

**Early Learning and Child Care  
Building Fund  
Proposal Guide  
for  
Community-Based Child Care Projects**

**November 2022**

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# 1 CAPITAL BUILDING FUND PROGRAM OVERVIEW & GUIDE

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The Early Learning and Child Care (ELCC) Building Fund provides capital grant funding to eligible community capital projects for the development of new child care spaces by-way of new centre development, or expansion of existing child care centres.

The ELCC Building Fund provides approved project proponents with capital grant funding of up to 60 per cent towards the total eligible project construction costs of developing new child care spaces as detailed below:

- New infant and pre-school spaces will receive funding under the Canada-Manitoba Canada-Wide ELCC Agreement up to a maximum of 60 per cent of total project costs, with no prescribed maximum.
- New school-age spaces will receive provincial funding up to 60 per cent of total project costs up to a maximum of \$1.2 million.

## 1.1 Application Eligibility Criteria

All application proposals for the ELCC Building Fund are reviewed as received and those that meet eligibility criteria may be considered for capital grant funding. Prior to submitting an application proposal, groups must be able to **fully** demonstrate their ability in meeting the following criteria:

1. **Secured financing. Project groups must be able to demonstrate the ability to fund the balance of the project.** Other funding sources may include cash-on-hand, donations, other grants, mortgage through financial institution or other lender, or other funding sources. Project should be at Class B estimate in order to proceed with the application. The proposal should include a completed **APPENDIX A –Project Cost Estimates to demonstrate financial soundness.**
2. **Community need.** Proposal for projects located in communities with a lack of child care, or a low rate of child care availability will be prioritized for funding.
3. **Readiness to proceed.** Approved projects **MUST** be completed within two years of approval for capital grant funding. Proposals should indicate a timeline for when construction is anticipated to begin.
4. **Operational viability.** Projects must be able to demonstrate an operating budget surplus by the third year of operations. Facilities operating with an accumulated deficit risk the facility's long-term viability and ability to ensure child care in the community. The proposal should include a completed three-year operating budget (**APPENDIX B**) to demonstrate the project's operational viability. If the project is an

expansion of an existing facility, complete an operating budget that includes new and existing spaces at affiliated sites.

## **1.2 Eligible Project Costs under ELCC Capital Building Fund**

Eligible project costs under ELCC Capital Building Fund are reasonable direct capital costs which are necessary for the construction and completion of the project, and which are incurred and paid by the grant recipient including design fees, site surveys and assessments.

Eligible project costs **do not** include:

- costs related to property acquisition or construction work undertaken **prior** to notice of grant approval;
- costs of land or acquiring land, costs of leasing land, buildings, equipment and other facilities;
- project financing costs including interest costs;
- furniture, fitments and equipment;
- Third Party's legal fees

All approved capital building funding projects will be connected to the Manitoba Housing Renewal Corporation (MHRC) who provides project management support to ELCC community-based child care facility capital projects, as programs are under the authority of the Minister of Education and Early Childhood Learning. Project Officers at the MHRC have the expertise needed to assist organizations overcome project barriers and ensure projects are able to reach completion successfully.

All applications will be fully reviewed and should additional information be required, applicants will be contacted.

**Please submit application proposals by email to: [ccgf@gov.mb.ca](mailto:ccgf@gov.mb.ca)**

### 1.3 Proposal Application and Approval Process

The ELCC Building Fund program has transitioned from a formal application-based intake period to an on-going proposal submission process. Proposals are reviewed as received and those that meet **ALL** eligibility criteria may be considered for capital grant funding. The ELCC Program staff are available to answer questions and provide assistance to project proponents as they develop their proposal. You can send your questions to [ccgf@gov.mb.ca](mailto:ccgf@gov.mb.ca)

#### **Step 1: Capital Building Fund Application Proposal**

When applying for the ELCC Building Fund Capital Grant funding, your Capital Building Fund Proposal should include:

1. Capital Building Fund Proposal of the new/ expansion of existing child care facility detailing capital project descriptions and addressing how project proponent meet the eligibility criteria.
2. Written confirmation of funding sources including private donations or services in kind.
3. Floor plan for the indoor space, and a site plan for the outdoor play space. All plans must be designed by an architect and must adhere to licensing requirements as per the Child Care Regulations. Please also refer to [Green Building Program Guidelines](#) where applicable to building design.
4. If applicable, written approval from the school division that the capital project development will be on school property.
5. Appendix A: Capital costs and Finances  
Part 1: Project Description  
Part 2: Estimated Project Costs  
Part 3: Sources of Funding  
Part 4: Project Timeline and Estimated Cashflow  
(Project should be at Class B estimate stage in order to complete Appendix A)

Please turn next page to continue Step 1

6. Appendix B: An operating budget form (including three-year projections) **and** signed Minutes of the Board of Directors authorizing the budget. If the project is an expansion (additional of new spaces within an existing location) of a facility, complete an operating budget that includes new and existing spaces at affiliated sites.
7. Zoning permit (where applicable).

