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**Stabilization Funding – Program  
Support Funding for Special Needs  
Resourcing in Before and After  
School Programs and Licensed  
Summer Programs  
2022 Guidelines**

**Early Years and Child Care Services  
Released: December 2021**

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## 1.0 INTRODUCTION

This guideline provides licensed child care providers with information regarding Program Support Funding for Special Needs Resourcing (SNR) in Licensed Before and After School Programs and Licensed Summer Programs (if applicable) for children aged 4 to 12 years. Providers are required to review this guideline alongside the Early Years and Child Care Services (EYCCS) Stabilization Funding Agreement.

**Note:** Children with special needs are defined under the Ontario Regulation 138/15, as a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child. Providers should review this guideline to learn more about the funding opportunity, eligibility criteria and process.

### Overview

The Region of Peel (“the Region”) provides SNR support to licensed child care programs delivering child care services to families and children in Peel between 0 to 12 years old. The Peel Inclusion Resource Services (PIRS) service delivery model is built on the foundation of access, inclusion, participation and belonging delivering three layers of supports within licensed child care programs:

- **Universal Support** which supports and enhances inclusive practices for all children (i.e., universal tools, child care provider awareness, general consultation, etc.).
- **Child Specific Support** which involves resource consultation and supports for children with special needs.
- **Intensive Support** which provides funding to centre-based licensed Before and After School Programs and Licensed Summer Programs to acquire additional support to ensure all children are included in child care.

Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs will enable providers to hire new program support staff and/or extend hours of existing staff. These staff will:

- Work collaboratively with the program team to help all children to fully participate in child care
- Not be included in the minimum Child Care and Early Years Act ratio requirements

\*Before and After School Programs must reference protocols outlined in the most recent version of the [COVID-19 Enhanced Health and Safety Protocols for Licensed Child Care Centres](#) document (updated on the website as protocols evolve). This includes ensuring that Program Support staff are trained on the mandatory protocols for

licensed child care as noted below:

- Daily Active Screening for COVID-19
- General Sanitary Precautions and Physical Distancing Measures
- Outbreak Management for COVID-19 Related Symptoms

See [Appendix 1](#) for Program Support Staff – Position Responsibilities and Recommended Requirements.

## **Outcomes**

The desired outcomes of Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs include:

- Programs are enhanced due to additional staff resources
- All children are supported in Before and After School Programs and Licensed Summer Programs
- Children feel an increased sense of belonging and enjoy positive social relationships in Before and After School Programs (see [How Does Learning Happen?](#))
- Families experience smooth transitions between Preschool, Before and After School Programs and Licensed Summer Programs

## **GovGrants**

Early Years and Child Care Services (EYCCS) uses GovGrants to enhance the effectiveness and efficiency of reporting and service system management. Providers will use GovGrants for the following:

- Execute the Stabilization Program Support Funding Agreement
- Submit all key performance indicators and financial reporting
- Communicate directly with EYCCS staff

GovGrants uses [electronic signatures](#) compliant with electronic signature regulations and industry standards called DocVerify. DocVerify will be used by authorized GovGrants users to digitally sign contracts generated through the system. GovGrants resources are available on our [external website](#) to help Providers navigate through the technology.

## 2.0 ELIGIBILITY CRITERIA

To receive Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs, Providers are required to meet the following criteria:

1. Be a licensed child care provider in Peel Region with a signed Early Years and Child Care Services Fee Subsidy and Funding Agreement.
2. Meet the Region's Authentic Participation requirements:
  - a) Inclusion of children in receipt of fee subsidy;
  - b) Continuous quality enhancement; and
  - c) Inclusion of children with special needs by participating in PIRS
3. Have business management practices, which align with the Region's priorities identified in the [Early Years and Child Care Service System Plan 2019-2024](#).
4. Compliance with Early Years and Child Care requirements, including no active holds on funding.
5. Staff will complete a virtual learning opportunity entitled "Together We Are One – The Role of Educators and Program Support Staff Working Together" (Together We Are One) available through [Child Development Resource Connection Peel \(CDRCP\)](#). See [Section 6\(A\)](#) for further information.

