

Resource

Examples of Project Concepts

Examples of a High-level Introduction

This visionary project aimed at establishing a childcare facility, prioritizes the holistic development, safety, and happiness of children aged 3 weeks to 6 years.

- This center will provide a nurturing and stimulating environment for children, offering a blend of educational, recreational, and social activities to support their growth and well-being.
- The aim of this project is to create an early learning and care centre for children and families who wish to pursue a program where most of the daily educational activities are outdoors.
- The focus of this new centre will be on creating an intergenerational program whereby older adults visit the centre frequently to spend time with children and staff.

Add your organization's Vision and Mission Statements as a reminder of what your organization has committed to offering to children and their families.

Example of a Conclusion

We are committed to fostering the growth and development of the next generation. Through a combination of innovative programs, dedicated staff, and a nurturing environment, we strive to be a beacon of excellence in childcare, where children flourish and families thrive. Join us in building a brighter future for our children!



Scenario 1

Location:

Located in a rural area, the additional benefit of this location is that we will be partnering with our local EarlyOn Centre..

- The available space is 400 sq. meters with adequate natural light that meets Ministry of Education requirements.
- Outdoor fenced space is calculated at 275 sq. meters with lots of trees that provide shade and shelter.

Target population

Families living in the vicinity of the EarlyOn centre will have direct access to services. The primary target population of our clients will be new-comers to Canada and lower-income earners. Our local council is overseeing the creation of a new community that will provide 60 new affordable housing units. By providing quality child care services, we aim to support families in their professional pursuits, creating a ripple effect that strengthens the overall community.

Service Delivery Model

- Shared with our local EarlyOn Centre. This will be a retro-fit to accommodate 49 children (10 infants, 15 toddlers and 24 preschoolers).
- 11 full-time staff which includes a floater to cover breaks
- Program Coordinator
- Cook
- Housekeeper
- Hours of operation will include extended hours to accommodate for travel to and from the city. 6:30 am to 6:00 pm Monday through Saturday.

Staffing

One area of concern is the lack of RECEs in our area. The next larger populated town is 15 kilometers away where there will be more recruitment opportunities.



Our plan is to provide educators that live more than 10 kilometers away from the centre with a mileage expense that will help alleviate some of the cost of commuting to our rural location. We will also offer a carpool incentive with reimbursement. Our local municipality is open to providing additional funding to cover these costs. Our local Councillor has confirmed that the new 60 units project will begin in the next 3 months and they have reported that a new housing development with 150 new homes is set to start within the next year.

We are also exploring the criteria to access funding for staff to [complete College requirements](#). This will provide an incentive for those interested in the early learning field and to ECEA educators at a reduced cost. To support participating staff, we will provide a community of practice and mentoring plans to support their learning.

Unique features

The advantages to this are ten-fold. Parents will have access to playgroups, workshops, ESL classes, resources and clinical services that fosters a strong sense of community and collaboration.

Shared Space Opportunities

- Shared lobby for families of the EarlyOn and parents of the centre.
- Shared access to meeting rooms.
- Play yards will be open for public use on weeknights and weekends.
- Cleaning services will be shared.

Project Plan

Project Leader:

Board Member Jessie Cooper (retired architect) will lead this project with the assistance of the Program Coordinator. Some of the PC's responsibilities will be back filled by the Head Teacher of the Preschool room one day a week. Substitute will be the regular floater.

Project oversight committee:

- Early Learning and Care Supervisor



- 3 Executive Board Members to be selected
- 1 Coordinator from the EarlyOn centre
- 1 Architect

Timelines:

Our goal is to have occupancy by December 2025

Schedule indicating major milestones and deadlines in the construction of this child care center:

Pre-Construction Phase (3 months):

- Finalize Contracts with NCC: 1 month
- Hire an architect: 1 month
- Complete design
- Obtain necessary permits and approvals: 3 months
- Finalize architectural and engineering plans
- Select construction team (contractors, subcontractors): 1 month

Site Preparation and Foundation: (2 months)

- Clearing and grading the site: 2 weeks
- Excavation and laying foundations: 1 month
- Pouring concrete and curing: 2 weeks

Building Construction: (7 months)

- Framing and structural work: 2 months
- Roofing and exterior finishes: 1.5 months
- Plumbing, electrical, and HVAC installation: 2 months
- Interior finishes (flooring, painting, etc.) 1 month

Finalization and Construction Inspections: (1.5 months)

- Installation of fixtures and fittings: 1 month
- Final inspections and obtaining occupancy permit: 1 month
- Furnishing and Equipment Installation: 2 weeks
- Installation of playground equipment: 3 weeks

Hiring and Local/Provincial inspections: (1.5 months)

- Hiring and training staff: 1 month
- Staff Training and Preparation: 1 month



- Setting up administrative systems: 2 weeks
- Fire and Public Health inspections: 2 weeks
- Ministry of Education licensing: 2 weeks

Grand Opening:

- Celebration and launch event: 1 day

Keep in mind that the timeline may vary depending on factors such as the size and complexity of the project, local regulations, weather conditions, and availability of resources. It's essential to regularly review and adjust the schedule as needed to ensure the project stays on track.



