

# Before and After School Program (BASP) Pilot Guideline

Peel Centre-based  
Licensed BASP Providers



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# Table of Contents

Overview .....	3
Service Provider Eligibility .....	3
Funding Conditions (all components).....	3
Funding Components .....	4
BASP Pilot Fee Reduction .....	4
BASP Pilot Fee Reduction - Eligible Children .....	6
BASP Pilot Fee Reduction - Closures .....	6
Enrichment Programs.....	6
Eligible expenses .....	7
Eligible Enrichment Programs .....	7
Costs covered:.....	7
Ineligible Expenses .....	8
Administration costs .....	8
Surplus and shortfall .....	8
Reconciliation, Reporting, Accountability, Audit and Recoveries.....	9
Reconciliation .....	9
Accountability requirements, audit and recoveries.....	10
Contact Us: .....	10
Appendix 1: Sample Parent Communications .....	11
Appendix 2: BASP Pilot Fee Reduction Examples* .....	13
Example for Child Care Centres.....	13

# Overview

This guideline provides licensed Before and After School Program (BASP) child care providers with information on the Region of Peel’s BASP Pilot for the 2023/2024 school year.

This pilot supports children enrolled in primary/junior school-age programs by providing eligible BASP child care providers in Peel with funding to:

- improve affordability for families using licensed BASP; and
- support enrichment program activities for children enrolled in a licensed BASP primary/junior school age room in Peel (centre-based settings only).

Continuation of the BASP pilot beyond the 2023/2024 school year is subject to funding availability, results of the pilot’s evaluation, and alignment to Peel’s Service System Plan.

## Service Provider Eligibility

To qualify for this pilot, you must<sup>1</sup>:

- Be enrolled in Canada-Wide Early Learning Child Care (CWELCC) and have a signed Fee Subsidy Agreement with Peel as of Sept. 1, 2023.
- Provide licensed before, after, or before and after school primary/junior school-age programs and have reported your May 2023 operating capacity for this age group.
- Be in compliance with the Region’s [Deadlines Compliance Policy](#) as of October 1, 2023.

<sup>1</sup> The enrichment program component of this pilot is available only to licensed centre-based BASP service providers operating a licensed primary/junior school age room.

**Note:** If this program is extended, service providers who declined the funding and/or did not implement the mandatory expenses within the timelines described in this guideline, may not qualify.

## Funding Conditions (all components)

By accepting this funding, you agree to timely:

- Implement the mandatory expenses.
- Participate in the BASP Pilot evaluation activities. This may include surveys, in-person visits, administer voluntary surveys to parents/staff, focus group sessions and other opportunities to provide feedback on the BASP Pilot program and any other information requested by Peel.
- Post and distribute all materials and information supplied and/or required by Peel.



- Comply with all 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 [Deadlines Compliance Policy](#) may result in recoveries or your agency being ineligible for this funding.

## Funding Components

The BASP Pilot includes the following components:

Component	Objective	GovGrants Budget Category	Mandatory Vs. Optional	Use during this period
<a href="#">Fee reduction</a>	<ul style="list-style-type: none"> <li>Improve affordability for families of children enrolled in primary/junior school age using licensed BASPs in Peel</li> </ul>	Child Care Fees	Mandatory	Sept. 4, 2023, to Jun. 28, 2024
<a href="#">Administration Funding</a>	<ul style="list-style-type: none"> <li>Help with increased administration costs that result from the BASP pilot implementation.</li> </ul>	Administration	Optional	
<a href="#">Enrichment Programs</a>	<ul style="list-style-type: none"> <li>Support program enrichment activities for children enrolled in a licensed centre-based BASP primary/junior school age room.</li> </ul>	Other	Mandatory	No later than Jan. 8 to Jun. 28, 2024

### Funding Flexibility

If you have met the requirements of the mandatory funding components and have unspent funding, refer to the [Surplus and Shortfall](#) section of this guideline.

