would include their emergency contacts, authorized pick-ups, photo release forms, immunization records, allergy information, health issues, medications, and personal history (name, like/dislikes, personality traits, etc.)

When a child is no longer attending the childcare facility, the file must be kept at the childcare centre for a *minimum of 2 years* [recommended time is 5 years] [NDE, 2014, section 6-6].

Once a file can be disposed of, it can be shredded or burned to ensure confidentiality.

Staff Files

A file for each staff person gives operators a way to file and keep track of information necessary for, or relevant to the person's employment [NDE, 2014, section 20-2]. Every operator shall keep a file for each staff member of the childcare facility.

The following information must be included in the staff files:

- a) Immunization records;
- b) Medical notes stating that they are in good health and able to work in a child care facility;
- c) Criminal Record Checks;
- d) Proof of certification for First Aid and CPR;
- e) Signed Confidentiality Agreement;
- f) Contact information;
- g) Copies of certificates or list of trainings in early childhood education or child development;

It is also recommended to include the following information in the staff files:

- a) Vulnerable Sector Search;
- b) Current Statement stating whether or not they have any outstanding criminal charges and details;
- c) Job description;
- d) Evidence of TB screening;


Please note that filing alphabetically allows for easy access of all files.


Children's Attendance Sheets

Each childcare centre is required to keep a daily record of each child's attendance. This information will then be compiled into your childcare centre's **Attendance Register** at the end of every month.

The final tally of your attendees is recorded into the *Monthly Attendance Report* (as indicated in the Dept. of Education Program Contribution Funding O+M Reporting Requirements earlier in this guide).

Please see the following examples of children's daily attendance recording strategies from the Tumikuluit Saipaaqivik Daycare and the Pirurvik Preschool for your reference:

 Please see: Appendix 21a: Tumikuluit Saipaaqivik Daily Attendance Sheet

 Please see: Appendix 21b: Pirurvik Preschool Daily Attendance Form

At the Tumikuluit Saipaaqivik Daycare there are sign-in and sign-out procedures for the above attendance sheets. Parents are required to write in their child's drop-off and pick-up times on the attendance sheet. It is recommended that all child care centres also follow these procedures.



Appendix 21a

Tumikuluit Saipaaqivik Daily Attendance Sheet



Tumikuluit Saipaaqivik Daily Attendance Sheet

ᑕᑦᑕᑦᑕᑦ ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ		ᑕᑦᑕᑦᑕᑦ		ᑕᑦᑕᑦᑕᑦ		ᑕᑦᑕᑦᑕᑦ		ᑕᑦᑕᑦᑕᑦ	
	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ	ᑕᑦᑕᑦᑕᑦ
ᑕᑦᑕᑦᑕᑦ Arriyah										
ᑕᑦᑕᑦᑕᑦ Patiq										
ᑕᑦᑕᑦᑕᑦ Pudloo										
ᑕᑦᑕᑦᑕᑦ Anugaaq										
ᑕᑦᑕᑦᑕᑦ Arnatuk										
ᑕᑦᑕᑦᑕᑦ Naullaq										
ᑕᑦᑕᑦᑕᑦ Piuji										
ᑕᑦᑕᑦᑕᑦ Tauki										
ᑕᑦᑕᑦᑕᑦ Ava										
ᑕᑦᑕᑦᑕᑦ Jutanie										
ᑕᑦᑕᑦᑕᑦ Pittaaluk										
ᑕᑦᑕᑦᑕᑦ Jacob										
ᑕᑦᑕᑦᑕᑦ Miali										
ᑕᑦᑕᑦᑕᑦ Niviaq										
ᑕᑦᑕᑦᑕᑦ Kukik										

Appendix 21b

Pirurvik Preschool Daily Attendance Form



Pirurvik Preschool Daily Attendance Form

Week of _____

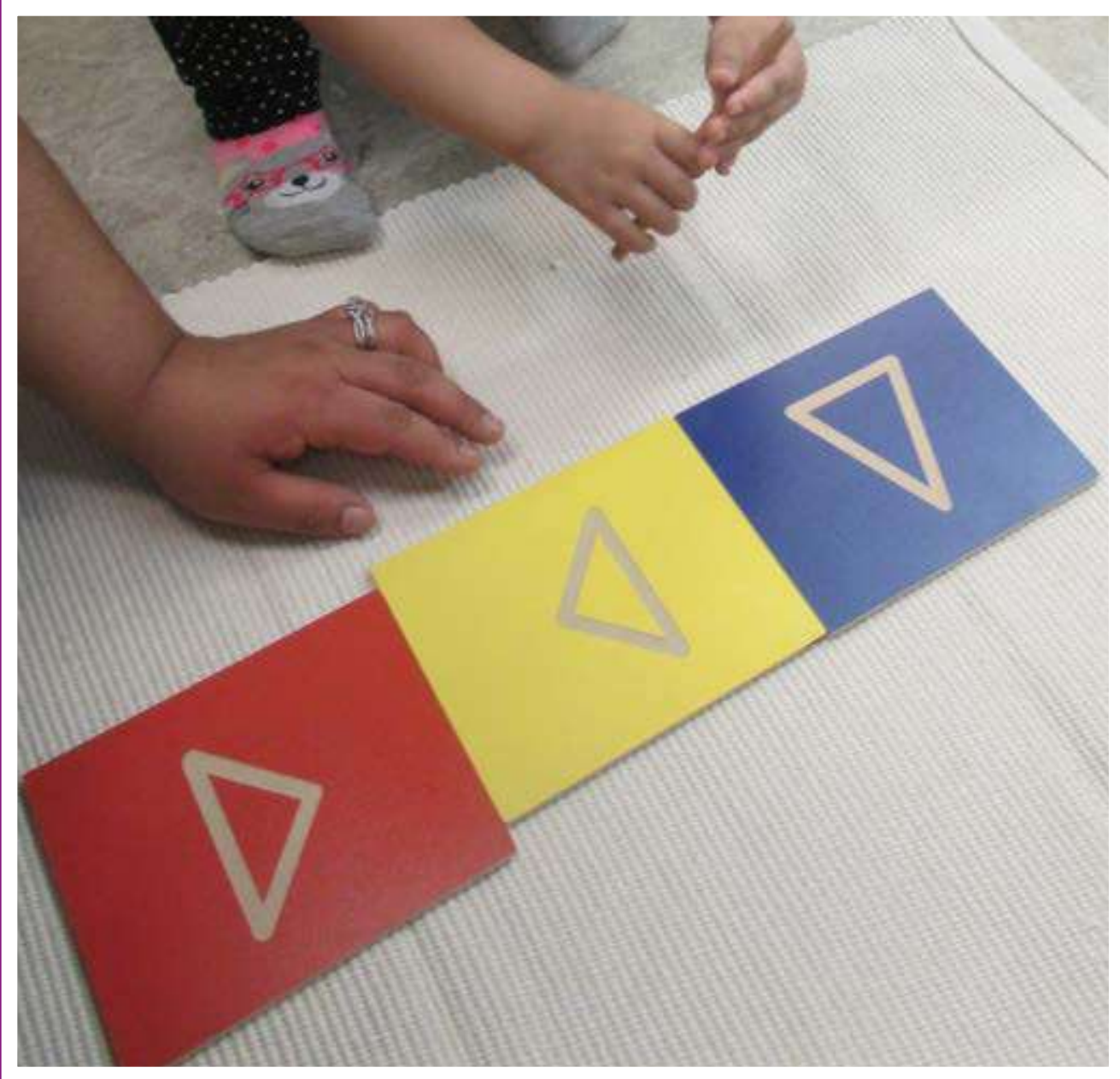
Student Name	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
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First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										
First Name-Last Name										

- X = Present**
- L = Late**
- E = Excused (Illness, Travel, On Land, etc.)**
- A = Absent - If reason for absence unknown**

BIRTHDAYS during Preschool Session (Jan 11-April 29)

- _____ (March ____ – turning 5)
- _____ (March ____ – turning 5)

Staff Management



Personnel Policies

It is important for the Board of Directors of the childcare centre to establish Personnel Policies. Personnel Policies include policies such as (but not limited to):

- Hiring Staff
- Orientation to the childcare centre
- Probation periods
- Medical Examinations
- Hours of Work
- Eligibility Criteria
- Overtime
- Shift hours

Please see the following example of the *Tumikuluit Saipaaqivik Personnel Policies* for your reference:



Please see: Appendix 22a: Tumikuluit Saipaaqivik Personnel Policies

Tumikuluit Saipaaqivik Personnel Policies



Tumikuluit Saipaaqivik Personnel Policies

1. Personnel Committee

The Board of Directors of the Child Care Society shall establish (when needed) a Personnel Committee of no less than two members who shall ensure that staff and Board members are fully aware of personnel policies and that these are followed in all matters relating to personnel. The Director shall be a member of the Personnel Committee.

2. Hiring Staff

The Personnel Committee is responsible for all aspects of hiring new staff. This includes advertising vacant positions, recruiting staff and interviewing and hiring in accordance with the procedures outlined below:

- Interview questions will be prepared prior to any interview
- a rating scale based on the major skills required for position will be Completed by the committee at the end of the review
- Candidates will be contacted within forty-eight hours of an interview To inform them of the outcomes of the competition
- No job offers can be made until the Personnel Committee has obtained Three positive references, a copy of a recent criminal record check, a Certified medical examination and a recent immunization record
- a written contract or Letter of Agreement will be signed by the new Employee and the original will be maintained in their confidential Personnel file

3. Orientation to Day Care

Each new employee will be provided with a one week orientation period. During this period of time the Director will have daily meetings with the new employee to provide opportunities for questions, feedback and time to show the employee all policies, regulations and guidelines pertaining to the position. During this period of time opportunities will be provided for the new employee to observe the Director and other staff interacting with the children.

4. Probation

A six month probation period will apply to all staff hired at Day Care. At the end of this six month period, the Director, or in the case of a new Director, the Personnel Committee will conduct an evaluation of the new Employee. The probation period may be extended or permanent status may be recommended. In the care of term employees, an evaluation must be conducted at the end of the first three months of a contract.

5. Medical Examinations

Employees must notify the Personnel Committee should they be aware of any medical problem which may affect their ability to work with children. The Personnel Committee may require a medical examination to ensure that the employee is fit to perform duties at the Day Care. Refusal to undergo a Medical examination could lead to disciplinary action, including dismissal.

Employees are required to maintain up-to-date status of routine immunizations and to provide records of such for their personnel file. The Personnel Committee may require these immunizations could lead to disciplinary action, including dismissal.

6. Hours of Work

Each full time employee is required to work 8.0 hours each day, a total of 40.0 hours each week, 80.0 hours pay period. Any additional hours will be considered as overtime.

Eligibility Criteria

In order to receive stat pay, team members must have:

- Worked the scheduled shift before and after the holiday (unless the employer has approved an absence)

7. Overtime

Overtime will be calculated at 1.5 times the regular rate of pay. Overtime may be accumulated and take as lieu time, but only with authorization of the Director, Board of Directors or Personnel committee. A maximum of five (5) lieu days can be accumulated in any year this can be added to Vacation provided it has been authorized by the appropriate persons. Lieu Time will be only being granted if there is reliable and qualified staff available. The Board of Directors reserves the right to deny lieu time if the Program may be adversely affected. However, the Board will make every effort to accommodate lieu time required.

8. Shift Hours

Shift hours will be assigned by the Director according to the needs of the Daycare program.

Job Descriptions

It is essential to clearly outline the roles, responsibilities, qualifications and expectations for all staff hired to work in a childcare centre. Every staff person must be competent to fulfill the functions described in his or her job description and every staff person must be able to communicate clearly with children [NDE, 2014, section 17-4].

The qualifications section in all job descriptions *must include the following requirements* (NDE, 2014, section 17-4).

- Minimum age of 19 for primary staff.
- Proof of updated immunizations before starting work.
- A criminal record check before starting work and updated every five years.

It is *recommended* that all job descriptions include the following [NDE, 2014, section 17-4]:

- A tuberculosis test before starting work.
- A vulnerable sector search before starting work.
- A statement regarding any outstanding criminal charges and the nature of those charges before starting work (if applicable).


When developing a job description for a staff person, *make sure the qualifications section include* [NDE, 2014, section 17-4]:


- Minimum age 19.
- Preferred post-secondary qualifications in Early Childhood Education or Child Development.
- Recommendation to follow the code of ethics of a professional childcare provider.
- Certification in infant and child cardiopulmonary resuscitation [CPR], approved by the Director.
- Certification in First Aid, approved by the Director.


Ensure that each staff member *signs their job description* to indicate that they understand and agree to carry out the duties of the job description and keep this signed copy in the staff member's personnel file [NDE, 2014, section 17-5].


We have attached examples of the Job Descriptions from the *Tumikuluit Saipaaqivik Daycare* and the *Pirurvik Preschool*.

Please see the following examples from both centres for your reference:

 Please see: Appendix 23a: Tumikuluit Saipaaqivik Executive Director Job Description 'Schedule A' [Inuktitut and English]


 Please see: Appendix 23b: Tumikuluit Saipaaqivik Child Care Giver / Preschool Teacher Job Description

 Please see: Appendix 23c: Tumikuluit Saipaaqivik Cook [6-month term] Job Description

 Please see: Appendix 23d: Pirurvik Preschool Staff Member Job Description

Interview Questions


Use the job description when you develop interview questions. Ask questions that are relevant to the duties described in the job description [NDE, 2014, section 17-5]. We have attached an example of the *Pirurvik Preschool Interview Questions for Staff members* for your reference:


 Please see: Appendix 23e: Pirurvik Preschool Interview Questions for Staff Members

Staff Responsibilities and Tasks

Staff responsibilities and tasks are important to outline in writing for staff members. These responsibilities and tasks are derived from the original job description but can include more detailed descriptions regarding daily operations.

We have attached an example of the *Tumikuluit Saipaaqivik Executive Director Tasks* as well as the *Pirurvik Preschool Staff Responsibilities* for your reference:

 Please see: Appendix 23f: Tumikuluit Saipaaqivik Executive Director Tasks

 Please see: Appendix 23g: Pirurvik Preschool Staff Responsibilities



- Ability to plan and implement an educational curriculum for the daycare is essential
- Computer literacy is required
- Ability to use an accounting program is required
- Early Childhood Education diploma or equivalency is an asset
- Current First Aid-related training certificates are assets. Willingness to take all relevant safety-related training courses is required.
- Education in Administration or finance or related work experience is preferred
- Knowledge of the Nunavut Child Day Care Act and relevant Early Childhood Education policies, or willingness to learn and study
- Experience working with community, regional, and territorial education related services and supports is an asset
- Previous experience managing third party contribution agreements is an asset
- Previous experience in fundraising is an asset
- Successful candidate must pass a criminal reference check

Programming

- Must help develop and implement the Tumikuluit Saipaaqivik curriculum, which must be Inuit centered and help achieve the life and educational goals our community wishes for our children
- Develop and implement all relevant policies related to running the daycare
- Accurately maintain the waiting list
- Develop and implement a communications plan for the daycare, such as newsletters, and regular discussions with parents regarding the development of their children
- Identify and coordinate guest speakers, Elders, and resource people to support the implementation of the Curriculum
- Allow for children to participate as part of the community in events, festivities, and activities
- Provide a stimulating, caring and culturally appropriate learning environment
- Ensure that all provisions of the Child Day Care Act are met at all times
- Coordinate the use of the daycare space to its maximum potential

Fiscal Responsibilities:

- Manage Tumikuluit finances in a professional, timely way that ensures the sustainability of Tumikuluit

- Develop, implement, and report regularly on annual budgets
- Work with assigned auditors and/or bookkeepers to produce statements as directed by the Tumikuluit Board of Directors
- Collect appropriate fees from parents, including ensuring all fees are recovered from delinquent accounts. Provide proper documentation to parents related to their account
- Undertake all aspects of obtaining, using, and report on third party funding opportunities related to the operations of Tumikuluit
- Develop and implement a fundraising plan, and coordinate fund raising activities on behalf of the day care
- Coordinate payroll and all related CRA and GN components with bookkeeper
- Pay bills, pay invoices, make deposits in a timely manner with bookkeeper
- Maintain high standard electronic and paper filing systems
- Ensure that Tumikuluit remains in good standing with all those individuals, Governments, Inuit organizations, and companies it interacts with financially

Building Maintenance:

- Responsible for ensuring the building is maintained and used as per territorial health, safety, and fire codes.
- Oversees the use of the facility if it is used for additional activities other than the regular day care schedule
- Ensures the facility is cleaned to the highest standards of cleanliness

Staff Management:

- Responsible for all aspects of staff employment, including but not limited to hiring, attendance, leave, performance management, discipline, and supervision
- Facilitate training opportunities for staff
- Maintain employee files and financial records
- Call regular staff meetings and always communicate with staff
- Mediate any conflict that arises between staff or between staff and parents

Interaction with the Tumikuluit Board of Directors:

- Acts as secretariat for Board of Director meetings
- Develop agenda with the Tumikuluit Chair and distribute all relevant items related to the meeting prior to the meeting
- Maintains all Board of Director meeting minutes and associated decisions

I certify that I have read and understand the responsibilities assigned to this position.

I certify that this is an accurate Description of the responsibilities assigned to this position.