**Note:** Applicants are required to attend the [Child Care Facility Orientation Information Session](#) to facilitate the development of their proposals. Please email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) for information about upcoming dates and to register.

### **Step 2: Review and Assess**

In consultation with MHRC, ELCC Program reviews and assesses proposals as received. Projects that meet the criteria above and are deemed viable by the ELCC program and the MHRC may be recommended for approval for capital grant funding as the annual ELCC Building Fund permits.

### **Step 3: Approval**

Once a project is approved for funding, Project Officers from the MHRC will provide proponents with project milestones that must be met in order for funding to be disbursed, and assist the project move toward completion. A Financial Assistance Agreement will be prepared and signed after approval is secured.

#### **1.4 Construction and Funding Disbursements Process**

The MHRC is available to assist with the administration of construction project management process, and act as liaison with the ELCC Program.

Approved funds are held in-trust in an interest-bearing account with the proponent's lawyer. Disbursements are approved by MHRC as invoices are submitted. The final ten per cent (10%) of funding will be disbursed once the facility is licensed and the audited construction invoices are received and approved.

See sample of a Financial Assistance Agreement [Appendix D](#).

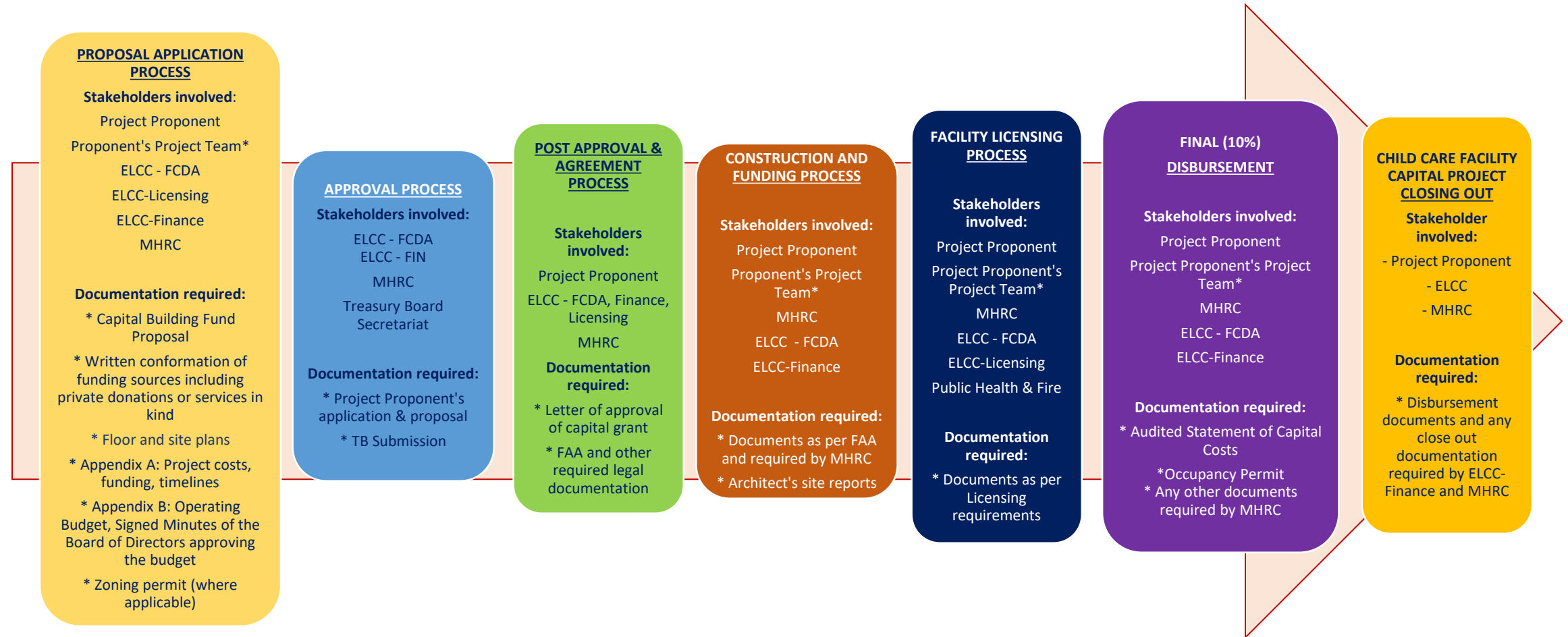
## 1.5 Facility Licensing Process

ELCC Licensing Unit will be informed of applicants' capital building fund applications and will connect with applicants at an appropriate time on all required licensing documentation. Once the project reaches substantial completion a licensing Child Care Coordinator will be assigned. The coordinator will attend the new facility and conduct measurements to confirm the number of children for which the facility can be licensed.

Licensing requirements are found in the [Child Care Regulation 62/86](#) and in Child Care Facility Design Guidelines ([Appendix C](#)). Throughout the year, the ELCC Program offers a [New Child Care Facility Orientation](#) which provides information about establishing, opening and operating a child care facility; new or potential operators are required to attend a session. Please email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) for information about upcoming dates and to register.

A facility license may be issued after the facility receives its final occupancy permit and have met Fire and Public Health inspections, and all regulated licensing requirements for child care.

## 1.6 Summary of Project Process for ELCC Building Fund for the development of new spaces in regulated child care facilities



**Note:**

Project team may consist Project managers, architect, engineer, contractor  
 FCDA: Facility and Capital Development Analyst  
 FAA: Financial Assistance Agreement



## 2 CAPITAL BUILDING FUND PROPOSAL

### To be completed by the applicant for consideration of Community-Based Capital Building Grant Funding

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Organizations are required to submit their completed proposal to the Early Learning and Child Care (ELCC) Program at [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca) for review and assessment of project eligibility. Those that demonstrate community need, secured financing, readiness to proceed and on-going operational viability may be recommended for approval of capital grant funding up to 60 per cent of the total eligible project construction costs of developing new child care spaces as explained below:

- New infant and pre-school spaces will receive funding under the Canada-Manitoba Canada-Wide ELCC Agreement up to a maximum of 60 per cent of total project costs, with no prescribed maximum.
- New school-age spaces will receive provincial funding up to 60 per cent of total project costs up to a maximum of \$1.2 million.

All applications will be fully reviewed and should additional information be required, you will be contacted. Please feel free to submit any other information that may help with the assessment of your project.

**Please complete the capital building fund proposal provided in this guide electronically and email all the required documents to [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca). Handwritten proposals will not be accepted for review and assessment of project eligibility.**

## 2.1 Cover sheet

# Capital Project Proposal

for consideration of Manitoba Early Learning Child Care Community-Based Capital Building Grant funding.

**Project Name:**

**Prepared by:**

**[Name of child care facility]**

**[Your name]**

**[Your job title]**

**[Your contact phone number]**

**[Your email address]**

**Date of Proposal:**

## 2.2 Proposal Summary

### [Organization name]

Provide a brief description of your organization, mission and vision of your proposal.

## 2.3 Organization and Project Information

### 1. Please identify the primary contact person for your project.

Project Team Lead Name: \_\_\_\_\_

Name of Proposed Child Care Facility: \_\_\_\_\_

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

City/ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

### 2. Will the proposed facility be a new or existing child care facility?

New Building     Addition/ renovation on an existing site (go to Question 3)

If **new building**, please state the proposed project location:

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

City/ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Lease building     Own Building

Lease land     Own Land

On School Property (detached building). **Please provide written confirmation of the approval from the school division.**

On School Property (inside school space). **Please provide written confirmation of the approval from the school division.**

3. **If existing child care facility, please provide the following information:**

Facility license identification number:
Incorporation legal name:
Operating name (if different from legal name):
Location address:
City/ Town:
Postal code:
Email address
Phone number:

4. **Describe the Project:**

- Construction of a new building
- Renovations to an existing building/site
- Addition to an existing building

5. **Which groups / services will your centre be offering? Check all that applies.**

- Francais
- French Immersion
- Indigenous
- Newcomer families
- Servicing low-income community
- Full-time child care
- Part-time and/or casual child care
- Extended hour care
- Employment, training and entry
- Other. Please specify: \_\_\_\_\_

6. **Partnerships:**

Name any partner organizations involved in the capital project, and describe the nature of partners' involvement. For example, a property developer partnering with regulated child care facility or education institutions, community service organizations.

