TITLE: **PROVIDER CHECKLIST – COMPLETING AN UPDATE TASK**

Purpose

The purpose of this document is to provide procedural information and glossaries for service providers and partners when updating the service provider profile in the GovGrants technology system.

Update Task Received

Complete the following when you receive an update task notification/e-mail. This email will identify which head office and/or site requires updating (example below).

Hi Carry,

A request has been made to review and submit the site office service provider profile form. Below are the details:

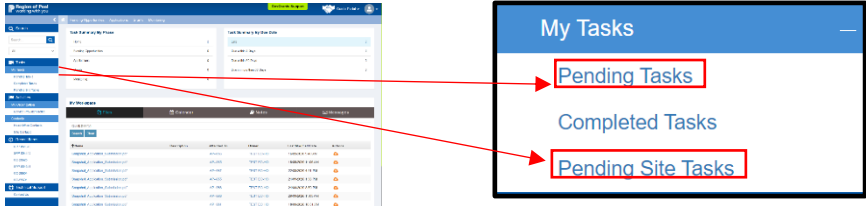Organization Name: Fruit Tree Site

Log in to GovGrants to review the Child Care profile information before submitting to the Region of Peel.

Please do not reply to this system-generated email. You may contact the Region of Peel at EarlyYearsSystemDivision@peelregion.ca, if you have any questions or need assistance with this task.

Thank you,
Region of Peel

Important! The notification email is only sent to the Head Office primary user. The Head Office primary user can forward the notification to other users (e.g. secondary user), if required.

Step	Action
1	**Login to GovGrants** using Google Chrome or Mozilla Firefox **Note:** • Form(s) can be completed by primary or secondary users from either the Head Office or Site • Only Head Office primary and secondary users can submit the forms to the Region of Peel for review

2	On the left-hand navigation pane, click as follows:

If you are a…	Then click…
• Home-based agencies' Head Office primary or secondary user, or a • Centre-based agencies' Site Office primary or secondary user	Pending Tasks
• Centre-based agencies' Head Office primary or secondary user	Pending Site Tasks

3	Locate the task(s) **Note:** New tasks will display under headings such as the following: A. Pending Profile Completion Site Tasks B. Pending Child Care Site Tasks C. Pending Tasks (Assigned to Me)

4	Click the "**Play**" button to start the task

5	*Result:* The service provider profile opens in Edit mode. Review and make required changes where applicable:

For…	Update and make changes to the…
Centre-based	Child Care Site form
Home-based	Head Office Child Care Summary form

Child Care Site Form (centre-based)

Update the following sections with the required information.

> **Remember! For each tab…**
> 1. All fields marked with an orange triangle to be reviewed and submitted.
> 2. **Save** each tab before moving to the next tab
> 3. Click **Edit** at the top of each new tab to make edits
>
> **Note:** If you do not see the Edit button it means that you are already in Edit mode.

Site Details Tab

	Name of Section	Action Required
☐	Overview	• Review • Make changes, only if needed
☐	Schools in the Area	• Update if needed
☐	Hours of operation ❶	• Edit each line by clicking pencil to the right • Click section **Save**
☐	Months of Operation	• Click only months that apply e.g. Jan – Dec if operating full year
☐	Ontario Statutory Holiday Dates	• Pre-populated • No action required
☐	Additional Closure dates ❶	• If required, click the **New** button • Make selection from **Closure Type** drop-down • Enter start and end dates • Click **Save** and the window will close

Program Information Tab *See Glossary for Child Care Site Form *

	Name of Section	Action Required
☐	Authentic Participation	• Check all applicable programs **Raising the Bar · PIRS · Fee Subsidy**
☐	Site–Centre Verification Information Summary ❶	• Click edit pencils • Update each line ensuring to scroll across the table to see and edit all columns • **Save** section

☐	Full Day Kindergarten Eligibility	• Make selections from drop-down menus • If **Yes** is selected, enter values in corresponding fields
☐	Staff Information ❶	• Click edit pencils • Edit • Save section
☐	Non-Program Positions ❶	• Click edit pencils • Edit • Save section

Submit to Head Office (Centre-based only)

Review and Submit your form to the Head Office primary user for submission to the Region of Peel

Important! Remember to **Save** each section and then **Save** the page after making changes

1	Ensure all required information is entered and saved
2	Click **Submit to Head Office** button (top right)
3	Confirm by clicking **YES**

Submit to ROP (Centre-based only)

The Head office primary user will receive an email and a task to Review and Submit Child Care Site Form.

