

## Child Care Bursary Program

Alberta Children and Youth Services has provided \$1.5 million in funding for the Alberta Child Care Network Association to establish and administer a three year educational bursary for child care staff working in Alberta. The bursaries are intended to further the education of leaders, or those aspiring to leadership positions in the child care field and who work directly with children and families. The bursaries are available up to a maximum total amount of \$10,000 per person.

The Child Care Bursary is one of four bursary programs funded by Children and Youth Services to offer financial support to staff who wish to continue their education and enhance their leadership skills. The Family and Community Support Services Association of Alberta, the Alberta Association of Services for Children and Families, the Alberta Council of Women's Shelters and the Alberta Child Care Network Association administer the respective bursaries.

### The Goals Of The Child Care Bursary Are To:

- enhance the child care sector's capacity to deal with operational challenges, including the attraction and retention of staff, organizational leadership, budgeting, administration of child care programs and succession planning;
- increase the quality of experiences for children and families as leaders gain additional skills to promote continuous and quality; and
- help staff obtain the education they need to effectively fulfill their roles in complex early learning and care programs.

### What Does The Bursary Cover?

- tuition for courses at accredited post-secondary institutions;
- costs for required books and course material; and
- a maximum amount of \$500 per year towards travel costs (if the applicant lives a significant distance of more than 100 kilometers from the Alberta educational institution they are attending).  
*(Applicants requesting reimbursement for courses / programs outside Alberta must provide evidence that the program is not available inside the province)*

The maximum disbursement per bursary will not exceed \$10,000 (inclusive of all costs).

Tuition costs will be paid directly to the educational institution with other costs reimbursed with receipts.

### Who Is Eligible?

To be eligible for the Bursary, individuals must:

- work for a licensed child care program (day care centre, nursery school, out-of-school care), an approved family day home or day home agency in Alberta;
- be a resident of Alberta for at least one year (a photocopy of a current Alberta Driver's License is requested);
- hold, or be in training for, a leadership position (executive director, director, assistant director, program director, program supervisor, owner/operator), and have direct contact with children and families;

## How Do I apply?

### To Apply For The Bursary You Must:

- provide written confirmation of acceptance and enrollment in an approved program (see Appendix A);
- sign a learning agreement indicating your commitment to complete the educational credentials in a timely manner after receiving the bursary;
- commit to remain in the child care field for a minimum of one year of service for each year covered by the bursary;
- provide written confirmation from your employer indicating support for the application and a commitment to making time available, accessing relief staff, etc.;
- declare all sources of funding and/or supports being received for the proposed training; and
- submit your application no later than seven weeks prior to the beginning of classes.

### Please Note The Following Eligibility Limitations:

- Bursary funding cannot be used to provide for staff replacement costs while the applicant attends school.
- The maximum amount awarded to any one individual is \$10,000 for courses or programs ending no later than July 31<sup>st</sup> 2010.
- Eligibility will be based on application, screening and approval criteria.
- **Applications for funding must be submitted seven weeks prior to the first day of classes. (For example, if you plan to participate in a course that starts in September, you must apply by July 11<sup>th</sup>.)**
- Individuals must provide confirmation of successful course completion at the end of each term (evidence of successful completion of coursework ensures continuation of funding in succeeding terms).

### How Are The Bursary Applicants Selected?

The applications will be screened using an established point system that evaluates each applicant on the merit of request and applicability to their position. **Preference will be given to applicants who are seeking education and training that builds on their current or potential leadership capacity.**

Applicants will be notified of the decision in writing and within 21 working days of the Alberta Child Care Network Association receiving the bursary application.

### What Happens After I Am Accepted?

Recipients of the bursary will provide a brief report and submit their transcripts to the Alberta Child Care Network Association following completion of their education program. Those who do not complete their education program will provide a written explanation and may be required to reimburse the monies they received, depending on the circumstances.

### How Can I Appeal A Decision About My Application?

Should your bursary application be reduced or denied, appeals will be accepted and reviewed providing requests to review applications are in writing, and are made within two weeks of receiving notification of the results of your application. All appeals will be assessed by the Bursary Appeals Committee of the Alberta Child Care Network Association and final decisions will be relayed to the claimant within 21 working days of an appeals submission.