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## 2.4 Eligibility Criteria

Information provided in the following section will be used to determine project eligibility.

### Criterion 1 - Demonstrated Community Need

**a) How do you determine and assess your community needs for child care?**

**b) What was the outcome from your assessment?**

**c) Have you consulted the stakeholders of your community? If yes, please describe.**

**d) Describe the current number of existing licensed child care spaces in the community:**

	<b>Number of children waiting for child care in your community:</b>	<b>Number of existing licensed spaces:</b>	<b>Number of vacancies in licensed facilities</b>
Infants (less than 2 years of age):			
Preschoolers (2 – 5 years of age):			
School Age Children (6 to 12 years of age):			
<b>Total:</b>			

**e) Indicate the number of new licensed spaces your project will create in the table below.**

<b>Type of Spaces</b>	<b>Number of New Spaces Upon Project Completion</b>
Infant	
Preschool	
School Age	
<b>Total</b>	

Type of Spaces	(A) Number of Existing Licensed Spaces	(B) Proposed additional spaces	(C) Total Number of Spaces Upon Project Completion (A+B = C)
Infant			
Preschool			
School Age			
<b>Total</b>			

## Criterion 2 – Secured Financing

**All projects must demonstrate secured financing for the remaining project costs.**

Using **APPENDIX A**, provide the total estimated project cost and additional sources of secured financing to support the project. Include financing through any other foundations, funders, financial institutions, in kind contributions, and provincial or federal sources. **Project should be at Class B estimate stage in order to complete Appendix A.** Please complete and submit **APPENDIX A –Project Cost Estimates with the proposal.**

**Key Note: Proponents must be able to provide written confirmation of funding sources including private donations or services in kind.**

### Criterion 3 – Readiness to Proceed

Describe the estimated timeline for project completion:

Project Phase:	Estimated date (yyyy/mm/dd):
Construction Start:	
Construction Complete:	
Licensing:	

**Attach a floor plan** for the indoor space, and a **site plan** for the outdoor play space. All plans must be designed by an architect and must adhere to licensing requirements as per the Child Care Regulations. Please confirm that you have consulted one of the following ELCC staff:

- If you are an existing child care provider, have consulted with the Child Care Coordinator?  
Name of Child Care Coordinator: \_\_\_\_\_  
Dates of consultations: \_\_\_\_\_
  
- If you are a new or existing child care provider, have you consulted with the Facility and Capital Development Analyst at Early Learning and Child Care Program?  
Dates of consultations: \_\_\_\_\_

### Criterion 4 – On-going Financial Viability

Using **APPENDIX B**, provide a facility operating budget demonstrating that the child care facility will be financially viable and able to operate with an operating budget surplus by the third-year of operations for the new child care facility. **Minimum size of capital development should be 52 spaces for infant and/or pre-school and school-age children in urban centres, and 24 spaces in rural Manitoba.**

Please complete and submit a three-year operating budget (**APPENDIX B**) with the proposal **and** Minutes of the Board of Directors approving the budget. If the project is an expansion (addition of new spaces within an existing location) of a facility, complete an operating budget that includes new and existing spaces at affiliated sites.



## 2.5 Capital Building Fund Proposal Submission Checklist

Please ensure **all** the following documents are included in your proposal submission and email to the Early Learning and Child Care Capital Building Fund inbox at [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca)

- A completed Capital Building Fund Proposal** of the new/ expansion of existing child care facility addressing how project proponent meet the eligibility criteria
- Written confirmation of funding sources** including private donations or services in kind
- Floor plan** for the indoor space, and a site plan for the outdoor play space. All plans must be designed by an architect and must adhere to licensing requirements as per the Child Care Regulations
- If the capital project development is on school property, please provide **written confirmation of the approval from the school division** (where applicable)
- Completed Capital costs and Finances (Appendix A)**  
Part 1: Project Description  
Part 2: Estimated Project Costs  
Part 3: Sources of Funding  
Part 4: Project Timeline and Estimated Cashflow  
**(Note: Project should be at Class B estimate stage in order to complete Appendix A)**
- Completed Operating Budget Form (Appendix B)** including three-year projections **and Minutes** of the Board of Directors approving the budget
- Zoning permit** (where applicable)
- Attended Child Care Facility Information Session**

### **Applicant's Declaration:**

I agree that the information provided in this proposal is true and complete.

