

**Peel Region
Canada-Wide Early Learning and Child Care Program**

2023 CWELCC Expansion Funding Guideline

September to December 2023

Licensed Child Care Centre-Based Providers

**Newly Enrolled in Peel's CWELCC Program through the
CWELCC Expansion Application Process**

**Early Years and Child Care Services
September 2023 (updated)**

Contents

SECTION 1: OVERVIEW EXPANSION IN PEEL	3
SECTION 2: APPROVED TO PARTICIPATE IN CWELCC	3
SECTION 3: FUNDING CONDITIONS.....	3
SECTION 4: 2023 CWELCC FUNDING COMPONENTS.....	5
2023 CWELCC Fee Reduction Funding	5
2023 CWELCC Workforce Compensation Funding	7
2023 CWELCC Transition Operating Grant (TOG).....	12
SECTION 5: START-UP GRANT EXPENSES AND REQUIREMENTS	13
SECTION 6: ALTERNATE CAPACITY.....	15
SECTION 7: PROGRAM CLOSURES	15
SECTION 8: SALES & ACQUISITIONS OF CHILD CARE BUSINESSES.....	16
SECTION 9: REPORTING AND RECONCILIATION.....	16
SECTION 10: AUDIT AND RECOVERIES	18
SECTION 11: CONTACT US.....	18
APPENDICES	19
Appendix 1: Key Terms	19
Appendix 2: 2023 CWELCC Funding Methodology	20
Appendix 3: Examples of Base Fees/Non-Base Fees.....	21
Appendix 4: Sample Staff Communication	22
Appendix 5: Special Purpose Expenses and Process	23

SECTION 1: OVERVIEW EXPANSION IN PEEL

The [Canada-Wide Early Learning and Child Care Agreement \(CWELCC\)](#) aims to reduce child care fees to make child care more affordable and improve staff compensation so that families have access to high-quality licensed child care.

This CWELCC Funding Guideline reflects the latest information from the [Ministry of Education 2023 CWELCC Guideline](#) released on June 7, 2023.

This Guideline is for licensed centre-based child care providers who have been approved through Peel’s CWELCC Expansion Process to participate in the CWELCC program.

Review this Guideline and your Agreement to understand the CWELCC funding requirements.

SECTION 2: APPROVED TO PARTICIPATE IN CWELCC

This Funding Guideline is for licensed centre-based child care providers who:

1. Have been approved through Peel’s 2023 CWELCC Expansion Process
2. Have a signed 2023 CWELCC Funding Agreement
3. Have a signed 2023 Wage Enhancement Grant (WEG) agreement to access Workforce Compensation Funding
4. Is a licensed child care provider in good standing in Peel; and comply with all legislative and regulatory requirements under the [Child Care and Early Years Act, 2014 \(CCEYA\)](#).

If you are approved to participate in Peel Region’s CWELCC program, you do not need to apply annually. The terms of the CWELCC Agreement will automatically be rolled over into the next year unless you or the Region provides a notice of termination. Annual agreements will be executed in [GovGrants](#).

SECTION 3: FUNDING CONDITIONS

You must use your 2023 CWELCC Funding according to this Guideline and your CWELCC Agreement.

1. Beginning the date you are enrolled in CWELCC:
 - **Reduce your approved base fee by 52.75%**
 - If you were licensed before March 27, 2022 and did not enroll in 2022, your market fees (base fees and non-base fees) are capped at the amount charged on March 27, 2022, for eligible children (even if your fees increased in the interim).
 - If you were licensed after March 27, 2022, we will work with you to establish your approved base fee for eligible children.
 - **Reduce your registration fee by 52.75%:** Registration fees are capped at the amount charged on March 27, 2022 (if applicable), for eligible children.
 - **Meet the CWELCC wage requirements** as per [O. Reg. 137/15 under the CCEYA](#) to:

- Increase the wages of eligible [RECE](#) staff who earn less than \$25/hour by up to \$1/hour, plus benefits.
- Pay eligible [RECE program staff](#) at least \$19/hour and eligible RECE child care [supervisors](#) at least \$21/hour in 2023 (2023 RECE [wage floor](#)).

Note: Refer to **Appendix 1** for definitions of key terms used throughout this Guideline

2. Use your CWELCC funding to support child care operations licensed under the CCEYA in Peel only. If you provide services under the *Education Act*, you cannot use your funds to support expenses for the unlicensed portion of your business.
3. Maintain your existing fee, as approved in your approval letter to participate, for licensed spaces for eligible children until you notify the Region and your families that you are not participating in the CWELCC.
4. Maintain the spaces for eligible children for which you are receiving fee reduction funding (e.g. a licensed infant space must remain an infant space). Any revision or use of alternate capacity must be reported to Peel Region through the Reconciliation process to determine whether this may result in a funding adjustment or recovery.
5. Comply with all CWELCC program/policy, financial, contract, and/or system planning data reporting requirements as per the [Service Provider Handbook](#) and this Guideline on or before the assigned timeline. Failure to comply with service provider requirements and/or [reporting requirements](#), including the Region's [Deadline Compliance Policy](#) may result in the recovery of CWELCC funding or your agency being ineligible for this funding.
6. Complete the Ministry of Education's *Annual Licensed Child Care Operations Survey*. If you do not complete this survey your CWELCC funding will be put on hold.
7. Provide Audited Financial Statements according to this Guideline.
8. Complete/participate in any evaluations, surveys and other information requested by the Region. This may include in-person visits, staff, and voluntary parent surveys, focus group sessions and other opportunities to provide feedback on the CWELCC program.
9. If you choose to end your existing CWELCC Agreement or not renew your CWELCC agreement, you must:
 - Provide Peel Region and the Ministry with notice as per your CWELCC Agreement; and
 - Communicate this decision to your families and staff **at least 30 calendar days** before your effective termination date. This requirement will also apply if Peel Region terminates your CWELCC Agreement.
10. Child care providers who are participating in Peel's CWELCC program must meet the requirements of an EYCCS Fee Subsidy Agreement and:
 - Accept and include children receiving child care subsidy;
 - Accept and include children with special needs by authentically participating in [Peel Inclusion Resources Services](#) (PIRS); and

- Participate in continuous quality enhancement initiatives like Raising the Bar in Peel and professional learning opportunities.

To support these requirements child care providers will receive:

- child care subsidy funding to cover the cost of care for families who receive subsidy
- access to Resource Consultants supports and Enhanced Program Support Funding
- access to Early Years Specialist staff supports
- access to continuous quality enhancement initiatives like Raising the Bar in Peel and professional learning through [Child Development Resource Connection Peel](#); and
- other EYCCS funding supports as applicable (subject to budget availability).

An Early Years Specialist staff will support onboarding new child care providers to understand the requirements of the EYCCS Fee Subsidy Agreement.