### 3.0 FUNDING APPROACH

Providers will receive an annual allocation based on a formula that considers factors such as the Provider's operational capacity and the percentage of children with special needs who may require Program Support in Before and After School Programs and Licensed Summer Programs.

**Note:** Providers with a lower operating capacity will receive a minimum allocation of \$5,000 for the instructional period and a minimum of \$1,000 for the non-instructional period if they operate a Licensed Summer Program for school aged children. Both allocations are based on the above noted SNR funding formula.

Providers will be notified of their annual allocation via memo. Providers may choose **not** to accept their allocation by emailing [PIRS@peelregion.ca](mailto:PIRS@peelregion.ca) (see below for sample email) to notify the Region. Providers who choose to opt out will be ineligible to access funding for the remainder of the calendar year.

Providers whose annual allocation amount is less than \$12,000 will receive a one-time payment. Providers whose allocation amount is greater than \$12,000 will receive monthly payments.

#### Declining Allocation – Sample Email:

I am declining the 2022 Program Support Funding for Special Needs Resourcing in Before and After School Programs and Licensed Summer Programs.

Centre Name  
Employee Name  
Contact Number

#### **Funding Announcement**

Providers who have not opted out will be notified via GovGrants that the Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs agreement is available for signature. Providers are encouraged to accept their allocation by signing the funding agreement when they receive this notification. The funding can be used at any point in the calendar year as program needs arise. Providers who do not sign their funding agreement by the deadline (outlined in [Section 4.0](#)), will be ineligible to access funding for the remainder of the calendar year.

See [Appendix 2](#) – Process Map: Program Support Funding for Special Needs Resourcing in Before and After School Programs and Licensed Summer Programs.

## 4.0 KEY TIMELINES

Date	Action
November 22, 2021	Funding memos released to Providers
December 3, 2021	Provider deadline for emailing <a href="mailto:PIRS@peelregion.ca">PIRS@peelregion.ca</a> to opt out of receiving allocation
December 8-10, 2021	Providers who did not opt out will receive a notification through GovGrants that the funding agreement is available for signature
December 29, 2021	Deadline for Providers to sign the funding agreement  <b>Note:</b> Providers who do not sign the funding agreement by this deadline, will be ineligible to access funding for the remainder of the calendar year.
February 2022	Providers begin to receive payments

## 5.0 REPORTING AND RECONCILIATION REQUIREMENTS

### Reporting Requirements

1. Providers are required to submit reports on key performance indicators and use of funding as outlined in the table below. The reports are required to be submitted through GovGrants. Providers who are reporting no data must provide a comment in the performance narrative section of their GovGrants submission.

Key Performance Indicators	Measure
Number of Kindergarten Children Served (Cumulative)	*Each kindergarten aged child (44 months to less than 72 months) is counted only once in a calendar year
Number of School Aged Children Served (Cumulative)	*Each school aged child (72 months up to and including 144 months) is counted only once in a calendar year
Average Monthly Number of Kindergarten Children Served (Cumulative)	Actual number of kindergarten aged children (44 months to less than 72 months) served each month added together and divided by the number of months
Average Monthly Number of School Aged Children Served (Cumulative)	Actual number of school aged children (72 months up to and including 144 months) served each month added together and divided by the number of months
Number of Children Served (Cumulative)	*Each child is counted only once in a calendar year
Number of Hours of Program Support Provided (Cumulative)	Total number of hours of program support
Number of Classrooms (Cumulative)	Each classroom supported by Program Support staff is counted only once in a calendar year

\*The Number of Kindergarten Children Served (Cumulative) and Number of School Aged Children Served (Cumulative) should equal to the Number of Children Served (Cumulative)

See [Appendix 3](#) for Example – How to Report Key Performance Indicators

2. Providers are required to reconcile actual expenditures to approved funding provided through GovGrants. The only eligible expenditures for **Program Support Funding for SNR in Before and After School Program and Licensed Summer Programs is for salaries, wages and benefits.**

**Note:** There are additional budget categories in GovGrants that are not applicable to this

funding opportunity. Please ignore additional categories.