Scenario 2

High Level Introduction

In our community, parents have been seeking early learning opportunities for their children to learn and spend more time outdoors. Waitlists for other nature-based programs are long and by the time families are offered a space, their children have outgrown our sector.

Location

From our feasibility study, we identified that parents are traveling up to 25 kilometers to access this service. This current building on NCC property is in a two-storey building that is 650.3sq. meters with adequate outdoor space to create the playground sizes that meet Ministry requirements.

Target Population

Typically, Forest School opportunities come with an expense that most families are unable to pay for. By renovating the building located on National Capital Commission (NCC) property on 75 acres of land to operate a licensed program supported by our municipality, families of a lower-income population will now be able to access subsidized spaces. One of the exciting features is that we will be able to offer free outdoor gear to families at no expense. The clothing library will consist of snowsuits, boots, mitts, hats, rain gear etc. where families will be able to trade in their child's gear as they grow.

Service Delivery Model

We will provide spaces to 15 toddlers and 48 preschoolers. One preschool room will be located on the second floor.

- 12 full-time staff which includes a floater to cover breaks
- Program Coordinator
- Cook
- Housekeeper
- Hours of operation: 7:30am to 5:30pm



Staffing

- 10 full-time staff which includes a floater to cover breaks
- Program Coordinator
- Cook
- Housekeeper

We will have a plan in place over the next year to train staff to become certified outdoor educators through accredited forest and nature programs. We will first approach our current team to verify if they are interested in working at the new site. Currently, we have 3 staff that have certification who will act as mentors for other staff. The training encompasses a commitment of one year, 2 in person modules, online mentoring and time to complete independent study. The course will be paid through our reserve funds, but the study time will not be covered. Staff will be required to commit to working at the new centre for at least one year. If they are unable to abide by the conditions, they will owe the organization the cost of the training.

We will also have to plan for replacement staff at our existing location. The hiring stage will need to begin 2 months before the opening of the new location with a start date that is at least 2 weeks before the program begins. An onboarding plan will be necessary to orient new staff and provide some team building opportunities.

Unique Features

By providing this service in the south end of our city, more children will have the opportunity to attend a forest program. In our existing program, children are outdoors for at least 50% of the day and we see the health and educational benefits compared to when we were outdoors 2 hours per day.

The uniqueness of this program is that it will specialize in offering services to children on the autism spectrum. Currently there isn't a great deal of research into autism and how nature-based settings benefit children on the spectrum, but there is growing evidence that children with special needs thrive in outdoor environments. Through our Special Needs Resource Consultants, we have been observing and documenting children on the spectrum in our existing program to compare their experiences when indoors and outdoors. We have concluded that when children are in nature, it

provides an array of opportunities to explore sensory stimuli, quiet places and reduced demands of scheduled activities and routines. We have had conversations with our local children's hospital about our project and how we can plan to add a research component to this project.

Project Plan

Project Leader

Executive Director of the current program, and a part-time project manager (3 days per week) with experience in design and construction.

Project oversight committee

- Executive Director
- Part-time Project Manager
- Special Needs Resource Consultant
- 3 Board of Directors-Don Connor (Engineer), Jamie Fields (parent/accountant) and Michelle Smith (Lawyer)
- Architect

Timelines

January 2024

NCC Contract Logistics
Public Announcement

February

Form committee
Hire an architect
Begin design stage
Provide official offer to provide training to staff

April

Finalize the design
Apply for municipal permits

May

Tender announcement



Forest Training Course begins
Organize a committee to consult on furnishings and learning materials

Summer and Fall 2024

Construction begins

January 2025

Preparing for occupancy

February 2025

Training course ends
Hiring of staff for new and existing locations

March 2025

Onboarding staff
Team building activities
Facilities Management-garbage, compost and snow removal
Set up of program rooms

April 2025

Fire and Public Health inspections
Ministry of Education licensing
Program begins