SECTION 4: 2023 CWELCC FUNDING COMPONENTS

CWELCC includes the following components:

1. **Fee Reduction Funding:** to support reducing your child care fees for families with eligible children in licensed child care.
2. **Workforce Compensation Funding (WCF):** to meet the provincial annual wage increase and wage floor requirements and to offset the wage increases associated with Ontario's increased minimum wage for non-RECE staff.
3. **Transition Operating Grant (TOG):** to support the cost of inflation, cost to implement CWELCC, repairs and maintenance, play-based materials, transformation expenses.

You cannot use your funding interchangeably between these CWELCC funding components.

Participating in CWELCC should not result in a loss of your agency's revenue. See **Appendix 2** for how your CWELCC funding allocations were calculated and how to request funding.

Note: Beginning in 2023, funding is also available for a Start-up Grant to create new community-based full-day licensed child care spaces. Refer to Section 5 of this Guideline "Start-up Grant Expenses and Requirements" for more information.

2023 CWELCC Fee Reduction Funding

Reduce, Maintain and Communicate your Base Fees to Families

You must use your 2023 CWELCC Fee Reduction Funding as of the date you are enrolled in CWELCC program and on go forward basis to:

- **Reduce your approved base fees by 52.75%** (but not less than a fee of \$12 per day) for eligible children. Your approved base fee is your market rate, less any non-base items, as indicated in the letter issued to you through the CWELCC Expansion Application Process.

- You may have a variety of fees to meet the needs of families such as part day, full day, part time, full time. The fee reduction must be applied to all base fees for eligible children but not be less than fee of \$12/day.
- See **Appendix 3** for a list of examples of base fees and non-base fees.
- Reduce your registration fees and fee deposits collected in 2023 by 52.75%.
- Maintain your reduced base fees until December 31, 2023, until you must reduce it again in 2024.
- Revise and post your updated fee schedule for your base fees and non-base fees to inform parents about the reduced rates through your regular communication channels, such as email, letter, parent board in your centre. Your fee schedule must note what is included in your services and the portion of the fees covered by Peel Region to support the fee reduction, as well as the effective date.
- Make your fee schedule publicly available in your Parent Handbook and on your parent board in your centre. We recommend you post your fee schedule on your website.

Fee Reductions for Eligible Families in Receipt of Subsidy

- Families in receipt of subsidy with children enrolled in participating programs will receive up to a 50% fee reduction on their parent contribution paid for eligible children, even if their contribution is less than \$12/day.
- Families in receipt of subsidy with children enrolled in participating programs will receive a 52.75% reduction on registration fees paid for eligible children from the date you are enrolled to December 31, 2023.

Families with Eligible Children in Before/After School/Nursery School Programs

As part of Peel’s Expansion Plan released July 2023, we are approving expansion of spaces for infant, toddler and preschool only.

If your centre has been provided an exception and approved for JK/SK before/after school programs you must:

- Reduce your approved base fees by 52.75%, but to a fee of no lower than \$12/day for eligible children in participating programs that offer before, after school or nursery school programs.
- Programs that offer parents different options such as before school only, after school only, before and after school, and full day would have different fees to reduce and should apply the rules to each fee.

Service	Approved Base Fee	Reduced Fee – After Enrolling in CWELCC
Before School Care Only	\$12	\$12 (stays the same)
After School Care Only	\$14	\$12 (as 52.75% is less than \$12)
Before + After School Care	\$24	\$12 (52.75% is less than \$12)
Full Day	\$50	\$23.63 (52.75% reduction applied)
Nursery School Program	\$14	\$12 (as 52.75% is less than \$12)

2023 CWELCC Workforce Compensation Funding

To be considered for the Workforce Compensation Funding (WCF), you must have a signed 2023 Wage Enhancement Grant (WEG) agreement and employ at least one staff who meets the eligibility criteria for any of the Workforce Compensation Funding (WCF) categories.

Don't have a 2023 WEG agreement yet? Make sure you apply as soon as the WEG application window opens. Your centre's WCF eligibility will be assessed after your 2023 WEG application is approved.

In 2023, the Workforce Compensation Funding (WCF) includes supports for the:

1. [RECE Wage Increase](#)
2. [RECE Wage Floor](#)
3. [Minimum Wage Offset](#)

This section outlines the requirements for these components. You may use the Region's [Planning Tool](#) to help you determine how much WCF you need, if staff qualify and for how much they qualify.

Refer to **Appendix 2** for how your WCF was calculated.

RECE Wage Increase and Wage Floor

To calculate the wage increase and wage floor, follow this order of operations:

1. Start with: Employer paid base wage (refer to Tab 5a. Staffing Information Worksheet of your 2023 Expansion Application Form)
2. Add: Wage Enhancement Grant (WEG) **Note:** Staff must get WEG before they qualify for WCF.
3. Add: \$1/hour Wage Increase (If total from steps 1 and 2 is less than \$25/hour)
4. Add: Wage Floor (If total from steps 1-3 is less than \$19/hour for [RECE program staff](#) or \$21/hour for [RECE Supervisor](#))

Important:

- Do not include General Operating Fund (GOF) wage enhancements in the calculation (as applicable).
- The provincial wage cap for the annual wage increase is \$25/ hour (including steps 1-3)
- Refer to [how to determine if staff qualifies](#) for more details.

You must:

1. **Use your WCF to support the following eligible expenses beginning from the day you are enrolled in the CWELCC program:**

Eligible Expense	Wage Increase Use your WCF to:	Wage Floor Use your WCF to:
a) Wages	Increase the hourly wage of eligible RECE staff by up to \$1/hour, to a cap of \$25/hour (including WEG).	Cover the incremental amount needed to bring eligible RECE staff wages (including staff's base wage, WEG, and RECE Wage Increase) to the 2023 wage floor (\$19/hour for RECE program staff and \$21/hour for RECE supervisors).
b) Benefits	Support the incremental benefit costs that result from the wage increase and the 2023 wage floor implementation. Refer to page 11 for details on how to use WCF funding to support benefits.	

2. **Communicate 30 calendar days after the date you sign your 2023 CWELCC agreement and as new staff are hired:**

- Written information about the [RECE](#) wage increase and wage floor with [eligible](#) staff. You may use the sample template provided in [Appendix 4](#). We may ask for proof of communication at any time.