3. If your centre's reconciliation reporting results in an underspend, this will be recovered by the Region. You will be notified by email if a recovery is owing to the Region with further instructions.
4. Providers may be required to report additional information as requested by the Region.

### Reporting Timelines

The table below presents the required reports, reporting periods, due dates, and method of submission by Providers.

Report	Reporting Period	Due Date	Submission Process
Key Performance Indicators	January – June	July 30	Submit through GovGrants
	July – December	January 30	
Financial Reporting	January – August	September 30	
	September – December	January 30	

## 6.0 ACCOUNTABILITY MEASURES

To monitor the performance and impact of Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs and ensure that funds are used appropriately and are aligned with the requirements outlined in this guideline, the PIRS [Memorandum of Understanding \(MoU\)](#), and your programs approved Inclusion Policy, the following accountability measures will be implemented:

### A. Training Requirements

Together We Are One training is required for all staff (Supervisors and Educators) working in a classroom in which program support will be added and must be completed by March 31, 2022. It is strongly encouraged that all staff in programs accepting Program Support Funding complete this training. All staff should review the training annually when new funding is administered. Any new staff hired must view the webinar as part of their orientation. Verification of training may be requested by the Region. This webinar can be accessed at [CDRCP](#).

### B. General Inclusive Practices Requirements

Child Care Providers must deliver inclusive programs as per the PIRS MoU and their approved Inclusion Policy. Inclusive practices are evident when:

- All families have access to a child care program.
- Days and hours of care are not limited, and Providers are committed to maintaining placements.
- Ongoing environmental assessment and adjustments are made to meet the needs of all children in program.
- Before and After School Programs and Licensed Summer Program Providers and program staff are authentically participating in PIRS and accessing [consultation supports](#) as required.
- Program Staff (Educators and Program Support staff) work together to support all children in the program.
- If an individual child has complex needs requiring individual support:
  - All educators and staff share responsibilities
  - Include other children in activities when possible (i.e., mealtime, cloakroom, activities)

### C. Requirements for Use of Program Support Funding for Special Needs Resourcing in Before and After School Programs and Licensed Summer Programs

Upon acceptance of Program Support Funding for SNR in Before and After School Programs

and Licensed Summer Programs, the following activities related to the use of additional staff will occur:

- Child Care Program staff (Educators and Program Support Staff), Supervisors and Providers will have ongoing communication and collaboration to support the inclusion and participation of children in the program.
- Program Support for SNR in Before and After School Programs and Licensed Summer Programs is for the entire classroom, not as a 1:1 staff for an individual child. Support for children is a shared responsibility for all staff in the program.
- Providers are expected to identify areas where professional development is required and seek out opportunities that will support their Educators knowledge and development related to the identified program needs, goals and inclusive practices.

Failure to utilize funding as outlined in this guideline may lead to enhanced oversight and impact future funding.

#### **D. Enhanced Oversight and Accountability**

As part of an enhanced oversight and accountability for the use of Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs, the Region may conduct site visits and/or require Providers to submit documents that will support gross expenditures for hiring additional staff or extending hours of existing staff (i.e., staff schedules, attendance records, payroll, T4s), and other information to confirm that funding was used for the approved purpose. Additional audit requirements may be implemented on a case-by-case basis.

Failure to submit information on time, provide inclusive programs, comply with the Program Support Funding for SNR in Before and After School Programs and Licensed Summer Program guideline requirements, and/or misuse of Program Support Funding, or staff, may result in progressive penalties ranging from:

- Hold on Program Support Funding for SNR in Before and After School Program and Licensed Summer Program funding payments.
- Hold on rate increases and delaying the effective date until compliance is met. Stop placement of children in receipt of fee subsidy.
- Ineligibility for Special Purpose or any other funding. Reduction in current and future Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs.
- Propose to terminate or not renew agreement.