Name of Project Team Lead: \_\_\_\_\_

Signature of Project Team Lead: \_\_\_\_\_

Date signed: \_\_\_\_\_

Contact number: \_\_\_\_\_

## **APPENDIX A: CAPITAL COSTS AND FINANCES**

Part 1: Project Description

Part 2: Estimated Project Costs

Part 3: Sources of Funding

Part 4: Project Timeline and Estimated Cashflow

(Note: Project should be at Class B estimate stage in order to complete Appendix A)

Please refer to excel spreadsheet attached separately together with this proposal package.

Include the completed Appendix A with your proposal for submission to  
[CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca)

## APPENDIX B: OPERATING BUDGET FORM

Please refer to excel spreadsheet attached separately together with this proposal package

Include the completed Appendix B **and** Minutes of the Board of Directors approving the budget with your proposal for submission to [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca)



# CHILD CARE CENTRE DESIGN GUIDELINES

## Early Learning and Child Care Division

(June 2022)

### INTRODUCTION

This document is intended to be a summary of information related to the design of best practice child care environments, for use by individuals involved in planning and developing child care facilities in Manitoba. As such, this is a guide of key considerations yet, there may be other considerations that need to be taken into account when planning and developing a facility. Those involved may include, but not be limited to: boards of directors, early childhood educators, architectural design teams, and Child Care Coordinators.

All licensed child care programs in the Province of Manitoba, including full time centres, school age child care centres and nursery schools, are governed by The Community Child Care Standards Act (the Act) and Manitoba Regulation 62/86. These regulations are referenced within this document and can be found at: <https://www.manitoba.ca/education/childcare/> under Resources > Publications.

When choosing a child care facility location, it is essential that the sponsoring group ensure that it can receive zoning and an occupancy permit and can meet all requirements for licensing under the Act and regulations, Public Health and the Manitoba Fire Code.

### KEY CONSIDERATIONS

- 1. Overall Space:** It is recommended that the overall amount of facility space is based on 88 square feet per licensed child space. Best practice recommends 3.7 to 4.6m<sup>2</sup> (39.8 to 49.5 square feet) per child of floor space be free and useable for play activities. Regulations require that a minimum of 3.3m<sup>2</sup> (35.5 square feet) per child of floor space be free and useable for play activities. Refer to Manitoba Regulation 62/86, Section 9(1) and 9(1.3).

The remaining space must accommodate office, kitchen/food preparation area(s), washrooms, staff room, staff washroom, children's locker area, storage, wall thickness and other areas not used for play. In addition, it must accommodate space required for equipment or furniture used for the napping, feeding or toileting of infants if the space is to be licensed for infants.

2. **Group Size per Room:** It is required that a wall or floor to ceiling partition must be provided when more than 16 infants or 32 preschool children are cared for in one area. For an area to be considered a room there must be a full height sound barrier, such as a wall, folding or sliding partitions. It is best practice to accommodate smaller group sizes in a divided space. For example: 2 rooms for 8 infants each rather than 1 room for 16 infants or 2 rooms for 16 preschool children each rather than one room for 32 preschool children. If four infants are not accommodated in a separate enclosed space, a written plan must be submitted describing how the children's developmental needs will be met. Ideally, infants will be cared for in a separate area from preschool children. Refer to Manitoba Regulation 62/86, Sections 8(2), 8(3) and 8(5) for specific information on the maximum number of licensed spaces permitted per room.
3. **Emergency Systems:** It is required that a fire alarm system, emergency lighting system, as well as hard wired smoke and heat sensors be installed for more than 40 licensed spaces. A sprinkler system is generally recommended, but is required if there are more than 4 infant spaces.
4. **Washroom Facilities:** It is required that 1 toilet and 1 sink be provided for every 10 licensed spaces. Refer to Manitoba Regulation 62/86, Section 12(10). It is recommended that these fixtures are child size and mounted at child height for independent use. One sink should be provided in the play area for general hand washing, while there must be at least one sink provided for every two toilets. This sink (or sinks) in the washroom area should strictly be used for toileting/diapering.

**Note:** National Building Code requires a minimum of one wheelchair accessible washroom in the building.

**Access to Natural Light:** Regulations require that all full-time child care centres provide a minimum of one room with natural light that all children will have access to, for their activities each day. Refer to Manitoba Regulation 62/86, Section 9(1.1). It is preferable that each playroom have windows, that some windows are operable, and for windows to be installed low enough for the children to see outside without obstruction (bottom sill approximately 18 inches to 2 feet off the floor), in both infant and preschool areas. Best practice is to provide as much natural light in each room as possible.