3. Issue wage increase and wage floor payments to [eligible staff](#).

- You must ensure that [eligible staff](#) receive the right workforce compensation funding payments, which are to be made on time as per this Guideline.
 - WCF cannot be issued for hours worked before your date of enrollment in the CWELCC program.
 - Follow the steps under [How to determine if staff qualifies](#) to determine staff eligibility.
- Within 32 calendar days of your CWELCC date of enrollment, you must issue the wage increase and the wage floor to eligible staff on each staff pay cheque or payment made.*
- Within 61 calendar days of your CWELCC date of enrollment, you must issue a lump sum payment to eligible staff from your date of CWELCC enrollment until regular staff payments are implemented.*
- You must include a “CWELCC” notation with the associated amounts payable on each pay cheque or payment made.
- One-time, year-end, cash and/or gift card payments are not permitted.
- Eligible staff no longer employed by the agency, qualify for a retroactive payment for any hours worked after your CWELCC date of enrollment.

*An exception to these requirements will be provided if you have not been approved for WEG by your CWELCC date of enrollment.

How to Determine if Staff Qualifies:

You must ensure your [eligible](#) staff receive the right workforce compensation funding payments. The following tables provide you with examples on how the wage increase and wage floor work together (Table 1) and step-by-step instructions on how to determine if staff qualify (Table 2).

Table 1

Position	Example	2023 Hourly Base Wage (employer paid) Step 2	WEG Step 2	2023 Hourly Wage Step 2	2023 Wage Increase Step 3	Wage with \$1/hour Increase (including Increase) Step 4	2023 Wage Floor Steps 5 and 6	2023 Total Wage Step 6	Total 2023 WCF*, **
RECE Program staff 2023 Wage Floor: \$19/hour	1	\$15.50/hr.	\$2/hr.	\$17.50/hr.	\$1/hr.	\$18.5/hr.	\$0.5/hr.	\$19/hr.	\$1.50/ hr.
	2	\$16/hr.	\$2/hr.	\$18/hr.	\$1/hr.	\$19/hr.	N/A	\$19/hr.	\$1/hr.
	3	\$22.50/hr.	\$2/hr.	\$24.50/hr.	\$0.50/hr.	\$25/hr.	N/A	\$25/hr.	\$0.50/ hr.
	4	\$25/hr.	\$2/hr.	\$27/hr.	N/A over cap	\$27/hr.	N/A	\$27/hr.	N/A
RECE supervisor 2023 Wage	5	\$17/hr.	\$2/hr.	\$19/hr.	\$1/hr.	\$20/hr.	\$1/hr.	\$21/hr.	\$2/hr.
	6	\$17.80/hr.	\$2/hr.	\$19.80/hr.	\$1/hr.	\$20.8/hr.	\$0.2/hr.	\$21/hr.	\$1.20/ hr.
	7	\$22/hr.	\$2/hr.	\$24/hr.	\$1/hr.	\$25/hr.	N/A	\$25/hr.	\$1/hr.

Floor: \$21/hour	8	\$23/hr.	\$2/hr.	\$25/hr.	N/A at cap	\$25/hr.	N/A	\$25/hr.	N/A
------------------	---	----------	---------	----------	------------	----------	-----	----------	-----

* Plus, up to 17.5% of [benefits](#). ** Starting the date you enrolled in the CWELCC program.

Table 2 - To determine if staff qualify and the amount they qualify for, follow these steps:

Step	Action
1. Staff Eligibility. Confirm if the staff/position qualifies.	<p>To qualify, staff must:</p> <ol style="list-style-type: none"> i. Be a RECE employed (receive T4) in a position categorized as: <ul style="list-style-type: none"> • RECE program staff • RECE supervisor <p>Note: Non-program staff who have a RECE designation and spend at least 25% of their time supporting CCEYA ratio requirements, qualify for hours worked in ratio.</p> ii. Receive the Wage Enhancement Grant (WEG). <p>Refer to page 11 for a list of ineligible staff/positions.</p>
2. Wage Eligibility. Calculate staff hourly wage including grants to confirm if wage is less than \$25/hour	<p>Add together (as applicable):</p> <ol style="list-style-type: none"> I. Base hourly wage (refer to Tab 5a. Staffing Information Worksheet of your 2023 Expansion Application Form); and II. Wage Enhancement Grant (WEG): up to \$2/hour <p>Note: Do not include GOF wage enhancements in the calculation.</p>
3. Determine Amount of 2023 Wage Increase. Determine financial eligibility for the up to \$1/hour wage increase	<p>Using hourly wage determined in Step 2:</p> <ul style="list-style-type: none"> • If wage is \$24/hour or less, then staff qualifies for the \$1/hour wage increase. • If wage is \$24/hour or more, then staff qualifies for the incremental amount needed to bring staff's hourly wage up to \$25/hour. • If hourly wage is more than \$25/hour, then staff does not qualify for the wage increase. No further action required. <p>Note: The provincial wage cap for annual wage increase is \$25/ hour.</p>
4. Apply 2023 Wage Increase. Apply annual increase to determine the revised staff hourly wage	<p>To calculate staff's revised hourly wage inclusive of the annual wage increase, take the:</p> <ul style="list-style-type: none"> • staff hourly wage from Step 2, and add the • annual wage increase amount from Step 3
5. Wage Floor Eligibility. Determine staff's financial eligibility for wage floor	<p>The 2023 wage floor is \$19/hour for RECE program staff and \$21/hour for RECE supervisors. If after Step 4, staff earns:</p> <ul style="list-style-type: none"> • less than the wage floor → then they qualify for the amount needed to bring their hourly wage to the 2023 wage floor. • the wage floor or more → then they do not qualify for the wage floor. Skip to step 7.
6. Apply Wage Floor. Determine amount of funding to bring staff to 2023 wage floor	<p>Pay eligible staff at least the wage floor for 2023 hours worked after your date of enrollment in the CWELCC program.</p> <p>To calculate the funding needed to bring up staff wages to the wage floor: Subtract the staff's revised hourly wage (Step 5) from the 2023 wage floor.</p>

Step	Action
7. In year salary changes	Apply General Operating Funding (GOF) paid to staff (if applicable) and employer wage increases after the applicable CWELCC wage increases are applied.

Minimum Wage Offset (MWO)

The MWO helps you with the incremental cost pressures due to the Provincial October 2022 minimum wage increase. The MWO covers the difference between eligible non-RECE staff's base hourly wage (before grants) on September 30, 2022 and the minimum wage that took effect on October 1, 2022 (\$15.50/hour), plus 17.5% [benefits](#).

Staff working in positions created after September 30, 2022 do not qualify.

MWO Eligibility

To get the MWO, you must:

1. Have started operations on or before September 30, 2022.
2. Have been approved for WEG in 2023.
3. Employ non-RECE staff (in receipt of T4) in a position categorized as:
 - Non-RECE [Program Staff](#) (e.g., Director approved staff, teacher assistants, ECAs, etc.)
 - Non-RECE Child Care [Supervisor](#)

Exception: Non-program staff without a [RECE](#) designation who spend at least 25% of their time supporting ratios under the CCEYA. Qualify for hours worked in ratio.

