

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	Apply to Legal Registries and become a non-profit organization (or join with another non-profit organization).		
	NO	Proceed with the licensing steps only and omit all steps regarding funding.				
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. Send in the proposed renovation plans to Fire, Health and Education.		
			NO	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	Contact them to get approval.
	NO	Are you planning to build?	YES	Have you sent plans to Fire and Health for approval?	YES	Send approval to Education.
					NO	Contact them to get approval.
			NO	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.		
		NO	Contact our office once a building plan or building/room has been identified. (follow appropriate steps listed above)			

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	Read through it.	Contact the Department of Education if you have any questions.
	NO	Contact the Department of Education to have one sent to you.		Read through it.	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			
	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.
			NO	Fill out the application form. Send to the Department of Education.
	NO	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.		
	NO	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.
		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 - Stores - Hamlet - School - Health Centre - 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 - discipline - illness - injury - supervision - goals and objectives	Send them to the Department of Education.
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.

Have you hired staff to work in the facility?	YES	Do they have the following: - RCMP Security Clearance Check - Vulnerable Sector Check - First aid/CPR Training - Medical Note - Proof of immunizations up to date		YES	Put all information in each staff's file.
	NO	Hire Staff	Do they have the following: - RCMP Security Clearance Check - Vulnerable Sector Check - First aid/CPR Training - Medical Note - Proof of immunizations up to date	YES	Put all information in each staff's file.

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
ECOQikiqtani@gov.nu.ca

KIVALLIQ REGION

Early Childhood Program
Department of Education
Government of Nunavut
P.O.Bag 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	✉ (867) 897-3633
QIKIQTANI REGION NORTH	☎ (867) 899-7396	✉ (867) 899-7329
KIVALLIQ REGION	☎ (867) 645-8127	✉ (867) 645-3026
KITIKMEOT REGION	☎ (867) 983-4016	✉ (867) 983-4003

Regional Environmental Health Offices:

QIKIQTANI REGION	☎ (867) 473-2676	✉ (867) 473-2675
KIVALLIQ REGION	☎ (867) 645-8071	✉ (867) 645-8272
KITIKMEOT REGION	☎ (867) 983-4236	✉ (867) 983-4063

Nunavut Legal Registries:

Department of Justice ☎ (867) 975-6590 ✉ (867) 975-6594