<h2>CHILDREN'S SPACE AND LAYOUT</h2>
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**Note:** Group size is defined in Manitoba Regulation 62/86, Sections 8(2), 8(3), and 8(4).

1. While regulations state that the maximum number of infants in one room is 16 and preschool children is 32, it is best practice to design two rooms for 8 infants in each or 2 rooms for 16 preschool children in each.
2. The layout of the room should not create any hidden corners and L-shaped spaces should be avoided to facilitate proper supervision.

3. Ideally, all child care spaces should be located in a ground level floor space with direct access to the exterior. This is especially important for infants to facilitate evacuation in an emergency and to simplify daily routines and access to the outdoors.
4. The designated nap area should be situated away from highly active and noisy activity (for example, kitchen, laundry, entrance) and should accommodate no more than two groups of children.
5. A nap area within the playroom is **strongly recommended** as opposed to a separate and dedicated nap room. This is to enable direct supervision. The nap space can be combined with a quiet play area with low, movable shelving used to separate quiet play from sleeping children. The sleeping area must allow 2.3m<sup>2</sup> (24.8 square feet) per child while they are sleeping. Refer to Manitoba Regulation 62/86, Section 9(2). This should be in addition to the useable play space requirements. Cots, cribs or playpens must be 915mm (36 inches) apart, unless the crib has clear plexi-glass end panels to maintain visibility and prevent the spread of airborne infection. The layout must also ensure that caregivers have no difficulty accessing children because cots/cribs/or playpens are too close to one another.

6. **a) Child care centres with not more than four children under two years of age.**

Centres in this category are classified as A2 (Assembly Occupancy). If the child care centre is located in an existing school, church or similar assembly type building, there is not likely to be a problem from a Building Code standpoint. If any renovations are to be undertaken, a building permit will be required.

**b) Child care centres with more than four children under two years of age.**

Centres in this category are classified as B3 (Institutional Occupancy). The Code requirements for B3 occupancies are more complex than A2 occupancies, and upgrading of the premises to comply with the Building Code will likely be required. The Building Code therefore requires that all plans be under the seal of an Architect or Professional Engineer licensed to practice in the Province of Manitoba, and who will take responsibility for the design.

## WASHROOMS AND DIAPERING

1. The washroom area should be directly accessible from the play space, include 1 toilet and 1 sink for every 10 children for full time child care centres and nursery schools. School-age centres must include 1 toilet and 1 sink for every 15 children. Refer to Manitoba Regulation 62/86, Section 12(10). To facilitate children's independence, the fixtures should be child-sized and the toilet should have a lid. Mirrors over sinks in the washroom area are an asset. Single use paper towel dispensers and soap dispensers are required at child height.
2. Sink heights should be at 500 to 560mm (20 to 22 inches) for infants and at 560 to 600mm (22 to 24 inches) for preschool children. Sinks should also be mounted toward the front edge of a 450 to 500mm (18 to 20 inch) deep counter. The sink in washroom area should be specific to toileting related hand washing. A separate sink in the play space to be used for all other general hand washing is recommended. Hands free faucets are also recommended to prevent the spread of germs.

3. Child size toilet seat height is approximately 250 to 300mm (10 to 12 inches). Low partitions and doors, approximately 1020 to 1070mm (40 to 42 inches) in height, should enclose toilet stalls to provide child privacy from their peers but still allow adult supervision.
4. The diaper changing area should be close to the washroom to facilitate waste disposal and should contain an adult height sink for hand washing and a toilet to enable direct waste disposal. By incorporating a large deep sink for staff hand washing, it may also act as a fixed sink and bathing area for infants. This should be incorporated and located directly next to the change surface. Refer to Manitoba Regulation 62/86, Section 12(10.2). The diapering surface should be made of smooth, non-porous, moisture resistant, easily cleanable material. A physical separation between the diapering area and all food, play or sleeping areas will reduce the chance of spreading germs.
5. The diaper area should be oriented to face the play space to allow staff to visually supervise the other children while changing a diaper. Hands-free taps at the sink are recommended in the diaper change area. The diaper change surface should be approximately 71 to 81 cm (28 to 32 inches) in height plus a 150 mm (6 inch) high guard along the outside edge of the diapering counter for safety. Length of the change surface should be 900 to 1200mm (36 to 48 inches) with a separate area from the change mat, but within arms reach to set out diapering supplies. Pull-out steps are recommended to allow staff to help children climb up and prevent back injury caused by lifting. Children must never be left unattended.
6. Wall cubicles within easy reach above the diapering counter are recommended for storage of diapers and personal items. One cubicle approximately 30 by 30 cm (12 by 12 inches) per child is recommended.
7. Lockable cupboards and a foot operated waste disposal unit should be provided below the diapering counter and out of reach of children.
8. In school age programs, separate washroom facilities for boys and girls with private toilet stalls should be provided. In addition to toilets, urinals are appropriate for school age children only. Where 3 or more toilets are required, 1/3 of toilets may be urinals. Refer to Manitoba Regulation 62/86, Section 12(14).