4. Have paid eligible staff a base wage (before grants) lower than \$15.50/hour on September 30, 2022. Staff in positions created after September 30, 2022 do not qualify.

Position	Hourly Base Wage (before grants) Sept. 30, 2022	Qualify for MWO*
Non-RECE program staff or Non-RECE Supervisor	\$15.00	Yes, \$0.50/hour
	\$15.40	Yes, \$0.10/hour
Non-RECE Supervisor	\$15.50	N/A (at the minimum wage)
	\$15.70	N/A (over the minimum wage)

* Starting on the date you enrolled in the CWELCC program.

What is Covered Through the MWO?

If you meet the MWO eligibility, the MWO helps you with:

1. The difference between MWO eligible staff wages as of September 30, 2022 and the new minimum wage of \$15.50/hour that came into effect on October 1, 2022.

Important: When determining eligibility for the MWO, staff wages do not include regional grants such as WEG (up to \$2/hour) and/or GOF (as applicable).

2. The incremental [benefits](#) associated with the wage increase. Review the [Funding Conditions](#) section to learn how to use WCF funding to support [benefits](#).

Important: The MWO does not result in staff payments. All employers must meet mandatory provincial minimum wage requirements. Since the cost offset by the MWO is already incurred by providers, the MWO can be used by eligible providers to meet other priorities.

Rules Applicable to all WCF Components: Wage Increase, Wage Floor and MWO

Funding Conditions:

- If the [Protecting a Sustainable Public Sector for Future Generations Act, 2019](#) applies to you, then you must meet any applicable obligations under this act before implementing the WCF.
- If you are subject to a collective agreement, you are encouraged to seek legal advice on the implementation of the WCF funding.
- Owner/operators employed (in receipt of a T4) by your agency will qualify if they meet the staff eligibility requirements of the funding.
- **Benefits:** Your WCF includes up to 17.5% in benefits to help you to help you meet the incremental statutory benefit requirements associated with the wage increase, the wage floor and the MWO.
 - You must meet all WCF related incremental statutory benefit requirements first.
 - Then, you may use any remaining funding within the 17.5% to fund other incremental costs to existing benefits provided by the employer on behalf of the employee (such as incremental pay for already supported vacation or personal days).
 - You cannot use more than 17.5% of your WCF wage expenditures on benefits.
 - You can only claim actual incremental benefit costs up to 17.5% of your actual incremental wage costs.

Ineligible Staff

The following position/staff do not qualify for each funding component:

Wage Increase and Wage Floor	MWO
<ol style="list-style-type: none"> 1. Director-approved staff (staff working in an eligible position without a RECE designation e.g., non- RECE Montessori teachers) 2. Staff employed in a position categorized as: <ul style="list-style-type: none"> • Non-RECE program staff • Non-program staff such as: • Cook, custodial and other non-program staff positions • SNR resource teachers/consultants and supplemental staff 3. Staff hired through third party such as temp agency 	<ol style="list-style-type: none"> 1. Staff employed in positions created after September 30, 2022. 2. Staff employed in a position characterized as non-program staff such as: <ul style="list-style-type: none"> • Cook, custodial and other non-program staff positions • SNR resource teachers/consultants and supplemental staff 3. Staff hired through a third party such as a temp agency. 4. Staff with a RECE designation

Ineligible Expenses

You cannot use the WCF to:

- Increase ineligible staff's wages and/or benefits.
- Increase eligible staff wages and/or benefits beyond what is required by the WCF requirements.
- Increase eligible staff wages or offset the costs of the October 2022 minimum wage increase before your CWELCC date of enrollment.
- Cover new benefits as the WCF supports the incremental costs of existing benefits.

- Reduce other planned compensation increases (including merit increases) for eligible staff or to reduce a position’s planned compensation.
- Pay professional organization fees on behalf of staff for membership in professional organizations.
- Cover **administration costs**: WCF incremental admin costs are supported through your 2023 TOG.

2023 CWELCC Transition Operating Grant (TOG)

The TOG address cost increases and supports viability while participating in CWELCC (where applicable).

Part A: Cost Escalation Amount

- Supports inflationary expenses and other changes to costs such as:

✓ rent/lease costs
✓ nutrition/food costs
✓ staff salaries and benefits (cost of living increases eligible for program staff and management staff)

- Intended to support eligible expenses that supports children aged 0-5 years for programs in Peel.
- In [GovGrants](#), Part A allocation will appear under the “**Other**” category.
- This funding will be reconciled but not be recovered.

Part B: Operating Amount

- Intended to support expenses for child care programs with children aged 0-12 years.
- Part B includes an:
 1. **Administration amount** to support costs associated with existing EYCCS programs, where applicable
 2. **Additional operating amount** to support the following expenses:

- | | |
|--|--|
| ✓ Costs to implement CWELCC (e.g. software upgrades to support automation of fee reductions and enrolment) | ✓ Costs to meet reporting requirements |
| ✓ Other changing costs not covered through inflationary allocation | ✓ Cost of audited financial statements for licensed child care portion of the business |
| ✓ 2023 Special Purpose Expenses – you can decide how much of your TOG allocation to use to support eligible Special Purpose expenses (see Appendix 5 for list of these eligible expenses). First ensure that you have sufficient funds to support implementing the CWELCC, meet your reporting and audit requirements and address other changing costs. | |
| ✓ If your enrolment is at full capacity, you may use your TOG to reduce registration fees by 52.75%. | |
| • In GovGrants Part B allocation will appear under the “ Other Fixed Expenses ” category. | |
| • This funding will be reconciled, and any unspent funding will be recovered. | |

Note: where applicable this funding can be used to support eligible staff time to complete Regional surveys, such as our Workforce surveys, Quality Initiative survey).

TOG Ineligible Expenses:

You cannot use TOG to support the following:

- Property taxes
- Debt costs including principal and interest payments related to loans (capital and operating) and mortgages
- Professional organization fees paid on behalf of staff or membership in professional organizations
- Bonuses (including retiring bonuses), gifts and honoraria
- Donations to charitable organizations and fundraising
- Non-arm's length transaction costs, unless conducted at fair market value
- Fundraising expenses
- Personal expenses (vehicles, assets, or services for personal use only)
- Non-base fees
- Fees for ineligible children, such as children enrolled in unlicensed child care.
- Expenses associated with the delivery of non-eligible programs (EarlyON, school-age programs, children enrolled in unlicensed rooms, authorized recreation programs, camps)
- Child care management compensation (outside of regular salaries and benefits received in the calendar year), including but not limited to transportation and meal expenses, management bonuses, retirement packages, deferred compensation
- Depreciation/Amortization for building/building improvements and intangible assets
- Management Fees (funded through fee reduction and inflation)
- Franchise Fees (funded through fee reduction and inflation)
- Any other expenditure not listed under the allowable expenses section

SECTION 5: START-UP GRANT EXPENSES AND REQUIREMENTS

A Start-up Grant is available to create new community-based, full-day licensed child care spaces for **infant, toddler and preschooler age groups**. The Grant can be used to offset costs needed to expand or create spaces, and includes equipment or minor renovations, such as leasehold improvements, retrofit, renovation or expansion projects.