## Appendix A

Individuals seeking bursary support must be admitted to an Alberta Advanced Education and Technology Ministerial approved Early Learning and Child Care **or related** certificate, diploma or degree program. Such programs have been approved at the following institutions for the 2008-2009 academic **year**.

### Publicly Funded Colleges

- Alberta College of Art and Design (Calgary)
- Bow Valley College (Calgary)
- Grande Prairie Regional College
- Grant MacEwan College (Edmonton)
- Keyano College (Fort McMurray)
- Lakeland College (Vermillion campus)
- Lethbridge College
- Medicine Hat College
- Mount Royal College (Calgary)
- NorQuest College (Edmonton)
- Northern Lakes College (Slave Lake & Grouard campuses)
- Olds College
- Portage College (Lac La Biche)
- Red Deer College

### Technical Institutes

- Northern Alberta Institute of Technology (Edmonton)
- Southern Alberta Institute of Technology (Calgary)

### Universities

- Athabasca University
- University of Alberta
- University of Calgary
- University of Lethbridge

### Private Colleges Accredited to Grant Degrees

- Ambrose University College (Calgary)
- Canadian University College (Lacombe)
- Concordia University College of Alberta (Edmonton)
- DeVry Institute of Technology (Calgary)
- The King's University College (Edmonton)
- St. Mary's University College (Calgary)
- Taylor University College and Seminary (Edmonton)

### Non-resident Institutions

Nine degree-granting institutions from outside the province (Canadian and foreign) have the permission of the Minister of Advanced Education and Technology to offer specific degree programs in Alberta.

- City University of Seattle (Washington)
- DeVry University (Arizona)
- Gonzaga University (Washington)
- La Sierra University (California)
- Loma Linda University (California)
- University of Northern British Columbia
- University of Phoenix (Arizona)
- University of Portland (Oregon)

### The Banff Centre

The Banff Centre is a publicly funded institution that provides advanced continuing education opportunities in fine arts, management studies, language training and environmental training for people who already have academic credentials and/or professional experience in their discipline.

### Licensed Early Learning and Child Care Vocational Training Programs offered by Private Institutions in Alberta

- Blue Quills First Nations College – St. Paul
- CDI College (Edmonton & Calgary)
- Gardner College (Camrose)
- Reeves College (Edmonton)

If the requested institution does not fit in the above definitions, then the course being applied for must lead towards a post-secondary diploma or degree, or a post-graduate degree.

## Application Form for the Child Care Bursary Program

Name: \_\_\_\_\_ Are you a Canadian Citizen? \_\_\_\_\_

Address: \_\_\_\_\_ Are you on a temporary Visa? \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ S.I.N. \_\_\_\_\_

Child Care Agency you are employed with: \_\_\_\_\_

Your Position and Certification Level: \_\_\_\_\_

Name of your Supervisor / Employer: \_\_\_\_\_

Have you received additional funds for your education / training? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name of Course / Program and Institution you are applying to attend:  
\_\_\_\_\_

Amount of Bursary Requested: \_\_\_\_\_

Please submit your completed application to:

**CHILD CARE BURSARY PROGRAM**  
**c/o ALBERTA CHILD CARE NETWORK ASSOCIATION**  
**Suite #110, 10025-106 Street,**  
**Baker Centre**  
**Edmonton, AB T5J 1G4**

I \_\_\_\_\_ acknowledge that I am giving permission for the Alberta Child Care Network Association Bursary Committee to obtain any additional information required to make a decision relevant to my application.

I \_\_\_\_\_ agree to stay in the child care field in Alberta one year for every year that I am funded by the Bursary Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### **DID YOU INCLUDE?**

- A description of the education/training course or program of study you wish to attend, written confirmation of acceptance to that program and proof of enrollment.
- Your signed learning agreement letter that identifies your educational need and the potential benefit to you and your child care program.
- A signed letter from your employer that confirms support for your education program, possible advancement opportunities and identifies specific commitments related to assisting you in completing your studies.
- Your estimated budget and time period for your course of study.
- Proof of Alberta residency for the past year.

*If you have any questions about completing your application, please contact:*

**Bursary Coordinator**  
**ACCNA**  
**780-421-7544 / 1-877-421-9937**  
**bursary.accna@telus.net**