Employee Signature

Authorized Signature

Employee Name

Print Name

Date

Date

Appendix 23b

Tumikuluit Saipaaqivik Child Care Giver / Preschool Teacher Job Description



TUMIKULUIT SAIPAAQIVIK

JOB DESCRIPTION

Child Care Giver/Preschool Teacher

Qualifications:

- Diploma or certificate in recognized program in Early Childhood Education or equivalent.
- Experience working with children and completion of successful interview
- Proof of current St. John Ambulance Standard First Aid Certificate plus infant CPR
- Fluency in Inuktitut, in reading and writing
- Have passed a criminal record check

Special Duties:

1. Ensure the safety of the children at all times.
 - Set limits and guidelines for the children and enforce them i.e. no running.
 - Be consistent in the staff team approach in enforcing the limits.
 - Deal with the situations as they occur rather than waiting until they get out of hand.
 - Be gentle with children, use soft voices and never discriminate.
 - Report any broken equipment that needs repair to the Director.
 - Encourage children to tidy up the play centers when they have finished
 - Demonstrate proper hygiene and encourage the children to follow your role modeling i.e wash hands before eating and after toileting.
 - Know and follow all of the day care policies.
 - Ensure the toys are sanitized every Friday.
 - Ensure the children's sheets are washed every Thursday.
 - Be able to prepare activities/lessons for the children.
2. Program
 - Model for the children appropriate activities for free play both indoors and outdoors
 - As a team, staff should plan, prepare, lead, and evaluate group activities available for the children's free play time.
 - Arrange to have art activities available for the children during free play time.



Communication:

- Greet parents and children positively.
- Attend and participate in monthly staff meetings.
- Pass along important information received from other staff or from parents.
- Inform your co-workers and Director of any accidents a child has so that it may be discussed with the parents.
- Ensure that an accident form is filled out immediately after the incident so that the safety of the child is established and ensure that it is signed by their parents/guardians.
- Report any serious accidents to the Director immediately.
- Discuss ideas or techniques with other staff continuously i.e. she likes to have her back rubbed when going to sleep...etc.
- Ensure that medication forms are filled out by parents prior to administering medication and initial forms once the medicine is administered.
- Discuss changes or problems you see with the program in staff meetings, provide constructive feedback to help change problems.
- Check-in with staff continuously i.e. have you changed Mark's diaper? If not, I will do it now.
- Inform the Director of needed materials prior to using the last of them.
- Be open and flexible to change.
- Assist the cook/cleaner when asked.
- Assist other in any capacity necessary when asked
- Be willing to change plans and provide new ones when necessary i.e. when it's too cold to play out.

Confidentiality:

- Ensure that all documents related to the children attending Tumikuluit Saipaaqivik are kept in a filing cabinet and are never taken out without permission from the Director.
- All information from Tumikuluit Saipaaqivik related to children is to be kept confidential.
- If and when you notice abuse of any kind, immediately report it to the Director.

I have read this job description and I have received my copy

Employee's signature

Tumikuluit Saipaaqivik Cook (6-month term) Job Description



TUMIKULUIT SAIPAAQIVIK

JOB DESCRIPTION

Cook- 6 month term

Qualifications:

- Diploma or certificate in recognized program in Early Childhood Education or experience equivalent
- Experience working with children and preparing food
- Proof of current Standard First Aid Certificate plus Infant CPR
- Fluency in Inuktitut
- Criminal Record Check

Duties and Responsibilities

Kitchen

- Advance planning of lunch menus and snacks in accordance with the Canada Food Guide and Inuit culture; posting of menus for parents and staff
- prepare and cook breakfasts, country food lunches, and afternoon snacks every weekday
- Conduct housekeeping tasks necessary to maintain the kitchen in an organized, clean, safe and hygienic condition at all times
- Deliver and collect lunch/snack trays to/from the children
- Complete clean up after each meal (i.e. dishes, countertops, etc.)
- Meets with Health Inspector as required to ensure kitchen and practices are in compliance with health code.
- Regular inventory of kitchen equipment and supplies

Ordering/Purchasing

- Complete an order form all groceries in order to implement the planned menus; work with the Director to maintain the food budget
- Ensure all cleaning supplies are maintained for the daycare
- Unpacking and checking of food orders

Program Support

- Establish and maintain open communication with parents regarding children's dietary restrictions, allergies, etc.
- Assist in administration of first aid and medication, as required and approved
- Participate in fire drills and other emergency procedures as necessary
- Assist in the child care programs as required by the Director in order to enhance or maintain child-staff ratios
- Create conversations and themes to discuss and teach with the attendees about, healthy, nutritious and local country food, the anatomy of the animals we eat, sharing and being thankful, and other aspects related to the consumption of country food.



Communication:

- Greet parents and children positively.
- Attend and participate in monthly staff meetings.
- Pass along important information received from other staff or from parents.
- Inform your co-workers and Director of any accidents a child has so that it may be discussed with the parents.
- Ensure that an accident form is filled out immediately after the incident so that the safety of the child is established and ensure that it is signed by their parents/guardians.
- Report any serious accidents to the Director immediately.
- Discuss ideas or techniques with other staff continuously i.e. she likes to have her back rubbed when going to sleep...etc.
- Ensure that medication forms are filled out by parents prior to administering medication and initial forms once the medicine is administered.
- Discuss changes or problems you see with the program in staff meetings, provide constructive feedback to help change problems.
- Check-in with staff continuously i.e. have you changed Mark's diaper? If not, I will do it now.
- Inform the Director of needed materials prior to using the last of them.
- Be open and flexible to change.
- Assist the cook/cleaner when asked.
- Assist other in any capacity necessary when asked
- Be willing to change plans and provide new ones when necessary i.e. when it's too cold to play out.

Confidentiality:

- Ensure that all documents related to the children attending Tumikuluit Saipaaqivik are kept in a filing cabinet and are never taken out without permission from the Director.
- All information from Tumikuluit Saipaaqivik related to children is to be kept confidential.
- If and when you notice abuse of any kind, immediately report it to the Director.

Goals:

- serving healthy and fresh breakfasts, lunches, and snacks
- serving a variety of locally sourced country foods
- meeting the constantly growing and developing nutritional needs of our attendees
- making more opportunities for talking and learning about the wild food we eat, what is and isn't healthy, and how food is prepared
- making more opportunities to discuss and learn about our relationships with our wild food and environments
- making more time to plan and prepare a varied, healthy and balanced menu, with a closer eye to expanding the children's food experiences

I have read this job description and I have received my copy.

Employee's signature

Date

Appendix 23d

Pirurvik Preschool Staff Member Job Description

Job Description – Pirurvik Preschool Staff Member



Qualifications

- *Minimum age 19* for primary staff
- Proof of *updated Immunizations* before starting work
- A *criminal record check* before starting work and updated every 5 years
- A *vulnerable sector search* before starting work
- Preferred *post-secondary qualifications* in Early Childhood Education or Child Development
- Recommendation to *follow the code of ethics* of a professional child care provider
- Certification in *infant and child cardiopulmonary resuscitation* (CPR)
- Certification in *first aid*

Other Requirements

- A *Tuberculosis Test* before starting work

Caregivers

- All staff must be able to provide *care, instruction and supervision appropriate to each child's age and level of development*
- All staff must have *interpersonal skills* to build healthy relationships with children and work effectively with them
- All staff *encourages open communication with the parents* concerning the needs, progress or issues regarding their children
- All staff must be *aware of the routines and procedures* of the facility, the location of emergency equipment, and the behaviours that are expected of both children and staff

Tasks

- *Assist with the preparation of activity programs* based on the preschool's philosophy and policies
- Maintains constant supervision of indoor and outdoor play periods
- Directs and assists children with their everyday needs, in the development of proper eating, resting, and toilet habits
- Follows good *safety and hygiene practices*
- Takes part in *training sessions*
- Attends *personnel meetings*

I _____ (Staff member) understand and agree to carry out the above duties of the job description as a Pirurvik Preschool staff member.

Staff Member: _____

Signature: _____

Date: _____

Appendix 23e

Pirurvik Preschool Interview Questions for Staff Members

Pirurvik Preschool Interview Questions for Staff members



1. Why would you like to work at the Pirurvik Preschool?
2. What do you feel is most important part of being an Early Childhood Educator?
3. What would you like to improve in your practice as an ECE educator? What areas of professional growth are you most interested in?
4. Describe a situation where you had a conflict with a colleague and how you handled it in a positive and productive way.
5. Tell us about one of the most rewarding experiences you have had working on a team.
6. What are the most important values you demonstrate as a leader?
7. Would you be willing to work as a substitute?
8. Do you have any questions to ask us?

Tumikuluit Saipaaqivik Executive Director Tasks



Tumikuluit Saipaaqivik - Executive Director Tasks

The following are tasks of the Executive Director, but they are not limited to:

Parental Contributions:

There are a few steps to take with parental contributions.

Invoicing - Invoices are sent out biweekly.

Processing Payments - EMT payments.

Recording payments - Recording each payment in the invoice.

Payables:

There is a bill tracking sheet. Bills include, Northwestel, Qiniq, Baffin Cannery, invoices, mail, and email Issuing cheques, and signing authority.

Meal Planning:

The board have requested that we create a meal plan with the staff to incorporate healthy options. A recipe book would be helpful.

Reporting:

Kakivak Quarterly Reporting

Dept. of Education Monthly O+M Attendance reports

Payroll:

Taking Attendance

Proposals:

Department of Education: Healthy Children Initiative

Department of Economic Development & Transportation: Country Food Funding

Inuit Language and Culture Funding (District Education Authority Early Childhood Education Funding)

Pirurvik Preschool Staff Responsibilities

Pirurvik Preschool STAFF Responsibilities



Early Childhood Educators Expectations:

- Models the **Foundation of Quality Child Care** for all staff.
 - Intervenes to prevent harm
 - Ensures guidelines are respected
 - Models appropriate behavior

- **Plan, organize and implement programming** at the Pirurvik Preschool between the ages of 3-4 years old that support and promote physical, cognitive, emotional and social development of children.
 - Prepare presentations
 - Give material presentations to children
 - Observe children
 - Respond to the children's interests

- **Plan and maintain an environment** that protects the health, security and well-being of children.
 - Clean preschool environment at the end of every day.
 - Prepare healthy snacks

- **Assesses the abilities, interests and needs of children and discusses progress or problems with parents.**
 - Write in daily log book for parents as much as possible
 - Write presentation notes in white book (which child received presentation, etc.)

Administration Daily Duties:

Preschool Safety

- Opens Preschool (unlocks)
- Closes Preschool (locks up)

Child Safety/ Welfare

- Monitors Ratio in class (1 adult for every 6 children)
- Contacts absent students

Staff assignments

- Assign Daily duties/responsibilities to staff
- Creates observation schedule

Team Building

- Leads and presents at Daily debrief sessions
- Communicates regularly with Principal at Ulaajuk School

Communication

- Purchases Snacks and scans/e-mails snack receipts to Tessa Lochhead
- E-mails weekly attendance information to Tessa Lochhead
- Contacts Karen Nutarak when requiring in-community assistance / support



Responsibilities for your small group of children

Notes: The children who you are supervising are your responsibility. You will have other responsibilities to all the children as a member of the preschool team. The 4 or 5 children in your group are the ones you are keeping records of, planning curriculum for and communicating with their parents. You will do all of these things to some extent with all of the children, but with your little group you will be the leader.

Preschool Administration

1. Keep track of all the child's information: ie: age, contact info, who can pick them up, their attendance, allergies, etc.
2. Document incidents in the preschool log if necessary.

Curriculum

1. Observe and document the child's behavior.
2. Plan and present activities to the child
3. Document the child's activities daily
4. Enter their activities in the permanent records weekly

Parent Communication

1. Establish a connection with the parents – welcome them to ask questions and offer information
2. Make entries in the parent communication booklet
3. Encourage and document parent involvement and welcome contributions of country food or baked goods.
4. Conduct one home visit per child
5. Conduct one parent conference per child

Hiring

Employment Agreement

The Employment Agreement is designed by the Board of Directors, and is an agreement between the employer and the employee regarding the definitions, duties, terms, hours, location, salary, benefits/leave, overtime, termination, applicable laws, schedules, assignments, waivers and acknowledgement of employment.

We have attached an example of the *Tumikuluit Saipaaqivik Employment Agreement* for your reference:



Please see: Appendix 24a: Tumikuluit Saipaaqivik Employment Agreement

Confidentiality Agreement

It is necessary for all employees to sign the Confidentiality Agreement to ensure that all information staff hears regarding children or other staff members is to be kept confidential at the childcare centre.

We have attached an example of the *Tumikuluit Saipaaqivik Confidentiality Agreement* for your reference:



Please see: Appendix 24b: Tumikuluit Saipaaqivik Confidentiality Agreement

New Employee Information Checklist

Every childcare centre is required to have the following documents in the staff files:

- a) Confidentiality Policy
- b) Staff Immunization Form
- c) Medical Exam Form
- d) Signed copy of the Job Description
- e) Authorization to view Criminal Record Check
- f) Copies of a Criminal Record Check and Vulnerable Sector Check
- g) Copies of CPR and First Aid qualifications
- h) Copies of any Educational Qualifications with regard to child care [ECE diploma, etc.]

It is the responsibility of each staff member to provide the above information to the childcare centre before starting work. It is also important that each staff member provide updates regarding any of the information requirements as listed above. Any updates will also be added to their files.

We have attached an example of the *Pirurvik Preschool Information Checklist* for your reference:



Please see: Appendix 24c: Pirurvik Preschool Information Checklist – Staff of the Pirurvik Preschool

Appendix 24a

Tumikuluit Saipaaqivik Employment Agreement

THIS AGREEMENT dated this 31st day of March, 2017 with effect as of the 1st day of April, 2017.

EMPLOYMENT AGREEMENT



B E T W E E N:

Iqaluit Inuktitut Daycare “Tumikuluit Saipaaqivik”
(hereinafter referred to as the “Employer”)

OF THE FIRST PART

-and-

_____ (hereinafter referred to as the “Employee”)

OF THE SECOND PART

WHEREAS the Employer wishes to engage the services of the Employee;

AND WHEREAS the Employer and Employee wish to enter into an Agreement pursuant to which the Employee is to be appointed Executive Director of the Iqaluit Inuktitut Daycare as hereinafter set forth;

NOW THEREFORE in consideration of the premises and mutual covenants and agreements hereinafter contained, the parties hereto mutually covenant and agree as follows:

1. DEFINITIONS

“Effective Date” means the date on which this Agreement takes effect, as first above written.

“Hours of Work” means the time described in paragraph 4.

“Place of Work” means the location from which the Employee conducts the majority of the Employee’s work for the Employer.

2. EMPLOYMENT DUTIES

- a) The Employer hereby engages the Employee as Caregiver/Teacher and the Employee hereby accepts such engagement and undertakes to exercise on behalf of the Employer all duties and responsibilities of that position and which, without limitation, include those duties described in Schedule “A”.
- b) The Employee agrees to perform and carry out faithfully all the work, services, lawful instructions, and responsibilities as may from time to time be assigned to the Employee by the Employer and agrees to observe all corporate policies of the Employer.
- c) The Employee shall not, either directly or indirectly, be employed or engaged in any capacity in promoting, undertaking, or carrying on any other business during the Hours of Work.

3. EMPLOYMENT TERM

- a) The Employee is engaged on a 6 month term full time basis with no probationary period and continuing until October 1, 2017 or otherwise terminated in accordance with the provisions of this Agreement.
- b) Notwithstanding paragraph 3(a), this Agreement may be terminated prior to the Termination Date in accordance with paragraph 9.

4. HOURS OF WORK

The Employee shall work at least 8 hours a day, 40 hours per week between Monday and Friday. The Employee agrees to perform additional work outside the regular hours of work as required.

5. PLACE OF WORK

The Employee’s Place of Work shall be the City of Iqaluit in the Territory of Nunavut. The Employee agrees to travel to, and perform work in, other locations within or outside of Canada as required.

6. SALARY

- a) For all services rendered by the Employee in the course of employment the Employee shall receive a gross hourly salary (subject to statutory withholdings and deductions) of \$22.00. The amount payable to the Employee shall be paid in equal bi-weekly instalments.

- b) The Employee shall be eligible for an increase in salary at the discretion of the Board of Directors of the Iqaluit Inuktitut Daycare.
- c) At the discretion of the Board of Directors of the Iqaluit Inuktitut Daycare, where there is an approval of a percentage adjustment to the salaries of employees based on an increase in the cost of living, the Employee shall receive such percentage adjustment in salary.

7. BENEFITS AND LEAVE

- a) The Employee is entitled to 10 days paid vacation
- b) The Employee is entitled to 10 days paid sick leave

8. OVERTIME

- a) The Employee shall be compensated for hours worked overtime provided that the Employee has obtained permission in advance from the Employee's supervisor to be compensated for hours worked overtime.
- b) The Employee will be paid straight time for any overtime worked.
- c) The Employee will be paid out for any amount of overtime worked in the pay period that the overtime was taken.
- d) Time spent in transit outside the Hours of Work shall not be considered overtime.

9. TERMINATION

The Employment of the Employee may be terminated in accordance with Schedule "B"

10. CONFIDENTIAL INFORMATION

- a) The Employee acknowledges that the Employee has a fiduciary obligation to the Employer and that in the course of providing services to the Employer hereunder, the Employer will be entrusted with confidential information concerning the plans and operations of the Employer, the disclosure of which to the general public would be detrimental to the best interests of the Employer. Accordingly, the Employee shall not, during the Employee's employment or at any time thereafter, disclose any confidential information concerning the Employer. The Employee agrees that upon termination of this Agreement, the Employee will return to the Employer all confidential documents, papers, and other material in the Employee's possession or control that relate to the business of the Employer or its members.

- b) The provisions of this paragraph shall survive the termination of the employment relationship herein and shall be enforceable notwithstanding the existence of any claim or cause of action of the Employee against the Employer whether predicated upon this Agreement or otherwise.