## BASP Pilot Fee Reduction

From **September 4, 2023 to June 28, 2024**, you must use your BASP Pilot funding to:

- Reduce your fees:** You must use your "child care fees" allocation to reduce your licensed before and after school program base fees for [eligible children](#) who are paying full fees.
  - Licensed before, after, and before and after school program fees will be reduced by 50%.
  - Fees for Ministry of Education approved [PA days, Winter Break and/or Spring Break](#) as noted in your Parent Handbook will be reduced by the same dollar amount as the before and after school fees reduced (e.g. If your BASP fee is reduced by \$12/day your non-instructional fee is to be reduced by \$12/day).
  - If your agency offers discounts (such as multiple children discount, early-bird discount, etc.), you must apply your discount before the BASP pilot fee reduction.

2. **Reduce the parent contribution of children in receipt of a child care subsidy (if applicable):** You must use your “child care fees” allocation to reduce the parent contribution of [eligible children](#) who are in receipt of subsidy by 50%. For example, \*:

Service per day	Approved parent contribution for an <a href="#">eligible child 6-12</a>	50% BASP Pilot fee reduction	Parent pays... (Net parent contribution)
Before & after school	\$16/day	\$8/day	\$8/day**

\* This example is for information purposes and will vary according to the family’s parent contribution for eligible children.

\*\* The pilot results in a reduction of the parent contribution.

Note: Providers will continue to receive their regular subsidy payments. Parents who do not pay a parent contribution are not eligible for the pilot as their fee is already covered through the subsidy program.

3. **Market fee requirement:** You must submit a revised market rate schedule to the Region sixty (60) calendar days prior to your rate change coming into effect. You cannot raise fees more once during the pilot. Fee increases will be monitored and may affect your eligibility for the pilot.

4. **Communicate the fee reduction:** To ensure parents know about the program, you must:

- Revise and post your updated fee schedule using your regular communication channels, such as email, letter, parent board in your centre by **November 30, 2023**.
- Your updated fee schedule must acknowledge:
  - the dollar value associated with the fee reduction covered by Peel,
  - the effective date of the reduction,
  - describe how your agency will apply the reduction (fee reductions or refunds), and;
  - the effective dates of the pilot.
- Share information with families about the BASP pilot. [Appendix 1](#) includes a sample parent communication.
- We may ask for proof of communication.
- Make your fee schedule publicly available in your Parent Handbook and on your parent board in your centre (including the reduction and how it will be applied). We recommend you post your fee schedule on your website.



5. **Issue refund payments and/or fee reductions to parents:** You must ensure that parents of eligible full fee children and parents of children in receipt of subsidy who pay a **parent contribution** receive the right fee reductions/refunds. Our BASP Pilot Planning and Reconciliation tool will include a refund calculator to help you calculate refund amounts. To minimize the impact of the pilot on your operations, you may choose to either reduce your fees or issue refunds.



a) **If you choose to reduce your fees, you must:**

- By **December 31, 2023**, issue a lump sum refund to families based on days paid from September 4, 2023, to the day before you reduce your fees.
- Reduce your fees no later than **January 1, 2024**, and until June 28, 2024.

b) **If you choose to provide refunds**, you must issue the refunds to families, within the following timelines:

For days paid	Issue a refund by...
From Sept. 4 to Dec 31, 2023	Dec 31, 2023
From Jan. 1 to Mar. 31, 2024	March 31, 2024
From April 1 to June 28, 2024	June 30, 2024

**Refund requirements (applies to both options):**

- Refunds must be issued by cheque or electronic transfer. **Credits or cash refunds are not permitted.**
- Refunds must be documented and be verifiable.
- Families in receipt of subsidy who do not pay a parent contribution are not eligible to receive a refund.



**BASP Pilot Fee Reduction - Eligible Children**

This pilot does not replace or increase current CWELCC fee reduction eligibility. Children qualify for the BASP Pilot fee reduction if they:

- Are enrolled in an eligible licensed primary/junior school age BASP;
- Pay a fee for licensed before and after school program care; and
- Are 6 years old or over as of August 31, 2023.
  - Children who turn 6 years old between September 1, 2023 and June 28, 2024, qualify for the BASP pilot fee reduction starting on the 1st of the month that follows their 6th birthday. For example, if a child turns 6 on April 5, 2024, they will qualify for CWELCC until April 30, 2024. Starting May 1, 2024, the child would qualify for the BASP fee reduction.