1	Head Office Primary will log into GovGrants
2	Click on **Pending Tasks** in the left-hand panel
3	Locate the **Review and Submit Child Care Site Form** in the **Pending Task (Assigned to Me)** section
4	Click the "Play" button in the Actions column to start the review
5	Review and make any necessary changes to the following two tabs: • Site Details tab • Program Information tab
6	**Save** each tab if edits have been made
7	Click **Submit for Review** when all required changes have been made and the form is ready for submission to the Region of Peel
8	Confirm by clicking **YES**
9	**Note**: the status bar will move from **With Provider** to **Under Review**. ✓ Created ✓ With Provider ✓ Under Review ○ Approved • Edits can no longer be made. If additional edits are required email zzg-eyccsgovgrantsadmin@peelregion.ca with:

- Name of agency
- Details about additional edits needed to be made to Update Task
- Screen shot (where possible)

Someone will follow up with you regarding next steps

Glossary for Child Care Site Form (centre-based)

Program Information Tab

Site - Centre Verification Information Summary

Field Name	Entry Description
Licensed Capacity	This information is pre-populated. If there is a discrepancy, please inform your Early Years Specialist (EYS) or email the Early Years System Division at EarlyYearsSystemDivision@peelregion.ca.
Alternate Licensed Capacity	Only populate if **currently** using an alternate licensed capacity. This can be done by selecting the '*Update Alternate Capacity*' button found in the right-hand corner of this section. Update Alternate Capacity ≡ Ensure that each age group in this column is filled out completely if using an alternate capacity at the time of data collection.
# of Children Enrolled Full Time	Enter the number of children enrolled full-time. **Ex:** 5 full days a week Tip for School-Age: A school-age child that attends the Before **and** After School program 5 days a week, is consider full-time.
# of Children Enrolled Part Time	Enter the number of children enrolled part-time. **Ex:** Less than 5 days a week Tip for School-Age: All school-age children that **do not** attend both the Before and After School program 5 days a week are considered part-time.
Operating Capacity	There is no action required as this field is pre-populated.
# of Hours Per Week Program Operates	Enter the number of hours per week the program is operating **at the time of enrollment data request**. Tip for School-Age: If the Before School program **operators** from 7:30 am-8:30 am (1hr) and the After School program operators from 3:00 pm-6:00 pm (3hrs), the total weekly program operates for 20hrs (4hrs daily x 5 days per week).

Field Name	Entry Description
# of Months Per Year Program Operates	Enter the number of months the program operates per year. **Ex:** Before and After School Age programs that run from September to June would be 10 months of operation.
# of FTE Positions	Enter the number of **Full-Time Equivalent (FTE)** positions for the corresponding age group. • FTE is defined as a staff's number of scheduled annual hours divided by the standard annual hours for the agency. • Scheduled hours are hours for which staff **are paid.** • **Overtime hours** are not included in this calculation. • The FTE value cannot exceed 1. • **Standard Hours** are the number of annual hours worked by a staff at the agency based on a 12-month calendar. The typical **standard annual hours are**: 1820, 1940, or 2080 per year. • Use the minimum of 1820 if your agency's standard hours are less than 1820. • Use the maximum of 2080 if your agency's standard hours are greater than 2080. • Use the FTE calculator in MSExcel to assist with this calculation. **Formula:** **FTE** = $\dfrac{\text{A staff member's annual scheduled hours}}{\text{Agency standard annual hours}}$ **Ex 1**: When an agency has a 40-hour work week, with standard annual hours of 2080, staff who are scheduled to work 40 hours per week are 1.0 FTEs. 40 hours x 52 weeks / 2080 = 1 FTE **Ex 2**: If a staff is scheduled to work 20 hours per week when an agency's standard hours are a 40-hour work week (2080 yearly), the staff is considered a 0.5 FTE e.g. Before and After School program 20 hours x 52 weeks / 2080 = 0.5 FTE **Ex 3**: When an agency is operating 10 months of the year (42 weeks), staff who work the agency's full-time hours are considered 0.81 FTE since the FTE calculation is based on a 12-month (52 weeks), calendar. 42 weeks / 52 weeks = 0.81 FTE **Ex 4**: If a staff is scheduled to work 25 hours per week of a 38-hour work week