11. SET OFF

To the extent permitted by law, upon the termination of this Agreement and the employment of the Employee hereunder, amounts due to the Employer by the Employee arising from the course of the employment shall be set off against amounts due to the Employee.

12. APPLICABLE LAW

This Agreement and the rights and obligations of the parties hereunder shall be construed and governed in accordance with the laws of the Territory of Nunavut and the laws of Canada applicable therein.

13. SCHEDULES

Schedules “A” and “B”, which are attached to this Agreement are incorporated into this Agreement by reference and are deemed to be part hereof.

14. SEVERABILITY

In the event that any provision herein or part thereof shall be deemed void, invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions or parts thereof shall be and remain in full force and effect.

15. ASSIGNMENT

Neither the rights nor obligations under this Agreement shall be assigned or otherwise disposed of without the prior written consent of the non-assigning party, except that the Employer may assign this Agreement to any successor corporation without such consent.

16. BINDING AGREEMENT

Subject to the provisions hereof, this Agreement shall be binding upon and shall enure to the benefit of the parties hereto and upon their respective heirs, executors, legal representatives, successors and assigns.

17. WAIVERS AND CONSENTS

One or more waivers of, or consents to, any breach of a provision of this Agreement by either party shall not be construed as a waiver of, or consent to, a subsequent breach of the same provision, nor shall it be considered a waiver of, or consent to, any other existing or subsequent breach of a different provision. No custom or practice of either party shall constitute a waiver of either party's rights to insist upon strict compliance with the provisions of this Agreement.

18. ACKNOWLEDGEMENT

The Employee acknowledges and agrees that the Employee has read this Agreement and fully understands the terms of this Agreement, and further agrees that all such terms are reasonable and that the Employee signs this Agreement freely, voluntarily, and without duress.

IN WITNESS WHEREOF, THE IQALUIT INUKTITUT DAYCARE has executed this Agreement.

IQALUIT INUKTITUT DAYCARE

Noodloo Peter
Executive Director

IN WITNESS WHEREOF, Iola Pishuktic has executed this Agreement.

Iola Pishuktic

Appendix 24b

Tumikuluik Saipaaqivik Confidentiality Agreement



CONFIDENTIALITY AGREEMENT

I, _____ agree that I shall keep everything I hear regarding children/staff members confidential at Iqaluit Inuktitut Daycare. I am aware that if I violate what I have agreed to, it will be dealt accordingly by the board of directors.

Employee/Volunteer

Date

Director/Board Member

Date

Pirurvik Preschool Information Checklist – Staff of the Pirurvik Preschool



INFORMATION Checklist

Staff of the Pirurvik Preschool

I understand that my file at the Pirurvik Preschool is required to have the following documents:

- _____ - **Confidentiality Policy**
- _____ - **Staff Immunization Form**
- _____ - **Medical Exam Form**
- _____ - **Authorization to view Criminal Record Check**
- _____ - Signed copy of **Job Description**
- _____ - Copies of a **Criminal Record Check** and **Vulnerable Sector Check**
- _____ - Copies of **CPR and FIRST Aid qualifications**
- _____ - Copies of any **Educational Qualifications** with regard to child care (ECE diploma, etc.)

I will ensure that I provide this information to the Pirurvik Preschool as soon as possible.

Staff Member: _____

Staff Signature: _____

Date: _____



Confidentiality Policy

Any document and information that pertains to the children and/or their families and/or Preschool Co-Directors/Preschool staff will be kept confidential.

All files will be stored in the Preschool classroom.

All children files will be kept for two years after the child has been withdrawn from the program and then be destroyed in a secure manner.

Staff Member of Pirurvik Preschool (PRINT): _____
Signature: _____

Parent Board Member (PRINT): _____
Signature: _____



Pirurvik Preschool STAFF Immunization INFO Form

Please provide *updated Immunization Information* to the Pirurvik Preschool.

Name: _____

Date of Birth: _____

Staff Signature: _____

Please provide **one of the following**:

- a **written update**

To the best of my knowledge, my immunizations are up to date as of _____ (today's date). Signed by Staff member _____

OR

- a **written report from a health care professional**

The immunization record of _____ (staff name) indicates that their immunizations are up to date as of _____ (date). Signed by Health Care Professional: _____

OR

- a **photocopy of an immunization record**

*Also ensure that a **Tuberculosis Test** is completed and cleared before beginning work with the Pirurvik Preschool.

Thank you.

The Pirurvik Preschool



Pirurvik Preschool STAFF Medical Exam INFO Form

Staff Name (Printed): _____

Staff Signature: _____ Date: _____

The Pirurvik Preschool is required by the Nunavut Child Care Act to ensure that our staff members are medically fit to work with children.

Please bring this form to a Health Care Professional (Nurse/Doctor) and have them sign.

OATH:

To the best of my knowledge this person is medically fit to work with children.

Signed by Health Care Professional (Printed): _____ Date: _____

Signed by Health Care Professional (Signature): _____ Date: _____

**Thank you.
The Pirurvik Preschool**



Job Description – Pirurvik Preschool Staff Member

Qualifications

- *Minimum age 19* for primary staff
- Proof of *updated Immunizations* before starting work
- A *criminal record check* before starting work and updated every 5 years
- A *vulnerable sector search* before starting work
- Preferred *post-secondary qualifications* in Early Childhood Education or Child Development
- Recommendation to *follow the code of ethics* of a professional child care provider
- Certification in *infant and child cardiopulmonary resuscitation (CPR)*
- Certification in *first aid*

Other Requirements

- A *Tuberculosis Test* before starting work

Caregivers

- All staff must be able to provide *care, instruction and supervision appropriate to each child's age and level of development*
- All staff must have *interpersonal skills* to build healthy relationships with children and work effectively with them
- All staff *encourages open communication with the parents* concerning the needs, progress or issues regarding their children
- All staff must be *aware of the routines and procedures* of the facility, the location of emergency equipment, and the behaviours that are expected of both children and staff

Tasks

- *Assist with the preparation of activity programs* based on the preschool's philosophy and policies
- Maintains constant supervision of indoor and outdoor play periods
- Directs and assists children with their everyday needs, in the development of proper eating, resting, and toilet habits
- Follows good *safety and hygiene practices*
- Takes part in *training sessions*
- Attends *personnel meetings*

I _____ (Staff member) understand and agree to carry out the above duties of the job description as a Pirurvik Preschool staff member.

Staff Member: _____

Signature: _____

Date: _____



Pirurvik Preschool STAFF/Volunteer Authorization – Criminal Record

Name: _____ Date: _____

I grant the Director of the Pirurvik Preschool authorization to view my Criminal Record Check and Vulnerable Sector Check.

In the event that a Criminal Record exists, I also grant the Director access to information regarding the Criminal Record.

Staff Signature: _____

Workers' Safety & Compensation Commission (WSCC)

The Workers' Safety & Compensation Commission (WSCC) is founded upon the Meredith Principles, which are a historic compromise in which employers fund the compensation system and share the liability for injured workers. In return, injured workers receive benefits while they recover, and cannot sue their employers.

The Meredith Principles are based on:

- 1) **NO FAULT COMPENSATION:** workers are paid benefits regardless of how the injury occurred. The worker and employer waive the right to sue. There is no argument over responsibility or liability for an injury.
- 2) **SECURITY OF BENEFITS:** a fund is established to guarantee funds exist to pay benefits to workers.
- 3) **COLLECTIVE LIABILITY:** all employers share liability for workplace injury insurance. The total cost of the compensation system is shared by all employers. All employers contribute to a common fund. Financial liability becomes their collective responsibility.

- 4) **INDEPENDENT ADMINISTRATION:** the organizations who administer workers' compensation insurance are separate from government.
- 5) **EXCLUSIVE JURISDICTION:** only workers' compensation organizations can provide workers' compensation insurance. All compensation claims are made directly to the compensation board. The board is the decision-maker and final authority for all claims.

The WSCC is a workers compensation system in Nunavut that is an essential part of life in the north. It contributes to social and economic stability, and positively impacts the quality of life for northern workers. The vision of WSCC is to eliminate workplace diseases and injuries. The WSCC promotes workplace health and safety while providing no fault insurance to employers and care for injured workers. ⁶

It is necessary to protect yourself as an employer, and your employees in the workplace for the health and wellness of the workplace environment and for the children's' wellbeing.

For more information, or to purchase coverage, contact the WSCC at:

Qamutiq Building, 2nd Floor
 630 Queen Elizabeth II Way
 P.O. Box 669, Iqaluit, NU. X0A 0H0
 Phone: [867] 979-8500
 Toll-Free: [877] 404-4407
 Fax: [867] 979-8501



⁶ Workers' Safety & Compensation Commission
<http://www.wsccl.nt.ca/>

Staff Planning

Each childcare centre will have its' own scheduling needs, however consistency is the key when scheduling staff members. Consistent staff members and staff substitutes can provide children with a sense of security by knowing every adult working at the childcare centre.

Staff Scheduling

It is important to make sure that staff schedules are consistent with the programming needs of your childcare centre. It is essential to scheduling program delivery, as well as everyday chores and duties such as: cleaning, food prep, etc.

If possible, schedule in time for team meetings and planning on a regular basis. Sometimes staff members can only meet together every few days or once/week, but it is important to schedule that time into your overall schedule planning. (Kruse, 2011, p.70).

We have attached an example of the *Pirurvik Preschool Daily Schedule*, the *Pirurvik Preschool Daily Duties and Roles Schedule* as well as the *Tumikuluit Saipaaqivik Daycare Daily Schedule* for your reference.



Please see: Appendix 25a: Pirurvik Preschool Daily Schedule



Please see: Appendix 25b: Pirurvik Preschool Daily Duties and Roles Schedule



Please see: Appendix 25c: Tumikuluit Saipaaqivik Daycare Daily Schedule

Staff to Child Ratios

It is essential to ensure that there is enough staff to provide adequate care, instruction and supervision for all children at all times. The staff to child ratio is essential so that in the case of any emergency there are enough staff to handle the situation or to quickly evacuate the childcare centre. The staff to child ratio also sets a limit on the number of children that can be present in a room when it is operating (NDE, 2014, section 19-3).

More detailed information on Staff to Child Ratios can be found in the *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs* (2014) manual.

Appendix 25a

Pirurvik Preschool Daily Schedule



Pirurvik Preschool Daily Schedule

* **Arrive 10-15min early** so you have time to get settled before class.

Time	Pirurvik Schedule	Ulaajuk Schedule
1:00 - 1:10	Prepare	2:35 Recess
1:10 - 4:00	Preschool Time	3:30 Close
4:00 - 4:30	Clean up / Material Practice	Thurs @ 2:30
4:30 - 5:00	Daily Debrief	

Prepare

- Change into inside shoes, hang clothes in closet and wash hands.
- Sign-in on the attendance sheet
- Sign up on **Daily Duties Schedule** and **Daily Roles Schedule**.
- Prepare Snacks

Preschool Time

- All staff must be settled in and ready before 1:10pm when the doors open to children.
- Do presentations with children and document on **Weekly Presentation Records** sheet (on clipboard). All presentations must be documented.
- Make notes in **observation journal**.
- Write in **Parent Communication Booklet**.

Clean Up / Practice with Materials

- Complete **Daily Duties / Roles** (posted on Cupboard door) and **check off** when complete.
- Review and practice daily presentations with materials.
- Make notes about students and prepare observation journal.
- Review presentation records.

Daily Debrief

- Did you see anything that may be of value to you, to parents, or to your co-workers?
- What would you like to see more of in the classroom?
- Did you see anything that concerned you?
- Do you see anything becoming an issue or is anything being ignored?
- Is there anything that you are wondering about?
- Do you have any questions for one another, or any emotions to share?

Friday Special

- Transfer info from the **Weekly Records** sheet onto the **Permanent Records** binder.
- Write your name and date on **Weekly Duties** sheet once you have done the duty, (posted on Cupboard door).

BREAK TIME

- Each adult may have a 15-min break. (Rotate so that only 1 person is absent at a time).
- IF there are not enough adults to maintain ratio (1 adult for every 6 children) then there will be no breaks.
- **Request the break** from the Preschool Leader, and **sign out on Break Schedule**.
- **Wash hands** upon returning to the preschool and **sign back in on the Break Schedule**.
- Smoking must be done away from the school and out of the sight of children.
- Pop, juice or coffee may only be consumed out of the sight of children while on break.

Appendix 25b

Pirurvik Preschool Daily Duties and Roles Schedule



Daily Duties Schedule

Week: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Prep Snack					
Dust					
Sweep					
Vacuum					
Wash Dishes					
Sanitize Tables					
Order Cubbies					
Order Shelves					
Refresh Materials					
Take out Garbage					

Daily Roles Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Leader					
Greeter					
Farewell					
Snack Area					
Dramatic Play					
Practical Life					
Sensorial					
Math/ Language					
Backup / Roamer					

Appendix 25c

Tumikuluik Saipaaqivik Daycare Daily Schedule



Tumikuluik Saipaaqivik Daycare Daily Schedule

Days	Circle	Activities/Arts & Crafts	Cleaning	Snack/Lunch W/Infants
Monday	Staff _____	Staff _____	Staff _____	Staff _____
Tuesday	Staff _____	Staff _____	Staff _____	Staff _____
Wednesday	Staff _____	Staff _____	Staff _____	Staff _____
Thurs	Staff _____	Staff _____	Staff _____	Staff _____
Friday	Staff _____	Staff _____	Staff _____	Staff _____

Fill in for an absent staff: _____

Staff meeting: Every Friday 3:00pm

Country food day: 5x a week

Everyday Cleaning chores:

- Entrance
- One Staff sits and clean the infants
- Sweeping
- Table Wiping
- Washroom

Breakfast/Lunch/Snack Time:

Staff who are scheduled will have to prepare food

Arts/Craft:

1 staff/day responsible for 2 activities/day (AM and PM)

Circle Time:

Lead circle time

Weekly Chores	Infant Room	Laundry	Disinfect/Dusting	Disinfect Toys
Week 1	Staff _____	Staff _____	Staff _____	Staff _____
Week 2				
Week 3				
Week 4				

Weekly:

-Infant room - Laundry -Disinfect doorknobs/Dusting -Disinfect Toys

Last Day of the Month chores:

-chairs -walls -cubbies -stuffed animals

Monthly Chores	Chairs	Walls	Cubbies	Stuffed Animals
Last Day of the Month				

Staff Professional Development

A quality early childhood program is dependent on the knowledge and skills of the staff. Ongoing staff development ensures that staff continue to develop knowledge and skills that reflect current research and best practices in early childhood education. As operators of childcare facilities, it is our responsibility to encourage all staff members to take courses or workshops that are related to child development and care (NDE, 2014, section 17-8).

Nunavut's Early Learning and Child Care facilities are in urgent need of: investment, professional support and mentoring, and educational and culturally relevant training for staff. There is a need for more certified educators with ECE qualifications, and more ongoing professional development, for administrators and educators alike (ITK, 2010, p. 11).

It is important to identify the training needs of each staff person based on their current qualifications, experience, job description and job goals. If possible, set up mentoring or peer support programs so the staff can learn from one another (NDE, 2014, section 17-8).

Staff training opportunities should be consistently made available to any substitute or casual employees, and staff training initiatives should be available for long-term staff at your childcare centre. For example, permanent initiatives could include tying in pay raises and additional responsibilities to staff development activities if a staff member is taking courses in a post-secondary, diploma or degree studies in child development (NDE, 2014, section 17-8).

Training Programs

Training programs for groups and individuals can be delivered by program operators, the Dept. of Education Early Childhood Education Staff (such as your regional Early Childhood Officers), Nunavut Arctic College and / or other educational institutions, community members

or agencies (NDE, 2014, section 17-8). Contact the following agencies for more information on training initiatives for your childcare centre:

The **Dept. of Education** (see more contact details on the contact page at the beginning of the Admin Guide)

<https://www.gov.nu.ca/education/information/early-childhood-educators>

The **Nunavut Arctic College** (NAC) provides training in the field of early childhood education. Successful applicants to the Nunavut Arctic College programs are able to apply for the Financial Assistance for Nunavut Students (FANS) and Adult Learning and Training Support Programs (ALTS). More information is available at:

www.arcticcollege.ca/en/education-programs/item/6100-early-childhood-education-diploma



Please see: Appendix 26a: Nunavut Arctic College ECE Diploma Program

The **Qaujigiartiit Health Research Centre** (QHRC) provides the Inunnguiniq Parenting Support Program, which is a culturally relevant parenting support and intervention program that addresses the needs and interests expressed by parents in communities throughout Nunavut. It is a program made in Nunavut, by Nunavummiut, for Nunavummiut. We have attached it here for your convenience:



Please see: Appendix 26b: Inunnguiniq Information Sheet

Grant Opportunities for Employees in Training

The Canada-Nunavut Job Grant (CNJG) program provides eligible employers with a maximum grant of \$10,000 to support their employees in training that will increase their job opportunities. The program is designed to assist Nunavummiut in obtaining and retaining better jobs.