**BASP Pilot Fee Reduction - Closures**

You may use your “child care fees” allocation to support a fee reduction for a closure day if:

1. Parents were charged for the day, and the charges were made in alignment with your parent handbook; and
2. You are strongly encouraged to pay staff for paid closure days. Should this program be extended, staff payments for paid closure days may be required.

## Enrichment Programs

Interest-based extra-curricular activities may have a positive impact on a wide range of children’s outcomes. However, access to these activities may be limited due to its additional cost. To ensure that children in Peel have equitable access, we are funding BASP centre-

based providers to enrich their programs with activities that meet children’s needs and interests.

### Eligible expenses

From January 8, 2023 until June 28, 2024, eligible BASP providers must use the funding issued under the “other” GovGrants budget category to cover the [costs](#) of delivering [eligible enrichment programs](#) for children enrolled in primary/junior school-age licensed after-school program at no additional cost to families (other than the regular reduced fee).



### Eligible Enrichment Programs

Eligible enrichment programs include new (full cost) or enhanced (additional cost) accessible and inclusive extra-curricular activities delivered to a group of children based on their interests. The activities can be artistic, educational, athletic or support independence such as sports (martial arts, soccer, etc.), arts (music, dance, crafts, etc.), STEAM (robotics, coding, etc.), homework help, babysitting certification, etc.).

Eligible enrichment programs must be offered:

- From at least January 8 to June 28, 2024.
- Primarily during after-school hours (3 to 6 PM)\*
- Primarily on the BASP’s premises.
- 1-2 times a week per group of children.
- Child participation is voluntary.
- For children enrolled in Primary/Junior school-age BASP programs.
- Based on families’ needs and children’s interests. Families must be surveyed before implementing the activities. We may ask for survey proof.

\*BASP providers may choose to offer cost-effective educational enrichment programs outside of the BASP premises. In these cases, transportation of children will be an eligible expense.

### Other Requirements

1. School-based providers must work with their school(s) to ensure activities can be accommodated.
2. You must ensure that third party providers who are delivering enrichment programs at BASP programs meet any applicable licensing/regulatory requirements and have appropriate insurance coverage and parents sign participation waivers where necessary.

### Costs covered:

Use the funding issued under the “other” GovGrants budget category to cover:

1. Costs of procuring a qualified 3<sup>rd</sup> party provider to deliver the program; and
2. Additional cost of materials necessary for the delivery of the enrichment program charged by the 3<sup>rd</sup> party provider (when an additional materials fee applies).
3. Transportation costs for children if enrichment programs are delivered outside of the BASP premises.

## Other Requirements

1. Expenses must be cost-effective. This means that costs claimed must:
  - Be planned and delivered within your budget.
  - Be paid at or below market value.
  - Make business sense. For example, if an hour of a martial arts program costs \$100 for 20 children or less, it would not be reasonable to hold the program for less than 50% of the capacity. This threshold may increase proportionally with the cost of the activity.
2. Expenses must be clearly documented (e.g., invoices).

\*Enriched programs should be delivered within your existing budget. If you anticipate a shortfall in enrichment programs, review the [surplus and shortfall section](#) for more information.

## Ineligible Expenses

The following expenses are ineligible:

- Expenses already funded through other public funding.
- Salaries and benefits.
- Anything not included in the costs covered list.



## Administration costs

To help you with the increased administration costs associated with the implementation of the BASP, you will receive an administration funding allocation under the “administration” budget category.

- Your administration allocation is the maximum amount you can use on administration costs.
- Unspent administration funding can be used to support the BASP Pilot fee reduction and/or additional enrichment programs.