Field Name	Entry Description
	(1976 yearly), the staff is considered a 0.66 FTE. 25 hours x 52 weeks / 38 hours x 52 weeks = 0.66 FTE **Ex. 5:** If a staff is scheduled for 4 hours in a Toddler room and 4 hours in a Preschool room and the agency has a 40-hour work week, enter the staff's hours as 0.5 FTE under each age group. **Ex. 6:** If a staff has a 50/50 split between two sites operated by the same agency, enter 0.5 FTE in each site profile where they work under the relevant age group. **Ex. 7:** If a full-time program staff spends greater than 50% of their time in School Age, please enter 1 FTE under the School Age section. **Ex. 8** If a supervisor of a child care centre also oversees a Before and After School program at another site, 1 FTE is placed under the supervisor section in the child care centre profile as that is their base position. No supervisor position should be entered in the Before and After School program. **Ex. 9:** If a Supervisor of a school age program, is also the designate School-Age Educator, the Supervisor would only be reflected under 'Supervisor' as this is their base position. Please do not include this individual under the School Age section. **Ex. 10:** If a staff spends 6 hours/day (30 hours/week) as a cook (non-program position) and then spends 2 hours/day (10 hours/week) in a program position to support lunch/ratio coverage; please enter 0.75 FTE as non-program cook and 0.25 FTE as ratio coverage. **Ex. 11:** If a program staff has the task of driving children as well as supporting ratios, the FTE should be captured under the program staff's base position.
# of Staff	These are the number of staff corresponding to the FTE Positions calculated in the FTE column per site and per age group. **Please note:** • If a staff has been redeployed from the classroom to one of the following positions: Screener, runner, enhanced cleaning staff, please capture these individuals in their typical classroom/base position. • The number of FTEs must be the same or less than the number of staff

Field Name	Entry Description
	employed at the site.
# of FTE Required Based on Operating Capacity	No action required as this field is calculated based on Ministry of Education requirements.
Site: Centre Verification Information (Summer/Evening)	Only complete if operating a **Summer** program at the time of data enrollment request (July or August). Enrollment and staffing should be reflected in the fields in the first three rows of Summer/Evening. If operating an **Evening** and/or **Weekend** program, please use the Evening/Weekend Alternate Site Profile, to reflect enrollment data.

Full Day Kindergarten Eligibility

Field Name	Entry Description
Full Day Kindergarten Eligibility	• Make selections from drop-down menus • If **Yes** is selected for any of the three questions, enter the number of full-time and/or part-time children enrolled.

Staff Information

Field Name	Entry Description
Ratio Support Staff	Only include staff who support ratio and are *not* included in the Centre Verification Information Summary in the section above. **Note:** Assistant Supervisors that support the program ratios but are not assigned to a specific age group/classroom should be captured in this section.
# of FTE Positions	This is the number of Full-Time Equivalent positions. **Ex:** Two staff working four hours each would equal one FTE.
# of Staff	These are the number of staff corresponding to the FTE Positions calculated in the FTE column.

Supervisors	This would include: • your Ministry of Education, Director-approved Supervisor on your licensing letter • for large agencies/sites with more than 1 supervisor who are not in ratio, please include those individuals in this section
# of FTE Positions	This is the number of Full-Time Equivalent Supervisor positions.
# of Staff	These are the number of staff corresponding to the FTE Positions calculated in the FTE column.
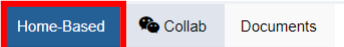
Non-Program Positions

Field Name	Entry Description
Non-Program Position	These are staff employed by the child care operator and are on payroll to perform duties that are not directly related to the supporting requirements under the Child Care and Early Years Act (CCEYA). This may include cooks, bus drivers, housekeeping, janitorial, clerical staff, and Administrators. Ensure staff who occupy more than one position are captured accordingly. **Ex. 1:** An individual spends 50% of their total hours as a School Age Educator and 50% of their total hours as a Cook (this equals 1 FTE). The school age educator's time would have been captured in the Site Centre Verification Information Summary area as 0.5 FTE, and the time spent as Cook would be captured as a 0.5 FTE non-program position. **Ex. 2:** If an Administrator oversees 4 sites, 3 of which are in the Region of Peel and 1 site is in another municipality, the staff would be considered 0.25 FTE for each Peel site (totals 0.75 FTE in Peel). **Ex. 3:** Staff such as Accountants, Bookkeepers etc., who do not receive a T4 from your child care agency, **cannot** be entered in this section.
Administrator or Clerical Staff	These are staff employed by the agency to perform duties that are not directly related to the supporting requirements under the CCEYA. Please ensure staff who occupy more than one position and/or support multi-sites or Head Offices in the Region of Peel are captured accordingly. If needed, please use the calculator to support these sections.

Head Office Child Care Summary Form (home-based)

Update the following sections with the required information.

Home-Based Tab

1	Select the **Home-Based Tab** Home-Based Collab Documents **Note:** Head Offices with both Centres and Home-based sites will also have a Centre-Based tab.
2	Update the following sections: Note: - Page will open in Edit mode (you will see save button top right of page). If the page is not in Edit mode, then click the Edit button (top right of page) - Select an icon at the end of each row to complete one of the following: <table><tr><td>**View** 👁 **Edit** ✏ **Delete** 🗑</td></tr></table>