To receive the Start-up Grant, you must meet the following requirements:

- Be enrolled in CWELCC and participate in the system for the remainder of the current CWELCC agreement (March 31, 2026).
- Create new community-based, licensed full-day spaces for **infant, toddler and preschooler age groups (as listed in Schedule 1 of the licence issued by the Ministry of Education)** in Peel's priority communities.
- Expand licensed spaces to accommodate a maximum group size for each age grouping.
- Spend the grant and open the new licensed spaces within two years from the date the funding agreement is executed.

The amount of funding you are eligible to receive is communicated in your CWELCC Agreement. Refer to **Appendix 2** for the methodology and benchmarks used to calculate your Start-up Grant funding.

Note: Although the Start-up Grant cannot be used to fund the capital costs of construction for a newly-built site, new sites are eligible to receive funding for equipping and furnishing new spaces that serve **infant, toddler and preschooler age groups**, in alignment with the **Equipping/Furnishing ONLY** benchmark.

Eligible Expenses

Licensed child care centres can use their approved funding for the following.

Equipping/Furnishing:

- Play materials, equipment, and furnishings (both indoors and outdoors), such as cots, cribs, toys, as outlined in [Section 19 of O. Reg. 137/15](#) under the *Child Care and Early Years Act, 2014*.
- Non-consumable supplies/equipment to support the ongoing regular operation of the child care program such as appliances, IT, supplies to support learning environments while adhering to health and safety requirements.

Minor Renovations:

- Renovations, additions or repairs to licensed full-day child care centres or potential child care centres as approved by Peel Region.
- Changes to outdoor play space that are required as a result of the expansion of child care spaces in the centre so that the service provider continues to comply with [Section 24 of O. Reg. 137/15](#) under the *Child Care and Early Years Act, 2014*.
- Leasehold improvements. Note: A leasehold improvement is a change made to the interior space of a leased property to meet the operational needs of the child care provider, such as partitioning a large space to create smaller program rooms, flooring, etc.

Ineligible Expenses

- Purchase of land or buildings
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans
- Property taxes
- School-based licensed child care spaces
- Costs to expand or create licensed child care spaces for programs that run before and/or after school or during school hours for kindergarten or school-age children

Accountability Requirements

Please refer to Section 9 (“Reporting and Reconciliation”) for information on the reporting requirements for Start-up Grants. You are responsible for any project spending that is more than your approved funding allocation.

If you are approved for a Minor Renovation project, you are accountable to manage all project planning and implementation to create the new licensed spaces. Depending on the project’s scope, you may be responsible for:

- Contacting your area municipality’s Planning and Development Services to discuss your project scope and understand the relevant guidelines, by-laws and permit requirements. Peel Region and the Ministry of Education are not responsible to assess compliance with the *Ontario Building Code*.
- Hiring professional consultant services, as applicable to project scope, such as an architect or engineer certified in the Province of Ontario, to confirm that the space will meet the requirements in the *Ontario Building Code* for child care centres.
- Hiring professional contractor services, as applicable to project scope, and ensuring all relevant insurance is in place, such as Commercial General Liability Insurance, All Risks Property Insurance, and Workplace Safety and Insurance Board (WSIB).
- Establishing a site safety plan, as applicable, for the health and safety of children and staff.
- Meeting all Ministry of Education licensing requirements to operate the new child care space.

- Informing Peel Region in a timely manner of any risks related to project progress and/or completion within the required time frame, quality issues or issues affecting the budget.

Based on the scope of your Minor Renovation project, we may assign a Project Monitor to verify that the project is being completed within the expected quality, budget, and scope requirements. The Project Monitor may review documents such as floor plans, budgets and schedules; review billing to release payment requests; and conduct site visits.

SECTION 6: ALTERNATE CAPACITY

You can use alternate capacity currently identified on your licence. Example: a room licensed as a toddler room may switch to a preschool room for a certain period. This means that if you are using a preschool alternate capacity:

- Parents must be charged a preschool rate during that time;
- Children should be reported under the preschool age group; and
- Associated fee reduction should be based on the preschool fees.

As part of your monthly OCCMS reporting you must:

- Report the use of alternate capacity. If you change from your licensed capacity to your alternate capacity (or vice-versa), you must report the months where alternate capacity was used, and the number of children impacted.
- Ensure that the appropriate refund is issued based on whether your licensed capacity or alternate capacity was used. The use of alternate capacity can be reported in the comments section of the monthly attendance report.

Example:

Month	Licensed Capacity Used (# of children impacted)	Approved Base Rate	Fee Reduction Supported
June	Toddler – 10	\$50	\$26.38
July	Preschool – 12	\$40	\$21.10
August	Preschool – 12	\$40	\$21.10
September	Toddler – 10	\$50	\$26.38

SECTION 7: PROGRAM CLOSURES

- Your program may not exceed two consecutive weeks of closure, and not more than four weeks of closure within a calendar year where families are charged full fees.
- If your program does not charge fees for the closure period, the days of closure do not need to be counted in the limits noted above. Example: if you typically collect fees during the two-week winter break, you can use CWELCC funding to reduce those fees. If you close in the summer, and do not collect fees during this time, you cannot use CWELCC funding during that closure period and these weeks do not count towards your annual 4-week closure limit.
- Families are eligible for the 52.75% fee reduction if they paid fees for closed days such as statutory holidays, non-statutory holidays, program closures due to inclement weather or unionized labour

disruption. Where fees are collected from families for service closure days, the Region expectation is that staff are paid for those days.

- All PD days* and non-statutory holidays/closures will count towards your program closures up to a maximum of 2 consecutive weeks and 4 weeks in a calendar year. *Exception: If you close to attend a professional learning day(s) hosted by the Region, these PD days will not count towards your program closures.
- For closures due to events outside your control (natural disaster/weather event, pandemic, school board strike) the days of closure are not counted toward the two consecutive weeks or four total weeks of closure. Statutory holidays do not count towards your program closures.
- As per the CCEYA, you must disclose in your Parent Handbook the times when the services are offered, the holidays observed, the base fee and any non-base fees that may be charged, and whether or not your agency is enrolled in the CWELCC program.

SECTION 8: SALES & ACQUISITIONS OF CHILD CARE BUSINESSES

Child care providers are permitted to sell their business. Please refer to the [Peel Region Early Years and Child Care Service Provider Handbook](#) in the section “Service Provider Responsibilities” for specific requirements on changes in ownership and requirements.