Please see: Appendix 26c: Canada-Nunavut Job Grant Information Package for Employers

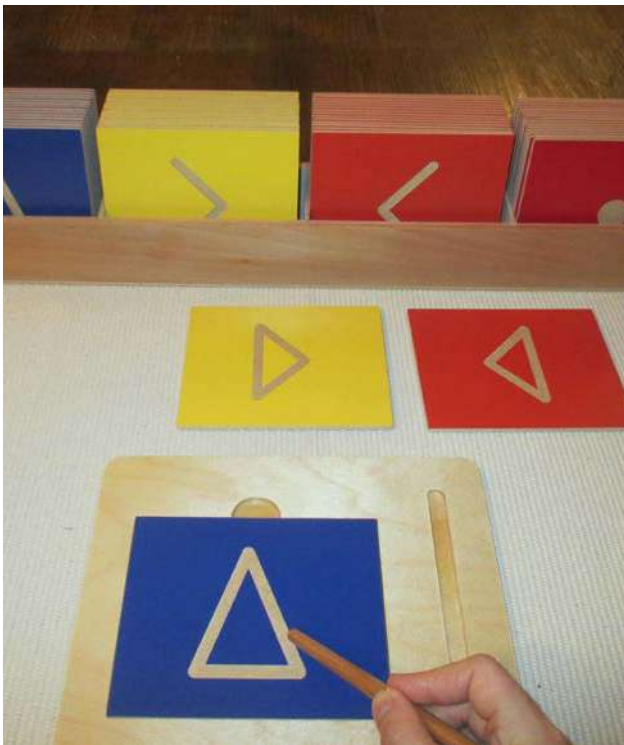
In-house Training

It is important to develop an in-house trainer in your childcare centre. This could be a person who is an administrator or an educator or caregiver in your childcare centre. The in-house training responsibilities could include motivators such as increase pay, etc. and could assist with staff retention in the long-term. When staff members are passionate about their job, and share that passion with others, while receiving support, can in fact go a long way to keeping employees happy and fulfilled in their working environment.

The Pirurvik Preschool utilizes a *Classroom Information: Working Tips Sheet* that is posted in the preschool. Please use it for your reference if you would like to develop your own that suits your childcare centre.



Please see: Appendix 26d: Pirurvik Preschool Working Tips



Appendix 26a

Nunavut Arctic College ECE Diploma Program



Tumikuluik Saipaaqivik Daycare Daily Schedule

Days	Circle	Activities/Arts & Crafts	Cleaning	Snack/Lunch W/Infants
Monday	Staff _____	Staff _____	Staff _____	Staff _____
Tuesday	Staff _____	Staff _____	Staff _____	Staff _____
Wednesday	Staff _____	Staff _____	Staff _____	Staff _____
Thurs	Staff _____	Staff _____	Staff _____	Staff _____
Friday	Staff _____	Staff _____	Staff _____	Staff _____

Fill in for an absent staff: _____

Staff meeting: Every Friday 3:00pm

Country food day: 5x a week

Everyday Cleaning chores:

- Entrance
- One Staff sits and clean the infants
- Sweeping
- Table Wiping
- Washroom

Breakfast/Lunch/Snack Time: Staff who are scheduled will have to prepare food

Arts/Craft: 1 staff/day responsible for 2 activities/day (AM and PM)

Circle Time: Lead circle time

Weekly Chores	Infant Room	Laundry	Disinfect/Dusting	Disinfect Toys
Week 1	Staff _____	Staff _____	Staff _____	Staff _____
Week 2				
Week 3				
Week 4				

Weekly:

- Infant room
- Laundry
- Disinfect doorknobs/Dusting
- Disinfect Toys

Last Day of the Month chores:

- chairs
- walls
- cubbies
- stuffed animals

Monthly Chores	Chairs	Walls	Cubbies	Stuffed Animals
Last Day of the Month				



The Story of the Inunnguiniq Program

Many Nunavummiut have talked about the need for parenting support programs in our communities. In response to that need, the Qaujigiartiit Health Research Centre (QHRC) began to research and develop the Inunnguiniq Parenting Program in 2009, with the Nunavut Territorial Parenting Advisory Committee and other partners. We wanted to create a culturally relevant parenting support and intervention program that addressed the needs and interests expressed by parents in our communities. We recognized that this program needed to be made in Nunavut, by Nunavummiut, for Nunavummiut.

Development of the Program

We started our research by reviewing existing support programs in Nunavut. We also looked at other circumpolar regions to learn from them. We did a literature review (a scan of all other research that people have done on this topic). We also asked many Nunavummiut, including parents, program facilitators, and other community members about what should be in the parenting support program.

We based the Inunnguiniq Parenting Program on our research. We included all the best practices we learned about in our research, including working from a strengths-based, empowerment perspective. And, we included the content that people said would be most useful to parents in Nunavut at this time:

- Healthy eating and nutrition
- Roles of parents in raising and guiding children
- Roles of extended family in child-rearing
- Inuit perspectives on child-rearing
- Practical life skills grounded in Inuit Qaujimajatuqangit
- Interpersonal communication skills (for partners and children)

Inunnguiniq Parenting Program: Information Sheet – 1

- Importance of the land
- Wellness counseling and healing from trauma
- Stages of child development
- Positive discipline methods
- Exploration of ourselves and our actions through reflection

Some might think that Inuit never planned for the future. They may think that we lived one day at a time without a plan. We are here today because our ancestors made sure that we could survive. They did not live one day at a time. They made us into human beings right from birth.

~ Mark Kalluak

Strong societies focus on the future and on continual improvement. The focus of Inuit social teachings and child-rearing practices was always the future. The development of good human beings was central to this. Everyone was expected to become a capable and contributing human being.

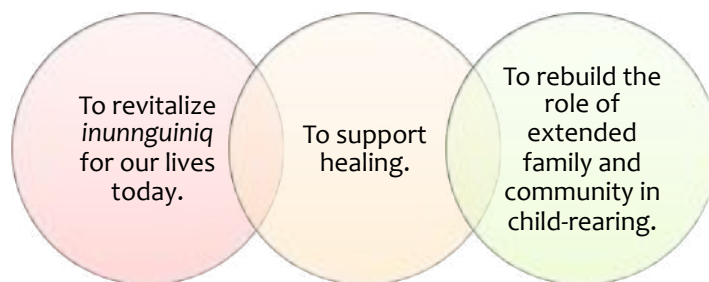
A core goal in the lives of all Inuit was to continually develop skills and expertise, so that they could provide for others. To be able to improve something and make life easier for others was considered a high achievement.

~ Adapted from the Inuit Qaujimajatuqangit Education Framework for Nunavut Curriculum

Our 3 Goals

The first goal of the Inunnguiniq Parenting Program is to revitalize the wisdom and practices of inunnguiniq in our lives today. The second goal is to support healing for participants and their families. The third goal is to increase the practice of inunnguiniq in our communities, strengthening the roles of extended family and community in child-rearing. Let's look at each of these goals in a bit more detail.

Inunnguiniq Parenting Program: Information Sheet – 2



1. To revitalize *inunnguiniq* for our lives today

The first goal of the Inunnguiniq Parenting Program is to reconnect parents with *inunnguiniq*. But, we don't want to simply bring back old ways. We want to support parents to adopt these practices and teachings in ways that will help them build strong human beings today.

2. To support healing

The second goal of the Inunnguiniq Parenting Program is to support healing. Healing is necessary for many people because of the effects of colonization.

Colonization disrupted Inuit culture. Many changes occurred. People were moved into settlements and the government took control of their lives. These changes left most Inuit cultural and social systems weakened. It had an enormous impact on our parenting traditions. Many people experienced trauma. But, people don't often speak of this time. Many adults today do not understand the trauma that affected their parents and elders.

We hope that this program will support participants to heal from this trauma. The program includes time for conversations. It suggests healing activities. This work will help parents understand how *inunnguiniq* was disrupted. It will also help participants revalue the strengths of traditional parenting practices. It will also help parents bring those strengths into their lives today.

3. To rebuild the role of extended family and community in child-rearing

Inuit expected children to grow up to “live a good life.” Shared caring was a way to achieve this. Shared caring simply meant that a child's extended family and others helped raise the child. Many people shared responsibility for teaching, training, caring,



Inunnguiniq

nurturing and cherishing. Everyone in the child's life reinforced cultural teachings, values and beliefs. Everyone passed on the stories, sayings and songs that would guide the child.

We have the same love and hopes for our children today. But many parents feel isolated. They may not have the same support from their extended family or community. So, they may struggle to meet the demands of parenting.

We hope that the Inunnguiniq Parenting Program will help parents make new connections and strengthen old ones. Participants will connect with each other. They will also connect with Elders and other resource people. These people can help participants bring more shared caring into their parenting today.

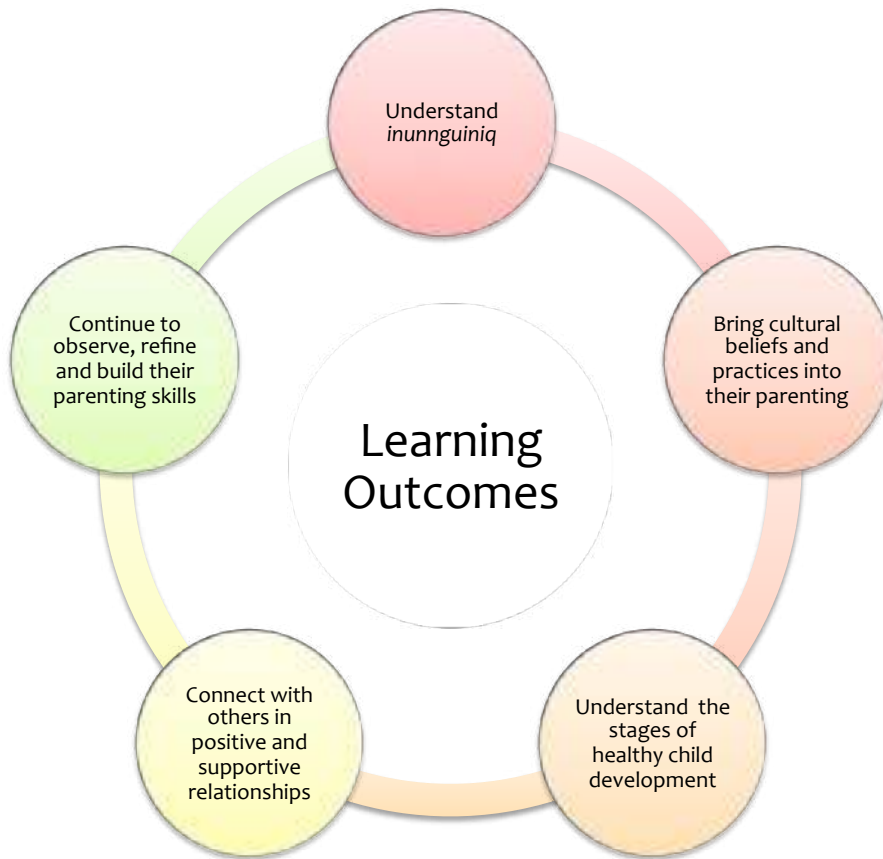
We also hope that participants will increase their skills and knowledge in a few key areas.

By the end of this program, we hope that participants are able to:

- Understand *inunnguiniq*;
- Bring cultural beliefs and practices into their parenting;
- Understand the stages of healthy child development;
- Connect with others in positive and supportive relationships; and,
- Continue to observe, refine and build their parenting skills.

These outcomes apply to the whole program. We have also identified specific learning outcomes for each module in the curriculum. They are listed on the first page of each module in the *Curriculum Guide*.

Inunnguiniq Parenting Program: Information Sheet – 4



Inunnguiniq Parenting Program: Information Sheet – 5

Core Content

Inuit Qaujimajatuqangit

The following key concepts from Inuit Qaujimajatuqangit are the foundation of this program:

- *Maligait* (beliefs or “foundational laws”)
- Core Values of *Inuit Qaujimajatuqangit*
- *Inunnguiniq* (“Making of a human being”)
- *Inutsiaqpagutit* (“Words to live by”) and the Concept of “Living a Good Life”

The Program Curriculum

This program has an open and ongoing structure. We have written a Curriculum Guide with six modules. But there really is no official entry or exit point for participants. Participants can join whenever they are able. They should also feel free to not attend every session. We would like to see the course offered on a continuous basis. We have designed the course in this flexible way to reflect IQ beliefs about learning. The structure is based on *inunnguiniq*.

The Inunnguiniq Learning Model

In the *inunnguiniq* learning model, Inuit see everyone in a community as interconnected. In fact, Inuit Elders say we are all both learners and teachers. They say we learn from everyone and everything we interact with. Traditionally, even young children are both learners and teachers. This is because Inuit believe children carry the souls and personalities of their namesakes. So Inuit believe children also carry on their namesakes’ knowledge.

The idea of continuous learning is also stressed in *inunnguiniq*. Inuit Elders have outlined five stages of learning. (We introduced you to these in the Section 1 above). People may all be at different stages of learning. But Inuit believe this is a positive situation. It means there are those who can benefit from our experiences. At the same time, it means there are others with experiences that can help us.

The role of observation is also an important part of the *inunnguiniq* learning model. As we mentioned in the section above, Inuit believe practice is essential for the development of proficiency.

The biggest lessons we learned were from what we observed. ... Then finally I was on my own to do many things. Of course I made many mistakes because I had not learned everything yet. I discovered that I had many more

Inunnguiniq Parenting Program: Information Sheet – 6

things to learn and practice. I learned from my own life that I was responsible to teach [others] skills, not by scolding but practicing in order to acquire skills. I had to use myself as an example and suggest ways to teach other skills.

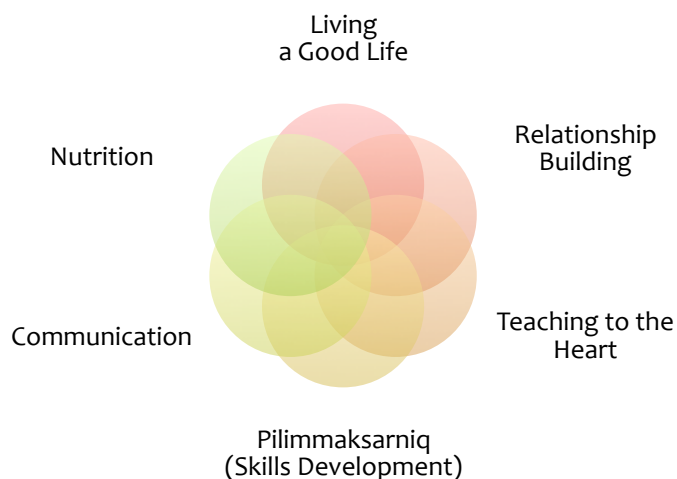
Arsene Ivalu, CSS August 24th, 2005

Our Program's Structure

All these traditional beliefs are reflected in this course. The program has an open structure. It could even have a drop-in approach. This would let parents join at any time and engage at any level. They then could take time away from the course and practice what they learned. Parents can then return several months later to join a different module. Other participants may continue directly from one module to another. Participants are able to move forward at their own pace. They can also participate at whatever stage they are at.

Curriculum Themes

The Curriculum Guide contains 6 different themes. Each of these themes can help parents raise a healthy and capable child.



Inunnguiniq Parenting Program: Information Sheet – 7

The basic structure of the *Inunnguiniq* Parenting Support Program is as follows:

- Facilitator pairs offer the program together in English, Inuktitut and/or Inuinnaqtun as they desire.
- The format is a strengths-based group discussion design. Each session begins with a central theme that is explored through a range of activities and dialogue over the course of 2-3 hours.
- The target audience is parents/care-givers/foster parents/extended family. Anyone who cares for children full- or part-time. This is NOT a program for 'high-risk' parents, but ALL individuals who care for children. Group size should be approximately 8-10, 2 facilitators and a minimum of 1 elder.
- *Inunnguiniq* is not a counseling program.
- The program consists of 6 modules taught over 18 sessions (offered 1-3 times/week depending on facilitator comfort/availability)
- Each session is to include an elder if possible. In some cases, dvds of elders speaking or telling stories were incorporated into sessions where elders were not available or were not comfortable speaking on a topic.
- Each program is to incorporate land components in a minimum of 1 session, but can expand to more.
- The parenting program must provide childcare at each session to support parents who wish to attend.
- Each session must incorporate a food component (a snack break). The snack must be nutritious and should be country food when availability allows. Recipe ideas are included in the curriculum.

Each pilot program received 2 copies of these documents in English and Inuktitut at the training:

- *Inunnguiniq* Parenting Program Curriculum (Modules 1-5 and a separate volume for Module 6)
- *Inunnguiniq* Parenting Program Handbook (additional material for parents and facilitators which included additional stories from elders; additional activities; and an appendix of recipes from community cooking programs in Nunavut)
- *Inunnguiniq* Parenting Program Facilitator's Manual
- *Inunnguiniq* Evaluation Booklet (for recording notes and observations about what is and is not working)

Each pilot program received a bin of resources, such as food guides, dvds, cd, posters, pamphlets, and more to complement the activities in the curriculum.

Inunnguiniq Parenting Program: Information Sheet – 8



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Public Service Announcement

Canada Nunavut Job Grant

Start Date: March 24, 2017

End Date: May 31, 2017

Nunavut-wide

60 seconds

The Department of Family Services offers the Canada Nunavut Job Grant (CNJG), to support the training of employed Nunavummiut by encouraging employer involvement.

Subject to funding availability, the CNJG financially supports two-thirds or more of the costs for individuals to receive training.

Employers are eligible for the CNJG if they:

- are registered in and local to Nunavut;
- have a position available for the designated trainee to advance into after training; and
- can contribute at least one-third of the total eligible training expenses.

The CNJG results in training that leads to guaranteed jobs, because employers invest in their employees.

For application forms or more information, please visit <http://www.gov.nu.ca/family-services/information/canada-nunavut-job-grant-cnjg> or contact Jens Jeppesen at JJepesen@GOV.NU.CA or 867-979-5248.

Applications for the 2017/18 fiscal year are now being accepted.