## Surplus and shortfall

We encourage you to continuously review your BASP Pilot budget. To help you plan, we will share the *Planning and Reconciliation Template* in November 2023. As you implement your plan, you may be in one of the following situations:

Situation	Requirements
<b>Balanced Budget:</b> you fully spend your funding	<ul style="list-style-type: none"> <li>• No action is required.</li> </ul>
<b>Shortfall:</b> you run out of funding before June 28, 2024	<ul style="list-style-type: none"> <li>• If after utilizing any surplus in your other budget categories, your BASP pilot fee reduction is not enough due to an increase in your operating capacity, email us at <a href="mailto:EarlyYearsSystemDivision@peelregion.ca">EarlyYearsSystemDivision@peelregion.ca</a> with the subject line “BASP Pilot Fee Reduction Funding Request” by April 15, 2024. Requests may be considered based on 2024 funding availability.</li> <li>• Any other shortfall will not result in a funding increase. If you run out of BASP pilot funding, you may choose to end the pilot program and inform families and your EYS of this decision.</li> </ul>



Situation	Requirements
	<ul style="list-style-type: none"> <li>If you choose to continue the pilot program and exceed your BASP Pilot budget, any expenses over and above the approved BASP pilot amount are your sole responsibility.</li> </ul>
<p><b>Surplus:</b> you expect to have unspent funding by June 28, 2024</p>	<p>If you expect to have unspent funding in any budget category, you may support other expenses (in the following priority order):</p> <ul style="list-style-type: none"> <li>Funding pressures for the BASP pilot fee reduction.</li> <li>Funding pressures for the BASP pilot enrichment programs.</li> <li>Increase the BASP pilot fee reduction for <a href="#">School Board PA days</a> up to 50% of the PA Day fee. <ul style="list-style-type: none"> <li>In the example on <a href="#">appendix 2</a>, you may increase the fee reduction, so parents pay \$30/day instead of \$47/day (before and after school reduction)</li> </ul> </li> <li>Increase the <a href="#">winter and/or spring break</a> (non-instructional days) BASP pilot fee reduction up to 50% of the winter/spring break fee. <ul style="list-style-type: none"> <li>In the example on <a href="#">appendix 2</a>, you may increase the fee reduction, so parents pay \$25/day instead of \$37/day (before and after school reduction)</li> </ul> </li> <li>Increase the number of enrichment program hours. Service providers who operate multiple sites must prioritize sites with the highest number of children in receipt of fee subsidy.</li> </ul>

# Reconciliation, Reporting, Accountability, Audit and Recoveries

## Reconciliation

You must submit a completed BASP Pilot Reporting Reconciliation Template through [GovGrants](#) by July 30, 2024. Submissions received after July 30, 2024 will be subject to the Deadlines Compliance Policy.

We will ask you the following information:

- 1) Reconciliation Report:** Actual expenditures for each BASP Pilot budget category as follows:

Eligible Expense	GovGrants Budget Category
<a href="#">BASP Pilot Fee Reduction</a>	Child Care Fees
<a href="#">Enrichment Programs</a>	Other
<a href="#">Admin costs</a>	Administration

- 2) Key Performance Indicators (KPI's):** Through your Reconciliation template, you must report the following information:

- Fee Reduction:
  - Monthly number of full-fee and fee subsidy children that received the BASP Fee Reduction (by service type: before, after, before and after school programs, [PA days and winter /spring break](#))

b) Enrichment Program

- Total number of enrichment program hours provided.
- Type and frequency of programs provided.
- Average number of children who participated in enriched programs by program type.

3) **Supporting receipts** and paid invoices for expenses over \$15,000 through [GovGrants](#).

4) **Attestation:** On the Reconciliation template, you will be required to attest that:

- You read and understood this Guideline and your Agreement.
- Funds were used in alignment with this Guideline and your Agreement.
- Enrichment programs already offered were not offset.
- Claimed expenses have not been claimed through other [EYCC funding streams](#).

5) **Additional** reporting requirements may be implemented as needed on a case-by-case basis.



## Accountability requirements, audit and recoveries

Review the [Service Provider Handbook](#) and your BASP Pilot agreement for requirements on accountability, audit, and recoveries.