- If you sell your business, the new owner will be required to apply to enroll in the CWELCC program and would be treated as a new licensee. Once enrolled, the new owner must set their fees approved by the Region. Both the seller and buyer are encouraged to obtain their own financial/legal advice regarding impacts of the CWELCC program.
- In a shares transfer, the new operator remains enrolled in the existing CWELCC program agreement with the Region and must maintain the previous operator’s existing base fee.

SECTION 9: REPORTING AND RECONCILIATION

You must follow the Records and Reports section in your 2023 CWELCC Agreement and follow the EYCCS [Service Provider Handbook](#).

Reporting:

To ensure 2023 CWELCC Funding, including the Start-up Grant, was used for its intended purpose, you must:

- A. Keep supporting documentation on file for seven (7) years and provide upon request
- B. Keep a copy of your CWELCC Funding Agreement
- C. Report monthly attendance for CWELCC in OCCMS as part of the Record of Attendance (ROA)

- D. Submit information on time. Refer to the Region's [Hold Policy and Deadline Compliance Policy](#) to learn more about actions the Region will take if requested information/documentation/reporting is not submitted by communicated deadlines.
- E. Provide Audited Financial Statements (AFS) and Financial Annual Information Return ([FAIR template](#)) no later than four months after your Agency's fiscal year-end.

Additional reporting requirements may be implemented on a case-by-case basis.

Reconciliation Report:

Update: You must submit your completed 2023 CWELCC Reporting Reconciliation Template through [GovGrants](#) by **February 29, 2024**, unless the Region instructs you to do so earlier.

This template will be provided before the end of 2023 and will collect actual expenditures for the following 2023 CWELCC funding components:

- **Fee Reduction** for full fee families and number of children enrolled by age group by month
- **Reductions of Registration Fees** (registration fees are eligible for the 52.75% reduction, but will not be included as part of provider's approved base fees, as it is being considered as a one-time cost to families)
- **Workforce Compensation Funding** paid to eligible staff according to the WCF section of the Guideline
 - The wage floor paid out to RECE program staff (wages)
 - The wage increase paid out to RECE program staff (wages)
 - Incremental benefits paid out on behalf of RECE program staff (as a result of the implementation of the wage floor and wage increase).
 - The wage floor paid out to RECE supervisors (wages)
 - The wage increase paid out to RECE supervisors (wages)
 - Incremental benefits paid out on behalf of RECE program supervisors (as a result of the implementation of the wage floor and the wage increase)
 - The minimum wage offset for non-RECE program staff (wages)
 - Incremental benefits paid out on behalf of non-RECE program staff (as a result of the wages offset by the minimum wage offset)
 - The minimum wage offset for non-RECE supervisors (wages)
 - Incremental benefits paid out on behalf of non-RECE supervisors (as a result of the wages offset by the minimum wage offset)

*Data must be reported separately for staff serving CWELCC eligible children and children not eligible for CWELCC. If staff serve both categories, choose the one where they work the most.
- **Transition Operating Grant** expenditures within each of the following TOG expense categories:
 - Cost escalation expenses and other changing costs
 - Administration costs
 - Audited financial statements
 - Special Purpose expenses

- **Start-up Grant** expenditures for approved projects. You will have up to two years to complete projects funded with a Start-up Grant and will be required to reconcile funding on an annual basis. Upon project completion, unspent funding and/or funding not used for the intended purpose will be recovered.

Note: Eligible CWELCC expenditures are only for the proportion of eligible children in care. For example, if there are 20 children in care and only 15 are eligible for CWELCC, then only 52.75% of the CWELCC expenses associated with the eligible 15 children can be supported.

Key Performance Indicators:

You are required to report the following information through your Reconciliation Template:

- Program closure dates where parent fees are not charged, as per your Parent Handbook
 - Program closure dates where parent fees are charged, as per your Parent Handbook
 - Total number of *:
 - RECE program staff supported by the wage floor
 - RECE program staff supported by the wage increase
 - RECE supervisors supported by the wage floor
 - RECE supervisors supported by the wage increase
 - Non-RECE program staff supported by the minimum wage offset
 - Non-RECE supervisors supported by the minimum wage offset
- * Data must be reported separately for staff serving CWELCC eligible children and children not eligible for CWELCC. If staff serve both categories, choose the one where they work the most.
- Number of net new licensed spaces supported with the Start-up Grant by age group (infant, toddler, preschool), if applicable

SECTION 10: AUDIT AND RECOVERIES

Review the Accountability and Reporting section in your 2023 CWELCC Agreement and review the EYCCS [Service Provider Handbook](#) for requirements on Audit and Recoveries.

SECTION 11: CONTACT US

Please email EarlyYearsSystemDivision@peelregion.ca for any questions.

Appendix 1: Key Terms

- **CWELCC Expansion Application Process:** Peel's process for interested providers to apply to the 2023 CWELCC Expansion program.
- **Base Fees:** The fee that families must pay for a child to receive child care that meets the requirements under the [Child Care and Early Years Act, 2014 \(CCEYA\)](#).
- **Base Hourly Wage:** Hourly rate paid to the position by the agency excluding any funding subsidies and previous year WEG. If the position is paid an annual salary, use an online salary calculator to convert to hourly rate.
- **Non-Base Fees:** Any fee for optional items or optional services, in accordance with the terms of the agreement between the licensee and parent.
- **Registered Early Childhood Educator (RECE):** A member in good standing of the [College of Early Childhood Educators](#) (CECE) as outlined on the [Early Childhood Educators Act, 2007](#). Review this link to [learn more about the use of the title](#).
- **Program Staff:** Staff employed in a position that supports child care ratio requirements as outlined in the [CCEYA](#) and the [O. Reg. 137/15](#). Program staff may be RECE or not RECE depending on whether they meet the definition below.
- **RECE Supervisor:** A RECE who is in a supervisor position as indicated on the license (O. Reg. 137/15 s. [53](#))
- **Wage Floor:** The minimum that a service provider participating in the CWELCC program must pay (per hour) eligible RECE staff.
- **Statutory Benefits:** The benefits that you must provide to your staff by the law such as: up to 2 weeks of vacation days, 9 statutory holidays, Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT) if applicable, Workforce Safety and Insurance Board (WSIB) if applicable, etc.

Appendix 2: 2023 CWELCC Funding Allocation Methodology

2023 CWELCC Fee Reduction Funding

The Region has calculated the 2023 CWELCC funding allocations to support the 52.75% fee reduction to eligible families using license capacity and the approved base fee rates included in your approval letter through the Expansion Application process.

2023 CWELCC Workforce Compensation Funding

To minimize administrative burden for providers, we will use the wage data you provided on your most updated WEG application to determine your 2023 WCF eligibility and allocation.