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Media Contact:

Megan Blair
Communications Specialist
Department of Family Services
(867) 975-5250
MBlair1@gov.nu.ca

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News releases are available in Inuktitut, English, Inuinnaqtun and French on www.gov.nu.ca. Tuhagtaghat ittut Inuktitut, Qablunaatitut, Inuinnaqtun Uiviititullu talvani www.gov.nu.ca. Les communiqués de presse sont disponibles en inuktitut, en anglais, en inuinnaqtun et en français à : www.gov.nu.ca.

Communications



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Canada-Nunavut Job Grant INFORMATION PACKAGE FOR EMPLOYERS

OVERVIEW

PART 1 - EMPLOYER

(To be filled out by employer)

PART 2 - TRAINEE

(To be filled out by individual trainees and returned to employer. * Make application copies as needed if there are multiple trainees.)

If you have any questions, please contact your local Career Development Officer (CDO). S/he will direct you to the Career Development Program Development and Delivery Specialist.



Canada 

 www.gov.nu.ca

 CareerDev@gov.nu.ca

Rev. Nov-2014



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Canada-Nunavut Job Grant **OVERVIEW**

The Canada-Nunavut Job Grant (CNJG) program provides eligible employers with a maximum grant of \$10,000 to support their employees in training that will increase their job opportunities. The program is designed to assist Nunavummiut in obtaining and retaining better jobs.

PROGRAM OBJECTIVES

To support the training of Nunavummiut for new and available jobs and to encourage greater employer involvement in training so that skill development is better aligned to job opportunities.

ELIGIBLE EMPLOYERS

The CNJG is designed for small employers (50 or fewer employees) and designated Crown Corporations and Inuit Organizations who wish to target training initiatives for trainees from small remote communities.

Employers are eligible for the CNJG if they meet the following criteria. **They must:**

- be registered in and local to Nunavut;
- have a position available for the designated trainee to advance in to after training;
- contribute at least one-third of the total eligible training expenses (For small employers 50% of this one-third can be wages/wage replacement).

Organizations acting on behalf of employers with 50 or fewer employees may apply for the grant.

TRAINING

Training may be delivered in a variety of settings provided it is delivered by an institution recognized by the CNJG program, including universities, community colleges, career colleges, trade union training centers and other approved accredited institutions.

The intent of this grant is not to subsidize regular operational training. Rather, the intent is to support training that would not have otherwise occurred without the grant opportunity.

ELIGIBLE TRAINING EXPENSES

Training expenses can include tuition fees or fees charged by training provider; mandatory student fees; textbooks, software and other required materials; and examination fees.

ELIGIBLE TRAINEES

Trainees must be employed with the eligible employer for CNJG and require further training to increase their job advancement opportunities. Expected employment outcomes for trainees could be a new position, a promotion and/or increased pay within the organization.

For more information on the Canada-Nunavut Job Grant program or to access an application package, contact your local Career Development Officer or visit gov.nu.ca.



Canada

Funding provided by the Government of Canada through the Canada-Nunavut Job Grant

 www.gov.nu.ca

 CareerDev@gov.nu.ca



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Canada-Nunavut Job Grant

PART 1 - EMPLOYER

All sections are mandatory - Place a dash or line through boxes that do not apply to you.

1 - EMPLOYER INFORMATION					
Business Name					
Business Mailing Address					
Community		Territory/Province		Postal Code	
Business Telephone ()		Business Fax ()		Type of Business	
Contact person					
Last Name		First Name		Position/Title	
Telephone ()		Fax ()		Email Address	
How many employees does your organization currently have? <i>(Please provide supporting payroll documentation)</i>					
Organization Sector <input type="checkbox"/> Agriculture, forestry, fishing and hunting <input type="checkbox"/> Real estate and rental and leasing <input type="checkbox"/> Retail trade <input type="checkbox"/> Mining, quarrying, and oil and gas extraction <input type="checkbox"/> Professional, scientific and technical services <input type="checkbox"/> Finance and insurance <input type="checkbox"/> Utilities <input type="checkbox"/> Management of companies and enterprises <input type="checkbox"/> Arts, entertainment and recreation <input type="checkbox"/> Construction <input type="checkbox"/> Waste management and remediation services <input type="checkbox"/> Accommodation and food services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Educational services <input type="checkbox"/> Public administration <input type="checkbox"/> Wholesale trade <input type="checkbox"/> Health care and social assistance <input type="checkbox"/> Other services <input type="checkbox"/> Transportation and warehousing <input type="checkbox"/> Information and cultural industries					
If you are unsure about your sector, see www.naics.com					

www.gov.nu.ca

CareerDev@gov.nu.ca



Further information is available from the Department of Family Services Regional Directors and Career Development Officers:

Rev. Nov-2014

Baffin: 1-800-567-1514
(Pangnirtung)

Kivalliq: 1-800-953-8516
(Rankin Inlet)

Kitikmeot: 1-800-661-0845
(Cambridge Bay)

1/3

2 - TRAINING INFORMATION

*ATTACH ADDITIONAL SHEETS AS NECESSARY.

Training provider/institution <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Trade/technical institute <input type="checkbox"/> Union hall <input type="checkbox"/> Private trainer <input type="checkbox"/> Other: _____																					
Name of institution	Institution contact ()																				
Type of training	Training Delivery <input type="checkbox"/> Workplace <input type="checkbox"/> Online <input type="checkbox"/> Classroom <input type="checkbox"/> Combination <input type="checkbox"/> Other (specify): _____																				
Certification to be received through training	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="5">Training Start Date - YY - MM - DD</td> <td colspan="5">Training End Date - YY - MM - DD</td> </tr> </table>											Training Start Date - YY - MM - DD					Training End Date - YY - MM - DD				
Training Start Date - YY - MM - DD					Training End Date - YY - MM - DD																
Trainee's Name																					
Is the trainee an apprentice? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", at what apprentice level : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4																					
Trainee Wage/hour (if paying wages while training - payroll documentation required) \$	Training hours per week																				
Expected employment result <input type="checkbox"/> Promotion <input type="checkbox"/> New position <input type="checkbox"/> Increased capability for current job <input type="checkbox"/> Increased pay for current job																					

OPTIONAL - ADDITIONAL TRAINEES

Training provider/institution <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Trade/technical institute <input type="checkbox"/> Union hall <input type="checkbox"/> Private trainer <input type="checkbox"/> Other: _____																					
Name of institution	Institution contact ()																				
Type of training	Training Delivery <input type="checkbox"/> Workplace <input type="checkbox"/> Online <input type="checkbox"/> Classroom <input type="checkbox"/> Combination <input type="checkbox"/> Other (specify): _____																				
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Training Start Date - YY - MM - DD					Training End Date - YY - MM - DD																
Trainee's Name																					
Is the trainee an apprentice? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", at what apprentice level : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4																					
Trainee Wage/hour (if paying wages while training - payroll documentation required) \$	Training hours per week																				
Expected employment result <input type="checkbox"/> Promotion <input type="checkbox"/> New position <input type="checkbox"/> Increased capability for current job <input type="checkbox"/> Increased pay for current job																					

All sections are mandatory - Place a dash or line through boxes that do not apply to you.



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 Building Nunavut Together
 Nunavutluuqatigiingniq
 Bâtir le Nunavut ensemble

Canada - Nunavut Job Grant **FUNDING**

1 - TRAINING COST PER TRAINEE FOR MORE THEN 5 TRAINEES, ATTACH SEPERATE SHEET

TRAINEE		ESTIMATED TOTAL TRAINING COST PER TRAINEE
1		
2		
3		
4		
5		
ESTIMATED TOTAL TRAINING COSTS		0

All sections are mandatory - Place a dash or line through boxes that do not apply to you.

I understand that the Government of Nunavut will reimburse two-thirds of the total eligible training costs per trainee up to a maximum of \$10,000 and _____ is responsible for one-third of the training costs (For small employers 50% of this one-third can be wages/wage replacement).

Organization Name

_____ authorize and consent to the Government of Nunavut, Department of Family Services to release, share, or verify information about my organization with Employment and Social Development Canada.

Applicant

_____ Signed _____ Application Date

OFFICE USE ONLY			
Date received		Initials	

www.gov.nu.ca

CareerDev@gov.nu.ca



Further information is available from the Department of Family Services Regional Directors and Career Development Officers: Rev. Nov-2014

Baffin: 1-800-567-1514 (Pangnirtung) **Kivalliq:** 1-800-953-8516 (Rankin Inlet) **Kitikmeot:** 1-800-661-0845 (Cambridge Bay) **3/3**



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 Building *Nunavut* Together
 Nunavutluuqatigiingniq
 Bâtir le *Nunavut* ensemble

Canada-Nunavut Job Grant PART 2 - TRAINEE

1 - PERSONAL INFORMATION

Mr. Ms. Mrs.

Last Name		First Name	
Gender <input type="checkbox"/> M <input type="checkbox"/> F		Date of Birth - YY-MM-DD	
Nunavut Health Card Number		Social Insurance Number	
Current Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law (<i>Living together for 12 continuous months</i>)			
Check if you have children and/or custody of children: <input type="checkbox"/>			
Are you an aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check which best describes you now: <input type="checkbox"/> Inuit <input type="checkbox"/> First Nations <input type="checkbox"/> Métis			
Inuit Land Claims Beneficiary: <input type="checkbox"/> Yes <input type="checkbox"/> No Card Number: _____			
Indicate your citizenship: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Recent immigrant (within five years) <input type="checkbox"/> Other: _____			
Do you self-identify as a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Language(s) spoken: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Inuktitut <input type="checkbox"/> Inuinnaqtun <input type="checkbox"/> Other: _____			
Language(s) written: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Inuktitut <input type="checkbox"/> Inuinnaqtun <input type="checkbox"/> Other: _____			

2 - CONTACT INFORMATION

Mailing Address		Email Address	
Community		Territory/Province	Postal Code
Telephone ()	Cell Number ()	Work Number ()	Fax Number ()
Preferred method of communication: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Telephone			

All sections are mandatory - Place a dash or line through boxes that do not apply to you.

www.gov.nu.ca

CareerDev@gov.nu.ca



Further information is available from the Department of Family Services Regional Directors and Career Development Officers:

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(Pangnirtung)

Kivalliq: 1-800-953-8516
(Rankin Inlet)

Kitikmeot: 1-800-661-0845
(Cambridge Bay)

Rev. Nov-2014

1/2

Programming



Curriculum Development

Details on the Legal Facility Requirements and Daily Program Requirements are outlined in the *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs (2014)* manual. Please use this manual as a reference for licensing requirements in your childcare facility [NDE, 2014, section 7-2 to 8-11].

For assistance with Curriculum Development, please contact the Dept. of Education's Early Childhood Language Program Coordinator and Resource Development Manager at eclpc@gov.nu.ca

Each childcare centre will have its' own approach to curriculum development and programming, depending on the specific needs of the community it serves.


Depending on the programming goals and objectives of your respective childcare centre, the programming you develop will largely depend upon the age group you will be working with and the children who are entered into your centre.


Children with special needs must be included in all aspects of the daily program including all learning and play activities [NDE, 2014, section 8-6].

We have attached a few programming examples below from the Pirurvik Preschool which may assist you while you develop your own programming materials for your childcare centre.

Programming Guide


The Pirurvik Preschool program has developed an early childhood educational approach that serves children between the ages of 3-5 years old. This approach is the 'Inuit Qaujimagatuqangit - Montessori' method, which focuses on the development of each individual child. We have attached the *Pirurvik Preschool IQ-Montessori Guide* in Inuktitut and English here for your reference:

 Please see: Appendix 27a: Pirurvik Preschool Inuit Qaujimagatuqangit -Montessori Guide (Inuktitut)

 Please see: Appendix 27b: Pirurvik Preschool Inuit Qaujimagatuqangit -Montessori Guide (English)


Day 1 – Week 1 Outline

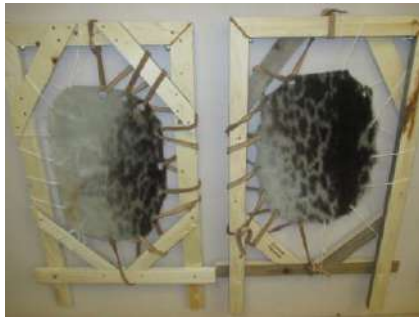
We have also attached a programming tool that our staff members use for the first week of preschool while the children learn the daily functioning and workings of the preschool, so they have an easier time settling into the daily routines and overall expectations of the learning environment. We have attached the *Pirurvik Preschool - Day 1 – Week 1* outline for your reference.

 Please see: Appendix 27c: Pirurvik Preschool - Day 1 – Week 1

Three - Period Lesson

The IQ-Montessori environment ensures that each child is shown how to properly use the materials in the classroom. We use the 'Three Period Lesson' outline to do this with each child during one-on-one presentations or in small groups. We have attached the *Pirurvik Preschool - Three-Period Lesson plan* in Inuktitut and English.

 Please see: Appendix 27d: Pirurvik Preschool - Three-period lesson (Inuktitut and English)



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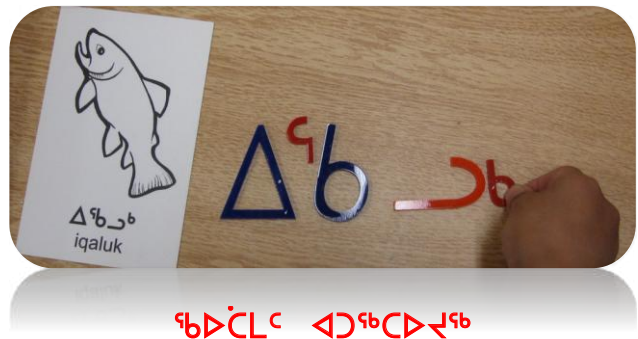
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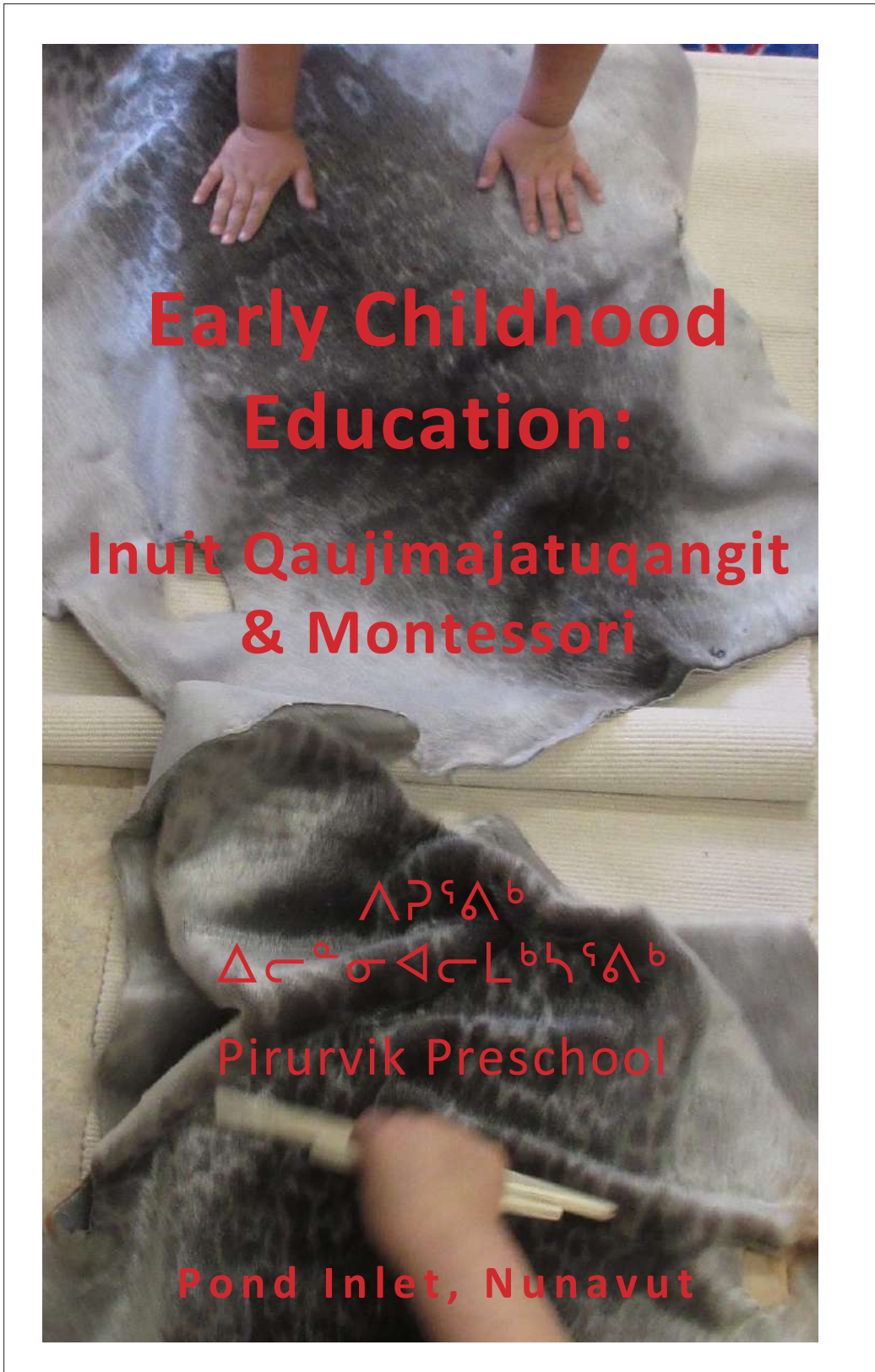
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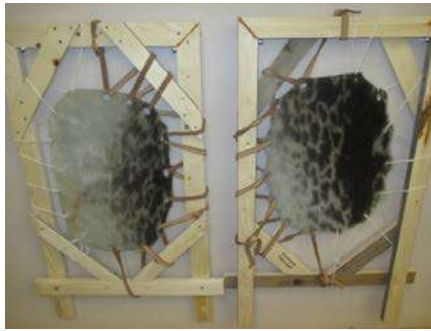


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Guide Outline

IQ – Montessori

3

Pilimmaksarniq

4

IQ Principles

5

Areas of Curriculum

6

Encouraging Learning

7

Observation

8





IQ-Montessori

The Pirurvik Preschool provides Early Childhood Education that is child centered and based on the Inuit Qaujimajatuqangit principles and is enriched through the use of Montessori materials.



