

## Section 1: EarlyON location and Type of Exemption

Name of EarlyON Location

**Please check the applicable box:**

- Request for an Exemption from the RECE requirement**  
(complete section 1, section 2, section 5 and section 6)
- First request for a temporary exemption from the RECE requirement
- Request to renew temporary exemption from the RECE requirement – due 3 months prior to expiry date of current temporary exemption.

Expiry date of current exemption (if applicable):(dd/mm/yyyy)

- Request for an Exemption from the EarlyON mobile services staffing requirement**  
(complete section 1, section 3, section 5 and section 6)

Expiry date of current exemption (if applicable): (dd/mm/yyyy)

- Hiring staff with alternate qualifications to meet local community needs**  
(complete section 1, section 4, section 5 and section 6)

Expiry date of current exemption (if applicable): (dd/mm/yyyy)

### Staff Information:

Number of Staff at the EarlyON location by role:

RECE:  FSF:  Program Support:

## Section 2: Plan to meet RECE Requirement

- I confirm that I have tried to hire a RECE for this EarlyON centre, but I have not been successful.

How is your EarlyON Centre planning to meet the RECE requirement?

Select the option below (Option A, Option B, Option C) that applies to your EarlyON Centre and explain what specific steps will be taken to meet the RECE requirement.

- Option A: Current Staff will work towards obtaining RECE credentials**

Outline for each staff member listed, the action plan of the EarlyON centre provider and the staff member to ensure credentials are obtained.

In the **Method** column, select the option from the drop down list the staff member will use to obtain credentials.

In the **Action Plan** column include estimated timelines, courses, how staff will balance obtaining credentials and work, which (if any) grants the staff will apply for (e.g., Qualifications Upgrade Program).

Staff Name	Method	Action Plan

**Option B: Current staff with a legacy provision**

Staff Name	Total number of years at an OEYC, PFLC and/or CCRC	Employment Details			
		OEYC	From (dd/mm/yyyy):	To (dd/mm/yyyy):	Total:
		PFLC	From (dd/mm/yyyy):	To (dd/mm/yyyy):	Total:
		CCRC	From (dd/mm/yyyy):	To (dd/mm/yyyy):	Total:
		OEYC	From (dd/mm/yyyy):	To (dd/mm/yyyy):	Total:
		PFLC	From (dd/mm/yyyy):	To (dd/mm/yyyy):	Total:
		CCRC	From (dd/mm/yyyy):	To (dd/mm/yyyy):	Total:
		OEYC	From (dd/mm/yyyy):	To (dd/mm/yyyy):	Total:

**Option C: New RECE will be hired**

Outline action plan of the EarlyON provider to recruit a new RECE – include estimated timelines, methods of recruiting, etc.

**Section 3: Please confirm the following for EarlyON mobile services staffing exemption**

a. RECE has oversight of program development and delivery at this site  
 Yes     No  
 If no is selected, provide explanation

b. A Workplace Health and Safety Policy and Procedure including the Staff Working Alone Safety Plan is submitted

Yes       No

If no is selected, provide explanation

c. Staff have been trained on the Health and Safety Procedures and Staff Working Alone Safety Plan

Yes       No

If no is selected, provide explanation

**Section 4: Hire staff with alternate qualifications to meet local community needs**

To meet local community needs, an individual with an alternate qualification will be hired in place of the second RECE position indicated in the staffing model.

Indicate alternate qualification of staff being hired:      Qualification of staff being hired verified:

Social Worker

Yes       No

Child and Youth Worker

Other

Indicate the local community need driving this request and how this alternate qualification will support the community need

State expected outcomes for families with this request

**Section 5: Additional Information**

**Section 6: Information for Staff Submitting the Form**

Submitted by:

Position:

## Section 6: Region of Peel Approval

- RECE Exemption Approved  Yes  No
- EarlyON Mobile Service Staffing Requirement Exemption Approved  Yes  No
- Hiring Staff with Alternate Qualifications to Meet Local Community Needs Approved  Yes  No
- Additional Information Required  Yes  No

Comments or Additional Information Required:

RECE or Mobile Service Name or Staff with Alternate Qualification Name:

From (dd/mm/yyyy):

To (dd/mm/yyyy):

Expiry date of your exemption is (dd/mm/yyyy):

Conditions: During the exemption, the EarlyON Centre/Mobile is required to:

Additional Comments

Regional Sign-Off:

Date (dd/mm/yyyy)

### Notice with Respect to the Collection of Information

The information collected on this form is being collected pursuant to the *Child Care and Early Years Act, 2014* and will be used by the Region of Peel to fulfill prescribed responsibilities and obligations pertaining to staff requirements as Consolidated Municipal Service Managers of Child and Family Centres. Any questions regarding this collection may be directed to the Advisor, Early Years and Child Care Services Division, Region of Peel, 10 Peel Centre Drive, Suite B, P.O. Box 2136 STN B, Brampton, ON L6T 0E3, by mail or telephone at 905-791-1585 or email at [earlyon@peelregion.ca](mailto:earlyon@peelregion.ca).