2023 CWELCC Transition Operating Grant (where applicable)

Part A: Cost Escalation	2.75% * (<i>Licensed Capacity prorated for the months enrolled in CWELCC</i>) * Rates
Part B: Operating Amount	<ul style="list-style-type: none"> • Administration associated with other existing EYCCS funding (where applicable) • Special Purpose Funding: <i>Total Allocation/ (Total Licensed Capacity prorated for the months enrolled in CWELCC * Capacity for each provider</i> (where applicable) • Additional Operating Funding to support the administration of CWELCC, costs incurred to meet reporting requirements, cost of audited financial statements and additional changing costs calculated as follows: <i>Licensed Capacity prorated for the months enrolled in CWELCC * Rates* (52.75%) *(2.6%)</i>

CWELCC Funding Requests:

If your agency requires additional CWELCC fee reduction and/or workforce compensation funding, email us at EarlyYearsSystemDivision@peelregion.ca to request a budget adjustment. No provider should experience a shortfall in funding.

If TOG allocation is not sufficient, email EarlyYearsSystemDivision@peelregion.ca with the subject line "Transition Operating Grant Funding Request." Your request will be reviewed to determine the reasonability of the funding request and approved based on available budget. You may be asked to submit information to demonstrate your need for additional funding.

CWELCC Start-up Grant Funding:

The amount of funding you are eligible to receive is based on these benchmarks:

- **Equipping/Furnishing ONLY funding:** \$1,600 per new CWELCC space created for infant, toddler and preschool age groups, as listed in Schedule 1 of the licence issued by the Ministry of Education. An additional \$50,000 top-up is provided for brand new centres.
- **Minor Renovation or funding for BOTH Equipping/Furnishing and Minor Renovation:** up to \$7,000 per new CWELCC space created for infant, toddler and preschool age groups, as listed in Schedule 1 of

the licence issued by the Ministry of Education. For clarity, this means that service providers completing a minor renovation may also request funding to equip/furnish the new licensed space. The maximum benchmark applied will be up to \$7,000 per new CWELCC space created for infant, toddler and preschool age groups.

Appendix 3: Examples of Base Fees/Non-Base Fees

COLUMN A: BASE FEE <i>Include mandatory fees parents would pay</i>	COLUMN B: NON-BASE FEE <i>OPTIONAL items/services not supported under CWELCC</i>
<ul style="list-style-type: none"> ✓ Play materials, equipment, and furnishings such as cots, cribs, bedding 	<ul style="list-style-type: none"> • Late pick up fees for child care provided beyond operational hours outlined in the parent handbook
<ul style="list-style-type: none"> ✓ Supervision by adult during operational hours 	<ul style="list-style-type: none"> • Optional transportation where a separate fee is charged.
<ul style="list-style-type: none"> ✓ Lease/occupancy costs 	<ul style="list-style-type: none"> • Optional field trips where a separate fee is charged
<ul style="list-style-type: none"> ✓ Food / catering costs Note: under the CCEYA if a child receives care for six hours or more, Providers are to ensure the food offered to the child includes 2 snacks in addition to any meals provided 	<ul style="list-style-type: none"> • Not Sufficient Funds (NSF) fees in accordance with the terms of the agreement between the parent and licensee
<ul style="list-style-type: none"> ✓ Development and implementation of individualized plans (medical, special needs, anaphylaxis) 	<ul style="list-style-type: none"> • Diapers, sunscreen (if optional)
<ul style="list-style-type: none"> ✓ Any other mandatory cost the parent is required to pay to support the operation of the child care program (e.g., administration costs such as fee deposits) 	<ul style="list-style-type: none"> • Uniforms
<ul style="list-style-type: none"> ✓ Any programs or services that are included as part of the core day programming and is included as part of the regular child care fee paid by families 	<ul style="list-style-type: none"> • Any other optional items/services where an additional fee is charged in accordance with the terms of the agreement between the parent and provider (e.g., optional classes such French, music, yoga, etc.)
<p>REGISTRATION FEES: For 2023, the Region will support a 52.75% fee reduction to eligible families who must pay a registration fee for eligible children. Both full fee families and families eligible for fee subsidy are eligible to receive the reduction in registration fees. For example, if your registration fee is \$100, providers must collect \$47.25 from families and can claim the remaining \$52.75 through CWELCC.</p>	
<p>DEPOSIT FEES: You must reduce your fee deposit by 52.75% for eligible children (children under 6 years of age). Service Providers cannot claim the remaining 47.25% from CWELCC as an upfront deposit, as the deposit collected from families must be applied against the reduced fee when the family leaves child care. For example, if the regular fee deposit is \$1000 (equivalent to 2 weeks of care), it must be reduced to \$472.50 in 2023. When the family gives notice that they are leaving, the deposit of \$472.50 can be applied to their last two weeks of care. At that time, providers can claim the CWELCC portion of the fee for the last two weeks.</p>	

Appendix 4: Sample Staff Communication

As part of the CWELCC program, the Ontario government is providing funding for improved compensation through a wage increase and a wage floor for RECEs.

RECE Wage Increase

From 2023 to 2026, eligible RECE program staff and RECE supervisors will receive an annual wage top-up of up to \$1/hour, plus benefits to a cap of \$25/hour. To receive an annual wage increase, you must be receiving Wage Enhancement Grant (WEG) funding, and your hourly wage (including employer paid wages, WEG, and the RECE wage increase) must be below the wage cap of \$25 per hour.

RECE Wage Floor

Eligible RECE program staff and RECE supervisors employed by Service Providers participating in the CWELCC program should earn at least the hourly wage floor in the table below (including employer paid wages, WEG, and the RECE wage increase), plus benefits:

RECE wage floor*				
(Amounts include employer paid wages, WEG, and the RECE wage increase)				
Position	2023	2024	2025	2026
RECE Program Staff	\$19	\$20	\$21	\$22
RECE Child Care Supervisors or RECE Home Child Care Visitors	\$21	\$22	\$23	\$24

*Plus, up to 17.5% benefits.

The RECE Wage Increase and Floor only apply from the date your program enrolls in the CWELCC.

Appendix 5: Special Purpose Expenses and Process (where applicable)

Special Purpose expenses are one-time expenses needed to comply with licensing and health requirements, improve program viability, support business transformation, and enhance quality.

Purchasing Special Purpose Expenses:

- Supports child care spaces licensed under the [CCEYA](#) in Peel.
- Meets licensing and health and safety requirements and [Peel Public Health \(PPH\) direction](#).
- Are non-consumable items.
- Support reasonable items/work. If you do not know if the items, amounts, quantities, etc. are reasonable, talk to your EYS prior to purchasing/starting work.

Eligible items must be purchased/completed between the date you are enrolled in CWELCC and December 31, 2023. You cannot use 2023 Special Purpose Funding to advance or on last year's purchases (items/work outside of the eligible purchase period).