Funding must be used for its intended purpose. **Non-profit** providers may not use their allocation to contribute (directly or indirectly) to their reserves. **For-profit** providers may not use their Funding allocation to contribute (directly or indirectly) to their surplus/profit/retained

earnings, etc.

**Note:** Funding may not be used to offset budgeted costs.

As part of both the Provincial and the Regional funding verification processes, Providers are required to keep all original documentation for a minimum of seven years. Through the Region of Peel's audit selection process, Providers may be contacted to complete a review of the Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs.

## 7.0 CONTACT INFORMATION

If you require additional information, or have questions about Program Support Funding for SNR in Before and After School Programs and Licensed Summer Programs, please direct your inquiry to [PIRS@peelregion.ca](mailto:PIRS@peelregion.ca)

## **APPENDIX 1: Program Support – Position Responsibilities and Recommended Requirements**

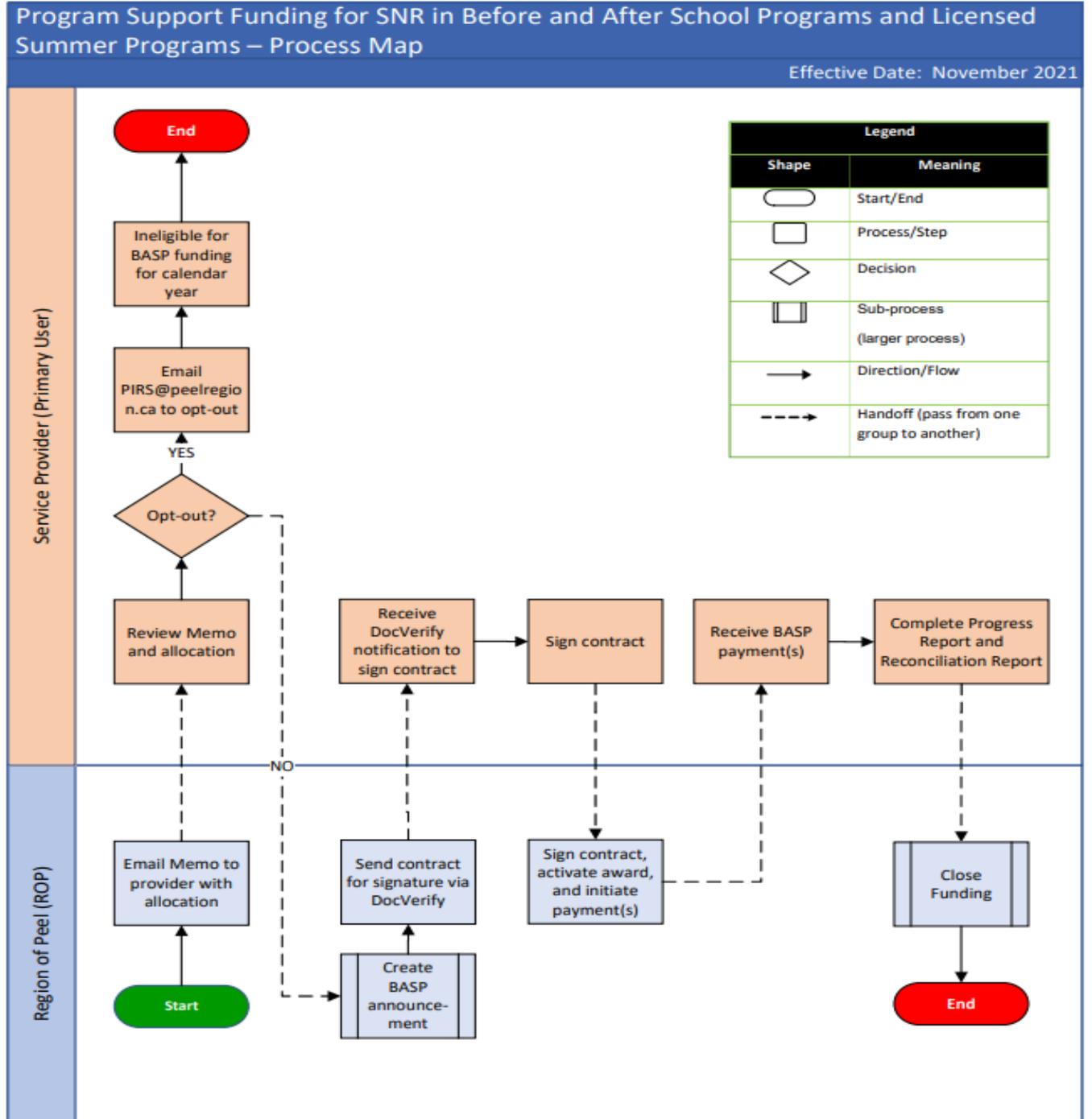
Program Support staff are required to work in partnership with the program team to support all children in Licensed Before and After School or Licensed Summer Programs. The following responsibilities highlight the key aspects of the role related to inclusion:

1. Support the principles of inclusion during all daily routines, activities and in all locations.
2. Participate as a team member and support strategies related to daily routines including:
  - Small and large group activities
  - Transitions
  - Toileting and hand washing routines
  - Dressing routines
  - Snack routines
  - Documentation of child’s progress and goals
  - Providing additional support on field trips
3. Implement program activities and child specific strategies (individually and in groups) collaboratively with program staff.
4. Be flexible, responsive, and supportive in order to provide support in a crisis/problematic situation.
5. Participate in ongoing professional learning and development.

### **EDUCATION AND QUALIFICATION RECOMMENDATIONS**

- Previous experience working or volunteering with children with differing abilities or diagnosis; and/or
- Previous experience working or volunteering with individuals or children with special needs; and/or
- Diploma in Early Childhood Education, Child and Youth, Developmental Support, Educational Assistant or Recreation and Leisure
- Current Vulnerable Sector Check
- Standard First Aid including infant/child CPR certificate as outlined in section 55 of Ontario Regulation 137/15 made under the Child Care and Early Years Act, 2014

**APPENDIX 2: Process Map – Program Support Funding for Special Needs Resourcing in Before and After School and Licensed Summer Programs**



### APPENDIX 3: Example – How to Report Key Performance Indicators

Key Performance Indicator (KPI)	Measure	Jan – Jun Due: Jul 30	Jul – Dec Due: Jan 30
*Number of Kindergarten Children Served (Cumulative)	*Each kindergarten aged child (44 months to less than 72 months) is counted only once in a calendar year	10	15
*Number of School Aged Children Served (Cumulative)	*Each school aged child (72 months up to and including 144 months) is counted only once in a calendar year	5	15
Average Monthly Number of Kindergarten Children Served (Cumulative)	Actual number of kindergarten aged children (44 months to less than 72 months) served each month added together and divided by the number of months	1.66	1.25
Average Monthly Number of School Aged Children Served (Cumulative)	Actual number of school aged children (72 months up to and including 144 months) served each month added together and divided by the number of months	0.83	1.25
*Number of Children Served (Cumulative)	Each child is counted only once in a calendar year	15	30
Number of Hours of Program Support Provided (Cumulative)	Total number of hours of program support	80	130
Number of Classrooms (Cumulative)	Each classroom supported by Program Support staff is counted only once in a calendar year	4	10

\*The Number of Kindergarten Children Served (Cumulative) and Number of School Aged Children Served (Cumulative) should equal to the Number of Children Served (Cumulative)

For all KPIs, include the totals in the report due on January 30. For example, as outlined in the table above, if your centre reported 10 kindergarten children served from January-June on the July 30 report, and 5 new kindergarten children join the centre between July-December, the January 30 report would include a total of 15 children served.

If a child is of kindergarten age upon entry of the program and transitions to school-age at

some point in the year, only report the child under the kindergarten KPIs. In the following year, the child would be reported under the school age KPIs.