Our goal is to provide a culturally relevant learning experience guided by the **IQ principal Pilimmaksarniq** which allows children to learn at their own pace.

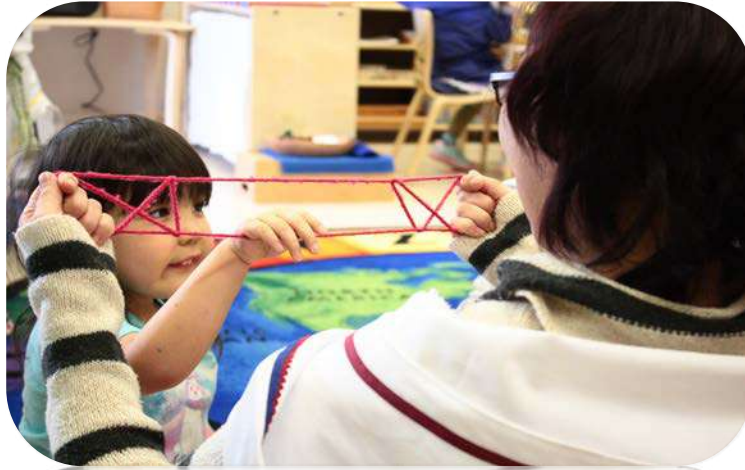
This approach to education is facilitated by the resource rich **Montessori method of learning**.

As seen in other parts of the world and Canada, Montessori is a **student centered approach to learning** that crosses all cultural and pedagogical boundaries.



Both **IQ and Montessori** put the emphasis of learning in the hands of each child by trusting them to know what they need.

This approach to ECE complements the educational values of the community of Pond Inlet as it builds confidence and independence at a critical age of development.



Pilimmaksarniq

We hope to provide children with a lot of opportunities to develop skills in many areas through **observation, mentoring, practice and effort.**

The learning materials are 'hands on' resources and allow for self-directed learning with the educators who act as facilitators by providing the appropriate support when needed.

The educator methodically presents the learning materials to a child when the child is ready. Once the children have observed the presentation of the materials they can then choose to use the materials at their leisure. Children follow their own natural curiosity by choosing topics that interest them.

Students are internally motivated to learn, based on their individual interest in each activity. This experiential approach to learning creates a classroom of engaged and happy children.

Pilimmaksarniq - Montessori

- To allow each child to develop at his or her own rate
- To provide children with opportunities to learn to initiate
- To foster the value of concentration in activities that are engaging for children
- The educators guide the children to respect others and the objects in their environment

IQ Principles



Qanuqtuurniq

In our carefully planned environment, children are given the freedom to access the learning materials at all times once the materials have been presented to them. This helps children to become innovative and resourceful.



Ikajuqtigiinniq

The environment is structured as a space where staff and parents work together for the benefit of the children. We hope to build opportunities for children to develop a strong connection between their lives at home and at preschool.



Tunnganarniq

We work to foster the children's sensitivity to the different abilities of children with special needs and to integrate children with special needs in the classroom for an inclusive environment.



Inuuqatigiitsiarniq

Our preschool provides older children with the opportunity to guide younger children. Respecting the learning journey of others and caring for one another is an important part of our program.

Areas of Curriculum



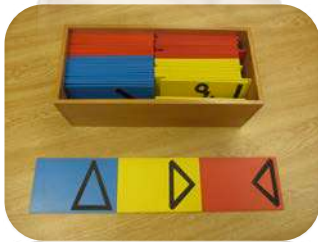
Practical Life Skills

It is important to teach **everyday living skills** so children can become involved in the daily workings of their home. These activities help children with their fine motor skills and build concentration, order and independence, allowing them to do adult work in a child-size environment.



Sensorial Development

Sensorial activities help to refine the five senses through **touch, taste, smell, sight and hearing**. These activities help children to develop their cognitive skills and learn to order and classify impressions by touching, seeing, smelling, tasting and listening. Children learn best when they are able to experiment with as many senses as possible.



Language Acquisition

The language resources and activities help children to **discover language at their own pace** and feel excited about learning. Children develop a love of reading and writing in the early stages, which will continue throughout their education.



Cultural Skills

Cultural activities help children to make the connection between school, home, and their lives in the community. Children benefit by having their **culture validated and celebrated** within the early years of their education.



Mathematics

Hands-on mathematics resources help children to **explore math in concrete ways**. This leads to deeper learning experiences and creates a love of learning, self-directed through problem-solving activities.

Encouraging Learning

Children learn by making discoveries with the materials **at their own pace**. Children choose which materials they want to work with, and for how long they want to work with them.

All of the materials in the classroom are available to all students **at all times**.

The classroom is structured by five areas of curriculum. It is the responsibility of the educators in the preschool to **encourage students to work in all areas** of the curriculum, but only when the children are ready.

This approach allows for each child to experience the excitement of learning with the materials of their own choice.



Daily Schedule

We have an open-ended schedule, meaning that the day is structured but not within a sense of time, but rather in a sense of space so that children can follow their own interests. The daily schedule consists of **children working independently on activities for most of the time**, and during the last 30 minutes of the day children participate in adult-directed and group activities such as circle time, songs, etc.



Observation

This approach to education recognizes the achievements of each child through careful observation. As reflected in the Inuit Qaujimagatunqangit (IQ) principles, children are recognized as individuals and are left to make decisions for themselves.

Observation is a crucial element in our preschool. The *children* observe the educators deliver lessons on how to appropriately use the materials, and the *educator* then observes the children working with the materials.

Observation allows the educator to get to know the children, seeing how they spend their time in the preschool and which activities they are drawn to. This allows the educator to be able to provide students with what they need as they progress throughout the early stages of development.

Through observation, the educator can **track children's strengths and abilities, and decide how to support children with more activities.** Records are kept on which materials have been presented to each child.

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pirurvikpreschool@hotmail.com

Pirurvik Preschool - DAY 1 - WEEK 1

First Children in the door (with their parents on the first afternoon)

- Greet children and introduce yourself
- Present to the child a simple activity.
- Greet parents and chat warmly with them. This will help the child trust you.
- Go on tour with child and parent of classroom, snack area and bathroom

- Expectations:**
- Students must be shown materials first before they use them
 - Children may not touch another child's work
 - You need to walk in class
 - We use soft voices
 - Put your work back the way you found it

- Presentations: How to:**
- Walk in class
 - Sit / Lift / Tuck in a chair
 - Roll a mat (and walk around the mat)
 - Wait in line
 - Go to the bathroom (pass)
 - Get someone's attention
 - Observe a presentation
 - Get a snack (with tongs)

- Materials:**
- Pink Tower
 - Cylinder Blocks
 - Nuts and Bolts
 - Pouring Rice
 - Spoonng
 - Tearing
 - Snippets
 - Sorting Buttons
 - Drawing with Crayons
 - Cutting on the Line
 - Blocks
 - Finger Puppets
 - Touch Boards
 - Pink Tower
 - Brown Stair
 - Red Rods
 - Number Rods
 - Button Frame
 - Geometry Cabinet
 - Geometric Solids

Group Activities in Circle: -Songs in Inuktitut



Three-period lesson

First period – Naming:

During the first period, the teacher presents the concept or vocabulary. This is the naming phase, with the key words being “This is.” For example, the teacher points to a Number Symbol Card and clearly states its name: “This is one.”

This is = una = ᐃᑦ

Second period – Recognition:

During the recognition phase, the teacher asks the student to touch each object as it is named. The key words are: “Show me.” For example, if the teacher says, “Show me one.” The student responds by pointing to the 1-card.

Show me = nauktaima = ᑦᐃᑦᐅᑦᐅᑦ

Third period – Recall:

The teacher evaluates the student’s understanding during the recall phase by asking the student to provide the answers on his/her own. The key words are: “What is this?” For example, the teacher points to the 1-card and asks, “What is this?” The student answers, “One.”

What is this? = una kisu = ᐃᑦ ᑭᑦᓂᑦ?

So you just need to remember:

THIS IS.... (Teacher points to the object and stating it’s name)

SHOW ME.... (Teacher says to ‘Show Me ____.’)

WHAT IS THIS? (Teacher points to material and asks student to recall the info.)



Child Progress: Assessment

It is important to track children's progress in your childcare centre. It is important to observe children so we may learn which materials are appropriate to their individual stages of development. Then we can take action and present the materials we feel they are ready for, and can benefit from.

In order to guide children and teach them, we need to learn where the children are at developmentally. We need to assess their literacy and numeracy skills. We can do this by making notes with anecdotal records, using developmental checklists, tracking children's work and collecting samples of their work.

ITK Recommends that to better support Inuit children we need:

- Further training specific to screening and assessment for educators and administrators as they are ideally placed to do assessments
- Culturally and linguistically appropriate Inuit-specific screening and assessment tools, and ongoing training in how to use these tools. (<http://katiqsugat.itk.ca/>). (ITK, 2010).

We have attached a few screening and assessment tools from the Pirurvik Preschool, which can be used as examples to assist you during the development of your own assessment tools in your childcare centre.

Inuktitut Syllabics, Alphabet / Roman Orthography and Numeral Tracking Cards

The Pirurvik Preschool program has developed a tracking method which allows educators to track which syllabics/ alphabet letters/ numbers the child is introduced to, is practicing with [2nd period and 3rd period], is tracing, and has perfected writing.

We have attached all of the *Pirurvik Preschool Tracking Cards* here for your reference:



Please see: Appendix 28a: Pirurvik Preschool - Inuktitut Syllabics Tracking Cards



Please see: Appendix 28b: Pirurvik Preschool - Alphabet / Roman Orthography Tracking Cards



Please see: Appendix 28c: Pirurvik Preschool - Numeral Tracking Cards

Permanent Records

At the Pirurvik Preschool we monitor which materials have been presented to which students and when for our own tracking purposes. Once the children have been shown how to use a material we mark this information in the *Pirurvik Preschool - Permanent Records* tracking sheet, which we have attached here for your reference:



Please see: Appendix 28d: Pirurvik Preschool - Permanent Records

Diploma

Once the children graduate from the Pirurvik Preschool program we provide them with a diploma. Please see the attached *Pirurvik Preschool Diploma* for your reference.



Please see: Appendix 28e: Pirurvik Preschool Diploma

Appendix 28b

Pirurvik Preschool - Alphabet / Roman Orthography Tracking Cards

Pirurvik - Alphabet / Roman Orthography Tracking Cards

English - Letters and Phonograms Student: _____
| = Introduced, — = 2nd Period, | = 3rd Period,
__ = Tracing, / = perfected on chalkboard
a c m r s t b e g f o l
p i d h u j n w k v x y
q z sh ch th ee ai oa ie ue oy oo
au or er ar wh qu



English - Letters and Phonograms Student: _____
| = Introduced, — = 2nd Period, | = 3rd Period,
__ = Tracing, / = perfected on chalkboard
a c m r s t b e g f o l
p i d h u j n w k v x y
q z sh ch th ee ai oa ie ue oy oo
au or er ar wh qu

English - Letters and Phonograms Student: _____
| = Introduced, — = 2nd Period, | = 3rd Period,
__ = Tracing, / = perfected on chalkboard
a c m r s t b e g f o l
p i d h u j n w k v x y
q z sh ch th ee ai oa ie ue oy oo
au or er ar wh qu

English - Letters and Phonograms Student: _____
| = Introduced, — = 2nd Period, | = 3rd Period,
__ = Tracing, / = perfected on chalkboard
a c m r s t b e g f o l
p i d h u j n w k v x y
q z sh ch th ee ai oa ie ue oy oo
au or er ar wh qu

*To highlight borders/darken borders, click 'Format', then 'cells', then 'Border', and choose 'STYLE' first (bold line), highlight which one, THEN border area (outline, etc.)

Appendix 28c

Pirurvik Preschool - Numeral Tracking Cards

Pirurvik - Numeral Tracking Cards



Numbers _____	Student: _____	<input type="checkbox"/>							
= Introduced, — = 2nd Period, = 3rd Period, __ = Tracing, / = perfected on chalkboard									
1	2	3	4	5	6	7	8	9	0

Numbers _____	Student: _____	<input type="checkbox"/>							
= Introduced, — = 2nd Period, = 3rd Period, __ = Tracing, / = perfected on chalkboard									
1	2	3	4	5	6	7	8	9	0

Numbers _____	Student: _____	<input type="checkbox"/>							
= Introduced, — = 2nd Period, = 3rd Period, __ = Tracing, / = perfected on chalkboard									
1	2	3	4	5	6	7	8	9	0

Numbers _____	Student: _____	<input type="checkbox"/>							
= Introduced, — = 2nd Period, = 3rd Period, __ = Tracing, / = perfected on chalkboard									
1	2	3	4	5	6	7	8	9	0

Numbers _____	Student: _____	<input type="checkbox"/>							
= Introduced, — = 2nd Period, = 3rd Period, __ = Tracing, / = perfected on chalkboard									
1	2	3	4	5	6	7	8	9	0

Numbers _____	Student: _____	<input type="checkbox"/>							
= Introduced, — = 2nd Period, = 3rd Period, __ = Tracing, / = perfected on chalkboard									
1	2	3	4	5	6	7	8	9	0

*To highlight borders/darken borders, click 'Format', then 'cells', then 'border', and choose 'STYLE' first (bold line), highlight which one, THEN border area (outline, etc.)

Appendix 28d

Pirurvik Preschool - Permanent Records

PIRURVIK PRESCHOOL - Permanent Records

NAME: _____ BIRTH DATE: _____ START DATE: _____

*Beside Skill write in the date (Ex: **1/17** for January 2017) when you **INTRODUCE** the activity/skill, and a **CHECKMARK** when child completes.