### Contact Us:

If you have questions, e-mail your EYS or [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca).



# Appendix 1: Sample Parent Communications

## **Re: Information about Child Care Fees and Enrichment Programs for children 6 to 12 years of age**

Dear Parents and Guardians,

We are pleased to let you know that Peel Region is providing funding to our child care program to:

1. Reduce the cost of child care for children 6 to 12 years of age; and
2. Help us enrich our after-school programs by offering co-curricular activities such as sports, arts, and music programs.

This is a pilot program that will be available to eligible children in before and after school programs for the current school year only.

### **Who is eligible?**

Children who are 6-12 years old, are enrolled in a primary/junior before and after school program in Peel, and don't qualify for the Canada-Wide Early Learning and Child Care (CWELCC) program are eligible to benefit from the pilot.

### **How much is the fee reduction?**

We are reducing your child care fees by 50% between September 4, 2023 and June 28, 2024 for before and after school programs.

A smaller fee reduction will be available for Professional Activity (PA) days, winter and spring breaks. The amount you receive will be the same dollar amount that you receive for before and after school days.

If you attend a before and after school program through a Licensed Home Child Care agency, the 50% fee reduction will be in addition to the \$6/day fee reduction you already receive.

Please see attached for our revised fee schedule for September 2023 to June 2024.

### **When will I receive the fee reduction?**

If you are eligible, you will receive a refund or fee reduction for the reduced portion of the child care fees that you have already paid as follows:

- By December 31, 2023 for fees paid from September 4 to December 31, 2023.
- By March 31, 2024 for fees paid from January 1 to March 31, 2024\*.
- By June 30, 2024 for fees paid from April 1 to June 28, 2024\*.

\* Refunds are only due if your fees are not reduced.

### **What if I receive a child care subsidy from the Region of Peel?**

- If you receive child care subsidy and pay a child care fee for your child aged 6-12 years, we will issue you a reduction/refund equal to 50% of your child care fee for the eligible child.
- If you receive child care subsidy and do not pay a fee for child care you don't qualify, as you already receive support with the full cost of your child care fees.

### **What are enrichment programs?**

- From January 8 to June 28, 2024, our after-school programs for children ages 6 to 12 years will be enriched with new or enhanced extra-curricular activities such as music, sports, arts and/or STEAM.
- The activities are optional and will be based on families' needs and children's interests. Your opinion counts. We will send you a short survey to learn about your needs and interests by the end of this year.

IMPORTANT: This funding is temporary and may not be available after June 2024. If the funding is discontinued, parents will be charged according to our posted fee schedule.

Please let us know if you have any questions regarding this funding.

Sincerely,

Note to providers: Please attach your updated fee schedule for 2023/2024 school year with this communication.

## Appendix 2: BASP Pilot Fee Reduction Examples\*

### Example for Child Care Centres

Service	Daily Base Fee	Daily Reduced Fee
Before school only	\$12/day	\$6/day (50% fee reduction applied)
After School only	\$17/day	\$8.50/day (50% fee reduction applied)
Before and After School	\$26/day	<b>\$13/day</b> (50% fee reduction applied)
Before and after school - with 25% multiple children discount	\$26/day - \$6.50 (25% discount) = \$19.50/day	\$9.75/day (50% fee reduction applied after discount)

**PA days and Winter/Spring Breaks:** apply the same dollar amount reduction as the Before and After School reduction. **In this case it is \$13/day.**

Service	Daily Base Fee	Daily Reduced Fee
PA day**	\$60/day	\$47/day (after the \$13/day reduction is applied)
Winter/Spring Break**	\$50/day	\$37/day (after the \$13/day reduction is applied)

\* These examples are for information purposes only and may vary according to each agency's fees and offerings.

\*\*School Year Calendar (PA days, breaks) by school boards in Peel:

[Conseil scolaire catholique MonAvenir](#)

[Conseil scolaire Viamonde](#)

[Dufferin-Peel Catholic District School Board](#)

[Peel District School Board](#)