## **STORAGE**

1. Shelving units containing materials for the children's use will only be included in the calculation of useable play space to a maximum of 20% of the floor space. Any fixed equipment beyond this will be deducted from the useable floor space calculation to determine licensed spaces. Refer to Manitoba Regulation 62/86, Section 9(1).
2. Lockers should be provided within the play space to allow children independent access to their belongings. The locker footprint cannot be included as part of minimum play space requirements.
3. Best practice is to provide individual lockers for storage of children's personal belongings and clothing. Hooks should be provided on both sides of the lockers. The hooks should be approximately 1070 to 1200mm (42 to 48 inches) from the floor level. The width of the locker should be approximately 300 to 350mm (12 to 14 inches).

4. Staff require a closet or hooks to store outerwear within the play space and individual, lockable storage for personal belongings.
5. Consider space for a closed storage area for cots or mats near the preschool napping area.
6. Wall-mounted closed storage above floor level must be well secured and should be provided wherever possible to avoid taking up valuable play space.
7. A separate lockable cupboard must be provided for cleaning and hazardous products.
8. A separate room(s) with ample space for storage of toys, equipment and materials that are rotated through the program.
9. An estimate of storage requirements can be based on 10% of the net building square footage.
10. Storage for outdoor equipment should be located either near the centre exit to the outdoor play area or in an outdoor shed next to the play area.

## **FOOD PREPARATION**

1. Provide space for a food preparation area with a dedicated-use adult height sink and/or a food-serving counter. This area should be located separate from the washrooms and diaper change area.
2. Space for a refrigerator should be available in infant areas, along with a microwave shelf incorporated above the serving counter.

## **ENTRY, ACCESS AND SECURITY**

1. The entrance to the child care centre should be accessible for safe and convenient drop-off and pick-up of children. There should be a fence and/or other barrier between centre exits and vehicular traffic.
2. Access to the centre must be controlled at all times. At minimum, all doors to the centre must be locked to prevent unmonitored entry. The main entry must have a system in place that allows staff to verbally or visually confirm the identity of visitors before providing entry. Examples include: a door with a bell and a window or peep hole; or an audio or video intercom system with a staff-controlled remote door release. To facilitate parent and staff access, a coded or card access system is an additional measure that could be considered.
3. All locked doors must be easily opened from the inside without the use of keys, special devices or specialized knowledge.
4. All door hardware should meet accessibility requirements, be easily operated with limited hand mobility, but should also be out of reach for children's operation, to a maximum of 4 feet from floor.
5. An audible signal can be included to alert staff to play space door opening.



## **OUTSIDE PLAYSPACE**

1. An outdoor play area large enough to provide 75 square feet (7m<sup>2</sup>) per child for a minimum of ½ of the total licensed spaces at one time is required by Regulation. Refer to Manitoba Regulation 62/86, Section 9(3). This area, if owned or rented by the child care centre, must be fenced and 50% of the area must be grass, sand or a similar surface. It is desirable to provide 9.3 to 13.9 m<sup>2</sup> (100 to 150 square feet) of outdoor space per child enrolled in the centre to move towards best practices.
2. Best practice is also to provide direct access from the inside play space to an immediately adjacent outdoor play space.
3. If the outdoor area is close to a parking lot or busy street cement barriers or bollards in addition to a fence should be in place as extra protection
4. All outdoor play space development must meet CSA standards.
5. Natural play space development that connects children with nature is highly recommended.

## **ADULT USE – SUPPORT SPACES**

### **Central Kitchen**

1. Public Health requires that the kitchen meet the code for an institutional food preparation area, including seamless flooring, epoxy wall paint, and a ceiling with a smooth washable finish (no perforated ceiling tiles).
2. The kitchen should be adjacent to both the preschool and the infant areas but access must be controlled by a door. A Dutch door could be considered to improve communication and airflow.
3. Space in the kitchen should allow for a refrigerator, freezer, stove with proper ventilation and commercial dishwasher (or a triple sink).
4. Separate food preparation and hand washing sinks are required.
5. A microwave is recommended to be included in the kitchen.