Reporting Special Purpose Expenses:

- Report the eligible items purchased on your **Final Reconciliation Template**.
- Submit supporting documentation (receipts, paid invoices, etc.) as requested.
 - EYS will review and advise you of which receipts to submit.
 - You will have **three business days** to upload your receipts / paid invoices into GovGrants from the day regional staff requests them.
 - Your EYS will review your expenses and supporting documentation. We would ask for additional documents if the documents provided do not meet the requirements and/or the receipts do not match your reconciliation.

IMPORTANT: To be considered, receipts / paid invoices must meet the following requirements.

Receipt Requirements: must include items claimed only and include:

- date of the purchase
- name, address, and contact information of the seller or supplier
- name, billing, and shipping address of the buyer
- full description of the goods or services, quantity, and amount. If this is not possible (e.g., a cash register tape), you must write a description of the goods or services on the receipt.
- vendor's business number if they are a GST/HST registrant. If this is not included, GST/HST amounts may not be paid.
- a written label with the funding component (e.g., R&M)
- Multi-sites must label their sites to their receipts/ invoices

Note: if an item is sold or work is completed by someone related by blood, marriage, common-law partnership, or adoption, you must get a minimum of two quotes in addition to receipts / paid invoices.

If you submit a paid Invoice:

- It must have a "paid" stamp.
- You must document proof of payment on the invoice (e.g., cheque number or credit card receipt)
- Online orders must include the receipt requirements information including payment details. A credit statement may be required as proof of payment.
- Your invoice must meet all receipt requirements.

SPF cannot be used for: <ul style="list-style-type: none"> • Online curriculum • Head office operations • Home use • Unlicensed programs or rooms 	Items: <ul style="list-style-type: none"> • Duct cleaning • Cellphones • Fogging machines • Consumable items (e.g., sand and art materials) • Extended warranties • Inspection costs • Small appliances
--	---

ELIGIBLE EXPENSES – TRANSFORMATION FUNDING ¹

Objective: to support program viability by providing one-time business transformation supports.

ELIGIBLE EXPENSES – TRANSFORMATION	ELIGIBLE ITEMS*
<ul style="list-style-type: none"> • IT equipment/upgrades to facilitate internet connectivity for business purposes and, in 2023 to enable service providers to participate in the professional learning and educators to receive supports and participate in virtual consultations with Peel Inclusion Resource Services (PIRS) Resource Consultants (RC), to ensure programs are equipped with the tools that support on-site professional learning opportunities for educators. • Flat screen TVs are not eligible. 	Computer*
	Tablet/iPad*
	All-in-one printer /scanner/ copier*
	Modem, Router or Wi-Fi Extender*
	Two-way Radio
	Projector and projector screens (1 per site) *
<ul style="list-style-type: none"> • Child Care Management/parent/guardian/interactive apps and software subscription (up to December 31, 2023) • Website development/upgrades including mobile capabilities and online social media presence • Online marketing & including marketing for the purposes of recruitment (e.g., email marketing, social media marketing, Search Engine Optimization (SEO), Display Advertising, Search Engine Marketing (SEM) and content marketing) and/or radio commercials to support enrollment or staffing • Print materials • Signage 	Conference speakers (1 per site)
<p>*Environmental fees are eligible if it is charged at the time the new item is purchased.</p>	

ELIGIBLE EXPENSES – REPAIRS AND MAINTENANCE (R&M) ¹

Objective: to support one-time repair and maintenance costs to help licensed child care programs maintain compliance with licensing and/or health requirements

AREA	REPAIR OR REPLACEMENT OF THESE ITEMS/ PROJECT IS ELIGIBLE*		
Food Preparation	<ul style="list-style-type: none"> • Kitchen hand washing sink • Commercial dishwasher • Commercial grade stove: gas • Commercial grade stove: electric • Commercial grade Range hood • Commercial grade Fridge or Freezer • Commercial grade food processor 	<ul style="list-style-type: none"> • Countertop 	<ul style="list-style-type: none"> • Kitchen cupboards
Washrooms	<ul style="list-style-type: none"> • Flooring material • Partitions & doors • Taps 	<ul style="list-style-type: none"> • Change tables • Mirrors • Toilets 	<ul style="list-style-type: none"> • Sinks • Soap dispensers
Major Systems	<ul style="list-style-type: none"> • Building foundation • Emergency lighting • Heating/cooling system • Asbestos removal or encapsulation 	<ul style="list-style-type: none"> • Accessibility • Secure entrances • Windows or Doors • Wiring upgrades 	<ul style="list-style-type: none"> • Sump pump • Ventilation System • Leaking roof
Play Area	<ul style="list-style-type: none"> • Air purifiers if ventilation is insufficient or where outdoor or fresh air introduction cannot be achieved by other means. 		
	<ul style="list-style-type: none"> • Fencing to meet licensing or playground inspection requirements. • Damaged or worn ceiling 	<ul style="list-style-type: none"> • Damaged or worn outdoor safety surfacing • Windows • Heating system 	<ul style="list-style-type: none"> • Damaged or worn flooring material • Drinking water system • Playground shade structure

AREA	REPAIR OR REPLACEMENT OF THESE ITEMS/ PROJECT IS ELIGIBLE*	
	<ul style="list-style-type: none"> Pre-approved indoor painting where paint has faded due to frequent cleaning. 	
Furnishings and Equipment for Children	<ul style="list-style-type: none"> Cots Cradles, cribs, or playpens High chairs Ergonomic chairs used by staff during children’s sleep time 	<ul style="list-style-type: none"> Strollers Chairs Safety gates Tables Toy shelves
Other	<ul style="list-style-type: none"> Washer or dryer Secure Entrances per site (may include surveillance cameras) 	<ul style="list-style-type: none"> Air Purifiers
ELIGIBLE EXPENSES – PLAY-BASED MATERIAL AND EQUIPMENT (PBME) ¹		
Objective: to help create enriching indoor and outdoor environments with open ended materials that promote children’s learning and development through exploration, play and inquiry consistent with <i>How Does Learning Happen?</i>		
ELIGIBLE ITEMS	To be reimbursed, materials purchased must be non-consumable	Montessori programs can use funding to: <ul style="list-style-type: none"> Support outdoor play Purchase items for toddler classrooms that are not Montessori if approved / verified by your EYS
<ul style="list-style-type: none"> Blocks and construction materials 		
<ul style="list-style-type: none"> Dramatic play 		
<ul style="list-style-type: none"> Non-consumable art materials 		
<ul style="list-style-type: none"> Gross motor / outdoor play Table toys and cognitive play 		
Contact Us	If you have questions contact your Early Years Specialist, or email: EarlyYearsSystemDivision@peelregion.ca	