PRACTICAL LIFE - Grace and Courtesy	Greetings	Walking inside	Getting Attention
Waiting in Line	Washing hands	Observing Teacher	Using bathroom
Taking out a chair	Picking up / Carrying chair	Sitting in chair	Tucking in chair
Unrolling Small Mat	Unrolling Large Mat	Carrying a Tray	Telephone courtesy
Getting a snack (tongs)	Sitting quietly while eating	Dirty Dishes in Bin	Washing dishes
Brushing Teeth	Cleaning up after yourself	Blowing Nose	Sneezing/Coughing
PRACTICAL LIFE - Fine Motor skills	Spooning (Beans)	Tongs (Pasta)	Tearing (Paper)
Cutting (Snippets)	Pasting (Paper)	Stringing beads (Large)	Stringing beads (Small)
Sorting (Beans)	Sorting (Buttons)	Sorting (Wooden Beads)	Safety Pins
Watercolours	Easel (painting)	Sharpen Pencil	-----
PRACTICAL LIFE - Home / Self-Care	Wiping Cloths / Hanging	Clothes Pins (hang items)	Sweeping activity
Dry Pouring (Rice)	Funnel pouring	Wet Pouring (Jug to Jug-Water)	Teapot to Cups (wet)
Squeezing a sponge	Wringing a cloth	Land & Water Forms	Sponge table Spills
Floor spills	Dressing Frames: Buttons	Dressing Frames: Zipper	Dressing Frames: Clip
Dressing Frames: Lacing	Dressing Frames: Snaps	Dressing Frames: Buckles	Dressing Frames: Hook & Eye
Dressing Frames: Safety Pins	Dressing Frames: Tying Bows	Dressing Frames: Velcro	Dusting objects/shelves
SENSORIAL - Fine + Gross Motor skills	Geometry Cabinet: CIRCLE- RECTANGLE - TRIANGLE- CURVED -QUADRILATERAL (4 sides) Cards: SOLID-THICK -THIN		
Drawing Activity	Nuts and Bolts	Screwdriver	Latch Boards
Blindfolds	Rough & Smooth Boards 1-2-3	Graded Rough Tablets	Thermic Tablets (Language)
Baric Tablets (Language)	Fabric Matching (Colours)	Fabric Matching (White)	Pink Tower
SENSORIAL - Dimensions / Colours	Colour Tabs 1 (Primary)	Colour Tabs 2 (Secondary)	Colour Tabs 3 (Full)
Cylinder Blocks: A	Cylinder Blocks: B	Cylinder Blocks: C	Cylinder Blocks: D
Knobless Cylinders: Red	Knobless Cylinders: Yellow	Knobless Cylinders: Blue	Knobless Cylinders: Green
Binomial Cube	Trinomial Cube	Size Dimensions (apples)	-----
SENSORIAL - Shapes / Senses 1	Geometric Solids: CUBE	CYLINDER	CONE PYRAMID SPHERE TRIANGULAR PRISM
Broad Stair	Graded Figures (Red)	Graded Figures (Blue)	Graded Figures (Yellow)
Constructive Triangles	Triangles	Smelling Bottles	Polishing Soapstone
SENSORIAL - Shapes / Senses 2	Metal Insets: Outline	Curved	Filled Design
Folding Cloths	Folding Cloths	Sound Cylinders	Pressure Cylinders
Flags of the World	Braiding	Rocker Board (Sci)	Beam Balancing (Sci)
MUSIC - SCIENCE - GEOGRAPHY	Sewing Cylinder	Animal Puzzles - labels	Animal Puzzles - no labels
Large Musical Instruments	Small Musical Instruments	Mystery Bag (Language)	Bells
Peg Board	Wooden Blocks	Cutting Wooden Fruits/Veggies	Transparent Blocks / Tree Blocks
Puzzle MAPS: World Seas & Oceans	N. America S. America Canada	Africa Europe Asia Oceania	Sandpaper & Coloured Globes
INUIT QAUJIMAJATUQANGIT	Drum dancing	Seal Skin Stretching: ¼ skin	½ skin ¾ skin full skin
Qamutiq Tying / Full Qamutiq	Tupiq	Amauti Dressing	Toy Sled
Juggling	String Games	Binoculars	Brick Blocks
Finger Puppets	Hand Puppets	Inuktitut Songs	Throat Singing
Bone Games	Bow and Arrow	Seal-skin game	Sunglasses
Hand-pull game	Seal skin scraping	Seal skin board sanding	Felt Puppets
MATHEMATICS	Number Rods: 1-3 4-6 7-10	Sandpaper Numbers: 12 34 56 78 90	Clock: Telling Time
Cards & Counters (Red Dots)	Spindle Boxes	Bead Tray (1-10)	Fraction Circles: 6 7 8 9 10
Small Number Rods	Teen Boards	100 Board: (20)	100-1000 chain
LANGUAGE 1- 2-3	Reading Corner: Inuktitut	English	Listening Centre: Inuktitut English
Large Sand Tray	Small Sand Tray	Colour Cards	I Spy Game
Inuktitut Sandpaper Syllabics: =Introduced, =2 nd Period, =3 rd Period, =Tracing, =perfected		English Sandpaper Letters = Introduced, =2 nd Period, = 3 rd Period, =Tracing, = perfected	
Δ Λ Π Ρ Γ σ ρ ε τ Δ α ρ ρ ρ	Δ Λ Π Ρ Γ σ ρ ε τ Δ α ρ ρ ρ	A B C D E F G H I J K L M N	O P Q R S T U V W X Y Z
▷ > ∪ d J J ∞ ρ ρ ρ ρ ρ ρ ρ ρ	▷ > ∪ d J J ∞ ρ ρ ρ ρ ρ ρ ρ ρ	Paper: Spells Name	
◁ < C b l L a h c t e ρ ρ ρ ρ	◁ < C b l L a h c t e ρ ρ ρ ρ	Chalkboard: Spells Name	
* < c b l L a h c t e ρ ρ ρ ρ	* < c b l L a h c t e ρ ρ ρ ρ	Months of the Year: Jan-March April-June July-Sept Oct-Dec	
Inuktitut Sound Bags: Δ▷Δ Λ>< ∩∪C ρdb ρJL ΓJL σ∞∞ ρρρ ρεε ρεε Δ>< ρρρ ρρρ ρρρ ρεε			
Inuktitut Cards (Moveable Syllabics): (words used)			
Matching Objects and Cards (Hunter and animals):		Inuktitut Vocabulary Cards: Animals/ Birds Summer/Winter	
Inuktitut Clothespins (Emotions):		Inuktitut Clothespins (Animals):	
		Classified Cards (3-part):	
Alphabet Sound Bags: ab cd ef gh ij kl mn op qr st uv wx yz		English Cards (Moveable Alphabet): (words used)	



Pirurvik Preschool Diploma

Pirurvik Preschool Diploma

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This diploma is presented to
ᐅᐱ ᐅᐅᑦᑦᑦᑦᑦᑦᑦ

Victor _____
ᐱᐅᑦ _____



for completing preschool in Pond Inlet, NU

ᐱᑦᑦᑦᑦᑦᑦᑦᑦ ᐃᑦᐅᑦᑦᑦᑦᑦᑦᑦ ᐃᑦᑦᑦᑦᑦᑦᑦᑦᑦ ᐃᑦᑦᑦᑦᑦᑦᑦᑦᑦᑦ ᐃᑦᑦᑦᑦᑦᑦᑦᑦᑦ

Congratulations! ᐅᐱᑦᑦᑦᑦᑦᑦᑦ

Signed by Preschool staff:

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March 31, 2017

ᑭᐅᐅ 31, 2017

Parent / Guardian Communication

It is essential to maintain regular parent communication regarding children's well-being, and to ensure that parents feel welcome in your childcare facility which may encourage parental participation in the early childhood program.


A primary staff person should be designated to communicate regularly with the parent of each child attending the childcare facility in respect to the child's well being and participation in the daily program (NDE, 2014, section 8-9).

Ensure that procedures regarding staff-parent communication are outlined in the parent handbook (as referred to in the Tumikuluit Saipaaqivik Daycare and the Pirurvik Preschool Parent Handbook which are both outlined in this admin guide).

On a daily basis, make staff available to parents at arrival and departure times to communicate one or two positive things that happened that day, and keep daily log journals for each child and discuss with parents at the end of each day.


Communication Procedures


At the Pirurvik Preschool we follow communication procedures with parents. We have attached the *Pirurvik Procedures for Regular Communication with Parents/Guardians* for your reference:


 Please see: Appendix 29a: Pirurvik Procedures for Regular Communication with Parents/Guardians


Sending Information Home to Parents


One of the communication policies we follow at both childcare centres is to send notices and information packages home to parents so parents may be up-to-date on all of their children's activities at the childcare centre. We have attached a range of information packages that we have sent home to parents from the Tumikuluit Saipaaqivik Daycare and the Pirurvik Preschool.

 Please see: Appendix 29b: Pirurvik Preschool - Learning Begins at Home (Inuktitut)

 Please see: Appendix 29c: Pirurvik Preschool - Learning Begins at Home (English)

 Please see: Appendix 29d: Tumikuluit Newsletter, September 2017-12-27

 Please see: Appendix 29e: Pirurvik Preschool Letter home

 Please see: Appendix 29f: Tumikuluit Saipaaqivik Daycare Letter home

Parent Feedback Forms

At the Pirurvik Preschool, we feel it is an important part of our growth to learn about how we can improve our programming. At the end of each session, we ask all parents/guardians to fill out a Parent Feedback Form so that we can improve upon our programming and childcare services. We learn a lot from these feedback forms and have attached an example in Inuktitut and English here for your reference:

 Please see: Appendix 29g: Pirurvik Preschool Parent Feedback Form (Inuktitut and English)

Pirurvik Procedures for Regular Communication with Parents/Guardians



Pirurvik Procedures for Regular Communication with Parents / Guardians

The family is the first, and most powerful, influence on the early development and learning of a child. At the Pirurvik Preschool, we aim to build positive relationships with parents and guardians centered on trust and respect. The collaborative relationships between educators and families are a key element of child care. We aim to regularly inform parents and guardians about the experiences their children are having at the preschool.

Communication Procedures:

We aim to ensure that communication with families occur on an on-going basis by:

- Parent Nights (4 per school year): preschool workers will use these evenings to communicate with parents regarding their child's progress in the preschool.
- Logbooks: Logbooks will be kept in the preschool and will have information regarding your child's activities, socialization, areas of interest, activities performed well, areas of independence, areas of frustration or concern. The preschool staff will record the children's well-being and overall program participation on a weekly basis.
- Welcoming staff member: The preschool has a staff member tasked with the responsibility to sit at the entrance of the preschool and welcome the children upon their arrival (this position rotates among the preschool staff). Parents/ guardians are encouraged to share any daily updates regarding the child with this welcoming staff member, and/or the director of the preschool.

Oral and Written Communication:

- Oral / verbal communication* will be the first line of communication with parents/guardians to allow the opportunity for an *interpreter* if necessary.
- The *lead staff member or director* of the preschool will speak with the parents/guardians in private if there are any concerns regarding their child.
- Written communication* will be provided to parents if means of oral communication are not possible.

***Use a pamphlet which explains the program method (IQ-Montessori) as a way to focus and support communication with parents**

Appendix 29c

Pirurvik Preschool - Learning Begins at Home (English)



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Pirurvik Preschool
Learning Begins at Home



Living in Harmony

The home can be a place where children can be productive contributors to a healthy and happy environment.

When children are **provided with a stimulating environment with physical and intellectual freedom**, they are able to make individual choices and become independent. This requires clear limits so children can learn to self-discipline.

Please come and visit us anytime!



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Pirurvik Preschool

Pond Inlet, Nunavut
pirurvikpreschool@hotmail.com



Preparing the Home Environment

The environment and the way it is set up has a profound influence on development, learning and confidence building.

- Establish an area in the kitchen where a child can *reach* their own glass, their own plate/bowl, utensils and a pitcher of water.
- Children can learn to turn the taps and wash themselves by providing a *step stool*.
- Create a *cupboard space* where the child can store their special items and require that each item be put away before another is taken out.
- Create a *quiet area* where a child can play with their toys or spend time alone peacefully.
- Place a *mirror* at child level.
- Provide a *basket* containing a toothbrush, toothpaste and a washcloth, which can be stored in a drawer and brought out when needed.



Bringing IQ - Montessori home

Home is the first and best place for a child's education. We encourage **parental involvement** at the Pirurvik Preschool, and feel it is crucial to the success of the program. Children benefit from having their **lives at home and in the community reflected in their lives at school**, since it provides them with consistent and clear messages that will assist them in their overall development. Parents and guardians can also use the principles and practices of the Pirurvik Preschool that help children to become competent learners. We have provided a few fun ideas that we hope might inspire you to use with your child at home.

List of Suggestions for At-Home Activities



Cultural Activities

- **Social Activities:** handshake greetings, how to talk on the telephone, etc.
- **Fine Motor Activities:** string games, finger puppets, hand puppets, juggling, seal skin scraping and stretching, sanding, etc.
- **Large Motor Activities:** Qamutiq tying, etc.
- **Musical Activities:** Inuktitut songs, throat singing, drum dancing, etc.
- **Inuit games:** hand-pull game, bone games, etc.



Practical Life Activities

- **Pouring Activities:** Pouring dry objects (rice), wet pouring with funnels, wet pouring from teapot to cups, etc.
- **Fine Motor Activities:** Spooning small objects from one bowl to another (beans, dried pasta, etc), using tongs, sorting objects, matching colours / objects, and folding laundry, etc.
- **Self Care:** Hand washing, getting dressed, food preparation, etc.
- **Care of Environment:** Table setting, sweeping, wiping, squeezing sponges, wringing a cloth, washing tables, etc.
- **Grace and Courtesy:** Being kind to others, sharing, etc.



Language Activities

- **Take time to talk and share stories:** Exchanging ideas, feelings, opinions, hopes and dreams.
- **Read, Read, Read:** Read stories together, and let your children see that you enjoy reading too.
- **Memory Games:** Memorize songs, phone numbers, shopping lists, etc.
- **Sound Games:** I Spy, Naming objects in your home, Syllabic/Alphabet sounds: What starts with 'k'? 'Kamiki!' etc.



Tumikuluut Newsletter September, 2017

Tumikuluut Saipaaqivik
P.O. Box 1629
Iqaluit, Nunavut, X0A-0H0
Phone: (867) 975-2483
Fax: (867) 975-2503
E-Mail: tumikuluut@qiniq.com

Beautiful summer we have this year, many delicious berries and many great berry pickers! Thank you all to those who brought berries to share with the children and staff, we will froze from berries to for the winter long and hope they will last till next year (maybe not too delicious ☺)

We took the children out berry picking few weeks ago; the children had so much fun! When it was time to head back to the daycare, all the children run down the hill and all the berries flew off the containers (so nallinaaq, we all just laughed) cause we had a great time anyways.



Staff

Noodloo – Director
Iola Pishukkie – Cook

Casual

Jennifer Naqitarvik
Debbie Kippomee
Annette Kingwatsiak

BOARD OF DIRECTORS

Laakkuluk Williamson Bathory – Chair
Melanie Netser –
Vice-Chair
David Lawson – Treasurer
Shirley Kunuk – Secretary
Virgil Williams
Christina Stoney
Looee Atreak

Tumikuluit Newsletter September, 2017



This summer we were collecting seal bones, clam shells and all the children enjoyed painting them. Great for fine motor skills, cognitive thinking and simply enjoying themselves. During circle time we don't just sing, we tell stories, children throat sing (not only girl, but boys too) ummimaujak awe does children ever enjoy that game! Sweet little Armatuk was coming to daycare with Tunniit painted on her face, thanks to Laakkuluk for the suggestion now little girls go home with Tunniit painted on their beautiful faces ☺



Little Iqaluk Swimmers

City of Iqaluit once again changed the swimming schedule, now we will be going every Friday instead of Thursday. We have two groups, Group A and Group B. Please see list below.

- **Group A**
- Nauilaq Lawson
- Ava Dunphy
- Jutanie Stoney
- Pittaaluk Ioanasie
- James Netser
- Jasmine Williams
- Pudloo Enuaraq
- **Group B**
- Anugaaq Arnaquq-Wright
- Puji Alaiinga-White
- Tauki Alaiinga-White
- Jace Arreak
- Inuapik Cloutier
- Ariel Aoudla
- Ryder Lucassie
- Mike Avlugana

Appendix 29e

Pirurvik Preschool Letter home



Pirurvik Preschool

P.O. Box #520

Pond Inlet, NU

X0A 0S0

(867) 899-8964 (and dial 2028 to reach the preschool classroom)

pirurvikpreschool@hotmail.com

November 30, 2017

Re: Graduation Ceremony – Dec 2017

To Parents / Guardians,

We would like to inform you that the children of the Pirurvik Preschool will be having a graduation ceremony on **Friday, December 15th at 1:45pm**.

We will only be providing graduation hats for them to wear for the occasion.

We ask that parents come to the preschool for 1:30pm with your child, and the graduation ceremony will begin at 1:45pm.

Once the graduation ceremony is finished, we will ask that the children return home with you for the afternoon.

Thank you for your support over the past few months. We have had a successful fall session, and hope that you and your children will have fond memories of your experiences within the Pirurvik Preschool program.

Please let us know if you have any questions.

Qujannamiik.
The Pirurvik Staff

Appendix 29f

Tumikuluit Saipaaqivik Daycare Letter home



Iqaluit Inuktitut Daycare – Tumikuluit Saipaaqivik
PO Box 1629, Iqaluit, Nunavut, X0A-0H0
ph: (867) 975-2483
fax: (867) 975-2503
tumikuluit@qiniq.com

November 27, 2017

Children of the North Performance

Dear Parents / Guardians,

We are excited to share details about tomorrow nights' performance at the Frobisher Inn (Koojessie Ballroom). Tumikuluit has agreed to perform Christmas Carols for the Charitable Donation Program 'Nunastar Fund for Northern Children'.

The performance will start at 7:30pm on Tuesday, November 28th, and they would like us to arrive by 7:30pm.

We hope you and your children can arrive on time so everyone is ready for the 7:45pm performance.

Thank you.

Noodloo Peter

Director

Pirurvik Preschool Parent Feedback Form

Your observations and opinions are valuable to us, so we can continue to improve the Preschool program. We hope to offer quality early childhood education in Pond Inlet, so please offer as much information as you can.

How has your child benefited from the preschool program?



What new learning and/or skills has your child gained as a result of the preschool?

Do you feel your child made progress in any of the following areas?

- Language skills
- Cultural skills
- Social Skills
- Problem Solving skills
- Self-care skills
- Fine Motor / Gross Motor skills
- Number knowledge
- Other areas? _____

Is there anything memorable your child may have said about the preschool?

In your opinion, how can we improve the preschool program?

Would you recommend this preschool program to other families? Why or why not?

Do you have any other suggestions or comments for us?

Many thanks for your time!

Pirurvik Preschool

Board Meetings

As listed in the Societies Act By-Laws, an Annual General Meeting (AGM) must take place once per year to ensure that the legal requirements of a Society are being met on an annual basis.

At this annual parent board meeting, it is imperative that all parents have access to the year-end financial statements of the childcare facility.

Due to the high rotation of parent boards and committees, there is a lack of knowledge regarding board protocol and following By-Laws. Board training opportunities need to be increased to Parent Boards across Nunavut so that parents have access to learning about how to conduct board meetings and follow all necessary protocol.

A successful board, council or committee is one where members feel a sense of ownership and engagement in the process. When members feel that they make decisions that affect their community, they will engage in the process. Parents must feel a sense of empowerment and ownership of their child's program, and the body which governs it so they engage in the decision making process. If parents feel that their opinions matter, and that their voice can make a difference in their child's life, then being involved feels meaningful and important (Pauktuutit Inuit Women of Canada, 2007, p. 27).

The Tumikuluit Saipaaqivik Daycare has provided the *Annual General Meeting (AGM) Agenda* [2017], as well as the Minutes of the Annual General Meeting (AGM) [2016] for your reference.



Please see: Appendix 30a: Tumikuluit Saipaaqivik Daycare 2017 Annual General Meeting (AGM) Agenda



Please see: Appendix 30b: Tumikuluit Saipaaqivik Daycare 2016 Minutes of Annual General Meeting (AGM)



Appendix 30a

Tumikuluut Saipaaqivik Daycare 2017 Annual General Meeting (AGM) Agenda



Tumikuluut Saipaaqivik - Iqaluit Inuktitut Daycare
2017 Annual General Meeting Agenda
September 27, 2017
Building 1033, Iqaluit, NU
7:00 PM

1. Welcome and introduction
2. Approval of Agenda
3. Review & Approval of Minutes From Last Year's AGM
4. Director's Report – Noodloo & Tessa
5. Review and Approval of the Fiscal Year Financial statements
6. Election of 5 new board members
7. Adjournment

Appendix 30b

Tumikuluik Saipaaqivik Daycare 2016 Minutes of Annual General Meeting (AGM)



MINUTES OF MEETING
Board of Directors
Tumikuluik Saipaaqivik Daycare
(June __), 2016

Present :	
(President)	(VP)
(Secretary)	(Treasurer)
(Member)	(Member)
Regrets:	
Staff Present:	
(Executive Director)	

1.0 Call to Order

Upon a welcome to Board members and staff, and having confirmed quorum, the President called the meeting to order at 00:00 p.m. EST.