### **Laundry**

Laundry facilities should be provided, preferably accessible to the infant area. Laundry facilities should not be located within (or accessed through) the kitchen space to protect from cross contamination of surfaces.

## **Office, Administration and Staff Space**

1. The office area should be close to the child care centre entrance and be fully enclosed for privacy.
2. It is preferable to include windows from the office into the entrance and play areas.
3. One-way glass from the office could be provided for observation purposes.
4. Locked storage is required for personal information.
5. Ideally, a staff computer and photocopier will be in a common workspace that staff can also use to prepare program materials. The fax machine and printer should be in a secure area to protect confidentiality.
6. A comfortable staff room should be provided for staff lunches and breaks.
7. A staff washroom is required and is often designed as a wheelchair accessible washroom.

## **DESIGN DETAILS**

### **Flooring and Finishes**

1. A balance of 30% resilient flooring and 70% carpet within the play area floor space is recommended. This can be accomplished with area carpets on resilient flooring to allow flexibility with room arrangement and enable thorough cleaning. All area carpets must be secured and have non-slip backing.
2. Commercial grade finishes and hardware are recommended throughout.
3. Avoid the use of primary colours or overuse of strong colour schemes on walls, floors or furniture.
4. A bulletin board should be installed for parent information.
5. Baseboard mouldings should be applied in continuous strips, even at corners, where possible.
6. Acoustic ceiling tiles are recommended as a means to help control sound and open joists should be treated with sound absorbing material and/or sound absorbing panels installed throughout centre.

### **Lighting**

1. Proper zoning of lights and separate control switches allow staff to dim lighting in areas of the play space used for napping.

2. General lighting, as required by Public Health, should be at 500 lux and all light fixtures must be covered with lenses.
3. Natural light should be able to be controlled with window coverings. Rollers shades with child safe controls are recommended.
4. A schedule may be required to show how all children will have access to natural light, if any program rooms do not have windows.

## **Windows**

1. Interior windows should be used wherever suitable to create a feeling of openness and bring natural light into interior spaces. Some examples are: at a door to the infant area at the child's height; and in fixed walls to facilitate supervision, staff communication and children's interaction.
2. Window seats are an asset. These seats should be well padded especially in the infant room.
3. Windows should have low sills, frame interesting views and be operable for fresh air.

## **Air Quality**

1. Acceptable indoor air quality is calculated based on actual occupant load and area of the space (refer to the latest edition of ANSI/ASHRAE Standard 62 – Ventilation for Acceptable Indoor Air Quality). A professional engineer must certify in writing that these requirements have been incorporated in the H.V.A.C. system for this occupancy.
2. An exhaust fan should be provided in diaper change and toileting areas.
3. At least some of the exterior windows should open for ventilation. Operable windows must have screens as well as limiting hardware to prevent the window opening beyond 100mm (4 inches) as a safety precaution.

## **Electrical**

1. Electrical outlets must be according to code and out of reach of children. Safety receptacles are required where outlets are accessible to children.
2. Electrical outlets should be considered above counter height to avoid dangling cords.
3. Telephone connections should be available in the office, staff area and play space. An internal intercom system is beneficial.

**COVID-19 Response - Protecting Manitobans:**

For the most up-to-date information on COVID-19 for Manitobans, and access to resource materials for child care providers and families visit [www.gov.mb.ca/covid19/infomanitobans](http://www.gov.mb.ca/covid19/infomanitobans).

Or visit the Manitoba Families COVID-19 Notices and Circulars website at [https://www.gov.mb.ca/education/childcare/childcare\\_news/current\\_circulars.html](https://www.gov.mb.ca/education/childcare/childcare_news/current_circulars.html)

**If you have any questions about these guidelines, contact your Child Care Coordinator or:**

**Child Care Information Services**

Telephone: 204-945-0776

Toll-Free: 1-888-213-4754

Email: [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca)

**Early Learning and Child Care Division**

210 – 114 Garry Street

Winnipeg, MB R3C 4V4

<https://www.gov.mb.ca/education/childcare/>

## **APPENDIX D: FINANCIAL ASSISTANCE AGREEMENT**

(for Applicants' information and applicable when FAA is in place)

Please refer to pdf copy of the Financial Assistance Agreement attached separately together with this proposal package