2.0 Review and Confirmation of the Agenda

On a motion by (First); seconded by (Second), the Agenda was approved as written or with changes.

4.0 Review and Approval of Minutes

Should the minutes be approved, the statement here should read:

Minutes of (Previous Meeting Date), 2016

A motion to approve the Minutes of (date) was made by (First) and seconded by (Second). The motion carried unanimously.

Should the Minutes not be approved, the statement here should read:

Minutes of (Previous Meeting Date), 2016

Review and approval of the Minutes of (date), 2016 were deferred to the next meeting of the Board of Directors in (new date). **A reason can be added if desired.**

NOTE: When possible, the President (and VP) should not be moving and approving motions. Motions should be moved and approved by other members as best practice.

5.0 For Approval

When an agenda item is presented and a decision needs to be made, one person should speak to the issue/presentation. Any written materials that person wishes to bring forward should be shared before the commencement of the meeting (at least 2 to 3 days in advance).

Once the item is introduced, the floor can open up to questions or discussions.

Should a decision be made in support of the issue/presentation, such a statement should be included as:

(Example)

(Member's Name), (Title), presented the item on (topic). After thoughtful consideration and discussion, the following motion was tabled:

WHEREAS the Board of Directors of Tumikuluit Saipaaqivik Daycare has been presented with the options of approving the recommendation of (proposed topic for approval);

THEREFORE, BE IT RESOLVED that the Board of Directors of Tumikuluit Saipaaqivik Daycare approve the recommendation of (proposed topic for approval).

Moved by (First); seconded by (Seconder).
The motion carried unanimously.

6.0 Review of Action Items

The Board Members provided updates on the Action Items from (reference to meeting date). Discussion ensued. (Updates on specific important items can be included here).

8.0 Discussion Items

- Discussion items should be organized and bulleted in a list to provide order to the meeting.
- There can always be space for discussion in a meeting; however, if any motion comes out of the discussion, it will need to be noted in the minutes.
- REMINDER:
Individuals' names and personal information are never recorded in meeting minutes aside from making/supporting a motion. Names of Tumikuluit children and their parents should never appear in meeting minutes. Additionally, opinions are never included in meeting minutes: should someone share a directive after discussing their opinion and the opinion is supported, the directive(s) can be and should be recorded as business coming out of the discussion.

9.0 Next Meeting

The next meeting of the Board of Directors is scheduled for (Month, Day), 2016.

11.0 Termination

With no further business, on a motion by (First); seconded by (Second), the meeting of the Board of Directors was terminated at 00:00 p.m. EST.

Finances



Financial Management

Child care administrators are expected to undertake a wide range of financial responsibilities. Tumikuluit Saipaaqivik utilizes Nasajit Accounting services in Iqaluit (www.nasajit.com) as an external accountant in order to manage payroll and overall finances. Some childcare centres choose to manage and monitor their own revenues and expenditures instead of hiring an accountant to do so. Either way, financial management is a key aspect of program implementation and sustainability in any childcare centre.

Financial Accounts

Tumikuluit Saipaaqivik operates with two main financial accounts. One account consists of funds that have been raised through fundraising activities and events. The other account consists of funding received from the Dept. of Education Operations and Maintenance funding area and parental fees. This account is also used to pay employees and is used for overall operations.


Financial Statements

We have attached a basic financial statement template for your reference.

 Please see: Appendix 31a: Basic Financial Statement

Staff Timesheets

We have attached examples of staff timesheet templates from both childcare centres for your reference.


 Please see: Appendix 31b: Tumikuluit Saipaaqivik Daycare Timesheet

 Please see: Appendix 31c: Pirurvik Preschool Employee Timesheet

Staff Payroll


Tumikuluit Saipaaqivik attaches the Staff Payroll Spreadsheet to the Staff Timesheets and submits to the Nasajit accountants.

We have attached an example of the *Payroll Calculation spreadsheet* template from the Tumikuluit Saipaaqivik Daycare for your reference.

 Please see: Appendix 31d: Tumikuluit Saipaaqivik Payroll Calculation Spreadsheet

Parent / Guardian Invoice

We have attached an example of an *Invoice for Parents / Guardians* from the Tumikuluit Saipaaqivik Daycare for your reference.

 Please see: Appendix 31e: Tumikuluit Saipaaqivik Invoice for Parents / Guardians

Tuition Payment Policies

Child care administrators are responsible for collecting and depositing revenues such as parent fees. In order to encourage parents to maintain consistent payment practices, it is important to establish a system to address late payments, such as additional fees, etc.

At Tumikuluit Saipaaqivik Daycare, there are specific policies in place regarding payments of daycare fees. These policies are outlined in the Tumikuluit Saipaaqivik Parent Handbook. These policies include the following:

Deposit Schedule

- A two-week deposit is required for every child enrolled in the daycare (currently equivalent to \$330 biweekly for full-day attendance per child).
- A two-week notice must be given when withdrawing children from the daycare. The two-week deposit will be applied for the last two weeks.
- Parents or guardians are required to pay for days their children are sick.

Invoicing Schedule

- Invoices will be issued every two weeks and payment is due before the end of the two-week period of the invoice dates.

Payment Options

- Payment can be made by cash, to be given to the Director at the daycare, or by cheque, made payable to: Iqaluit Inuktitut Daycare.

Late Payments

- If a child's fee balance becomes **four weeks in arrears**, parents will be notified and asked to make a payment **immediately**. At that time, parents may also be asked to come in and discuss with the Director if a payment schedule needs to be implemented. If the parents and Director are unable to agree, the parent may be asked to remove their child immediately.

Late Pick-Up Fees

- If a child is not picked up by 5:30 pm, there will be a ten-dollar [\$10.00] fee, plus an additional fee of one dollar [\$1.00] for every minute that the parent is late. This will be added to the parent's bill.

Appendix 31a

Basic Financial Statement

REVENUE	Basic Financial Statement	AMOUNTS
Revenue		
	GN Contributions	6,230.86
	Kakivak Funding	18,908.98
	Parent Revenue	46,130.00
	Donations - Corporate	0
	Operating Revenue from Fundraising	0.00
	Operating Revenue from other sourc	0
	Sales Discounts	0.00
	<u>Net Revenue</u>	<u>71,269.84</u>
Other Revenue		
	Freight Revenue	0
	Interest Revenue	0
	Miscellaneous Revenue	0
	<u>Total Other Revenue</u>	<u>0</u>
	<u>TOTAL REVENUE</u>	<u>71,269.84</u>
EXPENSE		
Program Costs		
	Program A Cost	0
	Program B Cost	0
	Program C Cost	0
	<u>Total Programs Cost</u>	<u>0</u>
Payroll Expenses		
	Wages & Salaries	50,392.58
	El Expense	1,497.56
	CPP Expense	1,606.23
	WCB Expense	0.00
	<u>Total Payroll Expense</u>	<u>53,496.37</u>
General & Administrative Expenses		
	Accounting & Legal	0
	Advertising & Promotions	0
	Bad Debts	0
	Cash Short / Over	0
	Courier & Postage	0
	Credit Card Charges	0

Amoritzation Expense	0
Income Taxes	0
Insurnace	3,891.30
Interest & Bank Charges	0
Office Supplies	220
Property Taxes	0
Miscellaneous	5,423.76
Rent	0
Repair & Maintenance	155
Telephone	1,450.79
Travel & Entertainment	0
Utilities	0
Total General & Admin. Expenses	<u>1,1140.85</u>

TOTAL EXPENSE **64,637.22**

71,269.84

64,637.22

NET INCOME **6,632.62**

ASSET

Current Assets

Cash to be deposited	0
Petty Cash	100
Chequing Bank Account	<u>30,552.52</u>
Total Cash	30,652.52
Accounts Receivable	0
Allowance for Doubtful Accounts	0
Payroll Advances	<u>116.18</u>
Total Receivable	116.18
Purchase Prepayments	0
Prepaid Expenses	0
Deposits	<u>5,865.35</u>

Total Current Assets **36,634.05**

Capital Assets

Leasehold Improvements	0
Office Furniture & Equipment	0
Accum. Furniture & Equipment	<u>0</u>
Net - Furniture & Equipment	0

Total Capital Assets **0**

Other Non-Current Assets	
Computer Software	2,036.99
Total Other Non-Current Assets	<u>2,036.99</u>
TOTAL ASSET	<u>38,671.04</u>
LIABILITY	
Current Liabilities	
Accounts Payable	0
Accrued Payables	0
Vacation Payable	599.23
EI Payable	0
CPP Payable	0
Federal Income Tax Payable	<u>(-)2,408.93</u>
Total Receiver General	(-)2,408.93
Nunavut Payroll Tax Payable	736.49
WCB Payable	(-)648.00
GST Charged on Sales	0
GST Paid on Purchases	<u>0</u>
GST Owing (Refund)	0
Prepaid Sales/Deposits	0
Total Current Liabilities	<u>(-)1,721.21</u>
TOTAL LIABILITY	<u>(-)1,721.21</u>
EQUITY	
Owners Equity	
Owners Contribution	0
Owners Withdrawals	0
Retained Earnings - Previous Year	33,759.63
Current Earnings	<u>6,632.62</u>
Total Owners Equity	<u>40,392.25</u>
TOTAL EQUITY	<u>40,392.25</u>
LIABILITIES AND EQUITY	<u>38,671.04</u>

Appendix 31b

Tumikuluit Saipaaqivik Daycare Timesheet



Tumikuluit Saipaaqivik Daycare Timesheet

Name: _____

Pay Period Form: _____

DATE	In	Lunch-Out	Lunch-In	Out	Total hours
MONDAY, _____					
TUESDAY, _____					
WEDNESDAY, _____					
THURSDAY, _____					
FRIDAY, _____					
MONDAY, _____					
TUESDAY, _____					
WEDNESDAY, _____					
THURSDAY, _____					
FRIDAY, _____					
				Total Hours	

Employees Signature: _____

Date Signed: _____

Appendix 31c

Pirurvik Preschool Employee Timesheet



Pirurvik Employee Timesheet

Pay Period: _____

Date: Mon, _____

Employee	<i>AM</i> Time IN	<i>AM</i> Time OUT	<i>PM</i> Time IN	<i>PM</i> Time OUT	<i>Night</i> Time IN	<i>Night</i> Time OUT	TOTAL HOURS	Signature
Staff 1 ____								
Staff 2 ____								
Staff 3 ____								
SUB 1-								
SUB 2-								

Date: Tues, _____

Employee	<i>AM</i> Time IN	<i>AM</i> Time OUT	<i>PM</i> Time IN	<i>PM</i> Time OUT	<i>Night</i> Time IN	<i>Night</i> Time OUT	TOTAL HOURS	Signature
Staff 1 ____								
Staff 2 ____								
Staff 3 ____								
SUB 1-								
SUB 2-								

Date: Wed, _____

Employee	<i>AM</i> Time IN	<i>AM</i> Time OUT	<i>PM</i> Time IN	<i>PM</i> Time OUT	<i>Night</i> Time IN	<i>Night</i> Time OUT	TOTAL HOURS	Signature
Staff 1 ____								
Staff 2 ____								
Staff 3 ____								
SUB 1-								
SUB 2-								

Date: Thurs, _____

Employee	<i>AM</i> Time IN	<i>AM</i> Time OUT	<i>PM</i> Time IN	<i>PM</i> Time OUT	<i>Night</i> Time IN	<i>Night</i> Time OUT	TOTAL HOURS	Signature
Staff 1 ____								
Staff 2 ____								
Staff 3 ____								
SUB 1-								
SUB 2-								

Date: Fri, _____

Employee	<i>AM</i> Time IN	<i>AM</i> Time OUT	<i>PM</i> Time IN	<i>PM</i> Time OUT	<i>Night</i> Time IN	<i>Night</i> Time OUT	TOTAL HOURS	Signature
Staff 1 ____								
Staff 2 ____								
Staff 3 ____								
SUB 1-								
SUB 2-								

TOTAL HOURS for ENTIRE PAY PERIOD:

Staff 1 ____ TOTAL= _____	Staff 2 ____ TOTAL= _____	Staff 3 ____ TOTAL= _____	SUB 1 TOTAL= _____	SUB 2 TOTAL= _____
Signature _____	Signature _____	Signature _____	Signature _____	Signature _____

Appendix 31d

Tumikuluit Saipaaqivik Payroll Calculation Spreadsheet



Tumikuluit Saipaaqivik - Iqaluit Inuktitut Daycare

Payroll Calculation Spreadsheet

Payroll pay date: Monday, July 3, 2017
 Payroll for period ending: Friday, July 14, 2017

Employee	Regular Hours	Overtime Hours	Statutory Hours	Sick Hours	Annual	Fund Allocation
Staff 1 _____	59.00		n/a	3.00	n/a	50% Kakivak, 50% Local-Parental Contributions
Staff 2 _____	28.00	2.00	n/a		n/a	50% Kakivak, 50% Local-Parental Contributions
Staff 3 _____	64.00		n/a		n/a	50% Kakivak, 50% Local-Parental Contributions
Staff 4 _____	80.00	0.50	n/a	4.00	n/a	50% Kakivak, 50% Local-Parental Contributions
Staff 5 _____	10.00		n/a		n/a	50% Kakivak, 50% Local-Parental Contributions
Staff 6 _____	8.00		n/a		n/a	50% Kakivak, 50% Local-Parental Contributions

July 27	Payment		\$660.00	\$0
August 4	July 24-August 4	\$660.00		\$660.00
August 14	Payment		\$660.00	\$0
August 23	August 7-August 18	\$495.00 Donovan Accrued 5 days holiday		\$495.00
August 24	Payment		\$495.00	\$0
Sept 5	Aug 21-Sept 1	\$660.00		\$660.00
Sept 7	Payment		\$660.00	\$0
Sept 21	Sept 4-Sept 15	\$660.00		\$495.00
Sept 21	Payment		\$495.00	\$0
Oct 6	Payment		\$495.00	-\$495.00
Oct 10	Sept 18-Sept 29	\$495.00		\$0
Oct 18	Oct 2-Oct 13	\$495.00		\$495.00
Nov 1	Oct 16-Oct 27	\$495.00		\$990.00
Nov 4	Payment		\$990.00	\$0
Nov 15	Oct 30-Nov 10	\$495.00		\$495.00

Accounts in arrears of **four (4) weeks** require immediate payment, or a discussion with the Director about a potential payment plan. Payment is accepted by email money transfer (tumikuluit@qiniq.com), cash, or cheque (payable to: Iqaluit Inuktitut Daycare).

Parents who

- a) do not make immediate payment
 - b) do not respond to requests for discussion with the Director
 - c) do not follow an agreed payment plan with the Director
- are assumed to be withdrawing their children from the daycare.

Authorized Signature:



References & Additional Resources



References

Beveridge, Navarana. [2012]. *Case Study on the First Inuktitut Daycare in Iqaluit: Tumikuluit Saipaaqivik*. Duncan Gordon Foundation. Retrieved from: http://gordonfoundation.ca/app/uploads/2012/08/JGNF_2012_Navarana_FirstInuktitutDaycare_FINAL.pdf

Department of Education. [2015]. *Fire Safety Plan for Nunavut Schools: Principal's Manual 2015-18*. Government of Nunavut.

Department of Education. (2014). *Understanding Nunavut's Child Day Care Regulations: A manual for early childhood programs*. Government of Nunavut. Retrieved from: https://www.gov.nu.ca/sites/default/files/daycare_handbook_eng_final_low_res_0.pdf

Inuit Tapiriit Kanatami. [2010]. *Inuit Children with Special Needs: Perspectives of Early Childhood Educators*. Retrieved from: <http://katiqsugat.itk.ca/>

Kruse, Tricia S. [2011]. *Building a HighScope Program: Infant-Toddler Programs*. Ypsilanti: HighScope Press.

Pauktuutit Inuit Women of Canada. [2007]. *Piarnut For Our Children: Quality Practices for Inuit Early Childhood Education Programs*. Retrieved from: http://pauktuutit.ca/wp-content/blogs.dir/1/assets/10-Piarnut-Binder-English_complete_WEB.pdf

Additional Resources

Atkinson Centre for Society and Child Development

<http://www.oise.utoronto.ca/atkinson/Main/index.html>

Child Care Advocacy Association of Canada

<https://timeforchildcare.ca>

Childcare Resource and Research Unit

<http://childcarecanada.org>

Encyclopaedia on Early Childhood Development

<http://www.child-encyclopedia.com>

National Association for the Education of Young Children (an American organization)

<https://www.naeyc.org>

Nunavut Representative for Children and Youth

<http://www.rcynu.ca>

- If you notice a child in your childcare centre who may need an assessment of some kind (such as vision, hearing, dental, etc.) and the family has already approached the Health Centre surrounding any concerns, with the parents' permission contact the Representative for Children and Youth. Their role is to advocate for the child, and contact the local health centre on the child / families behalf to inquire about the child and to determine how to best support the child together.

Strategic Knowledge Cluster on Early Child Development

<http://www.sk-eed.ca/home.html>

The Canadian Child Care Federation

<http://www.cccf-fcsge.ca>