<table>
<tr><td>☐</td><td>Home Childcare Provider Information ⓘ</td><td>Make all required changes. Note: When the edit icon is clicked, a modal window will appear.
To add a provider (optional):
click the **New** button on this section header, and
enter provider details.
To delete a provider:
select the delete icon and confirm by clicking **Yes** when asked **Do you want to delete? Note:** Once it is deleted it cannot be restored.
Click **Save** on modal window when updates are complete.</td></tr>
<tr><td>☐</td><td>Home Verification Information Summary ⓘ</td><td>Select the edit icon for each row
Update both **Inside RoP** and **Outside RoP**
Click section **Save**</td></tr>
<tr><td>☐</td><td>Home Childcare Enrollment Summary ⓘ</td><td>Select the edit icon for each row
Enter accurate numbers for each month
Click section **Save**</td></tr>
<tr><td>☐</td><td>Active Care Codes ⓘ</td><td>Review
If any discrepancies, do not adjust. Email earlyyearssystemdivision@peelregion.ca to advise of discrepancies</td></tr>
</table>

3	Click page **Save**

**Human
Services**

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Publication Date: **January 15, 2021**
Revision Date: **October 29, 2021**

4	Click **Submit for Review** to send to Region of Peel
5	**Note**: the status bar will move from **With Provider** to **Under Review**. ✔ Created — ✔ With Provider — ✔ Under Review — ◯ Approved • Edits can no longer be made. If additional edits are required email zzg-eyccsgovgrantsadmin@peelregion.ca with: • Name of agency • Details about additional edits needed to be made to Update Task • Screen shot (where possible) Someone will follow up with you regarding next steps.

Glossary for Head Office Child Care Summary Form (home-based)

Home-Based Tab

Home Childcare Provider Information

Field Name	Entry Description
6 Digit Postal Code	Enter the postal code of each licensed home child care location.
Active or Inactive Licensed Home	Licensed Homes located in the Region of Peel **only.** Active: Licensed Homes located in the Region of Peel with children actively enrolled. Inactive: is a home that has/is temporarily closed and not operational. Note: Please **do not include** homes that have been **inactive for more than 6 months.** Delete any homes from your prepopulated list that are now permanently closed.
Hours of Operation	Enter the hours of operation for each home.
Days of Operation	Enter the days of operation for each home.
Number of privately placed children	Enter the number of privately placed children who are **not** placed by a Licenced Home Child Care (LHCC) agency.
Number of active children with your agency	Enter the number of active children enrolled from your agency for each home.
Number of Provider's own children (under the age of 6)	Enter the number of provider's own children under the age of 6.
Languages spoken in the home (optional)	List languages spoken in the home (optional field).
Is this Provider contracted with another Licensed home child care Agency? If so, please state which Agency.	If the Provider is contracted with another Licensed Home Child Care (LHCC) agency, enter the name of the agency. If the Provider is not contracted with another Licensed Home Child Care (LHCC) agency, please enter 'No'.

Home Verification Information Summary

Field Name	Entry Description
Description	**Inside ROP:** Licensed Homes located in the Region of Peel. **Outside ROP:** Licensed Homes located <u>outside</u> of the Region of Peel.
Number of homes Agency is licensed for	**Inside ROP**: Enter the agency's licensed homes in the Region of Peel **only**. **Outside ROP**: Only fill out this section if you have licensed homes located outside of the ROP. **Note:** if you have homes located both inside and outside of the ROP, you will need to adjust the column '*number of homes your agency is licensed for'.* Your combined total number of homes inside and outside of the Region **must not exceed** your total licensed capacity.

Field Name	Entry Description
	For example: You are licensed for 50 homes. You have 40 licensed homes in ROP and 10 licensed homes outside of the ROP. Please see the screenshot below on how to enter the information. <table><tr><th>#</th><th>Description</th><th>Number of Homes this Agency is Licensed for</th></tr><tr><td>1</td><td>Inside RoP</td><td>40</td></tr><tr><td>2</td><td>Outside RoP</td><td>10</td></tr></table>
Number of Homes Operating	**Inside ROP**: Enter the number of **active** homes currently operating in the Region of Peel **only**. Tip: this number should match the number of **active** homes listed in the *Home Childcare Provider Information* section. **Outside ROP**: Enter the number of **active** homes currently operating <u>outside</u> of the Region of Peel.
Number of FTE Home Visitors	**Inside ROP**: Enter the number of full-time equivalent Home Visitors (as defined by the CCEYA) that support the Region of Peel **only,** based on your agency's full-time standard hours**.** **Outside ROP:** Enter the number of full-time equivalent Home Visitors (as defined by the CCEYA) that support outside of the Region of Peel, based on your agency's full-time standard hours. **Standard Hours** are the number of annual hours worked by a Home Visitor at the agency based on a 12-month calendar. The typical **standard annual hours are**: 1820, 1940, or 2080 per year. • Use the minimum of 1820 if your agency's standard hours are less than 1820. • Use the maximum of 2080 if your agency's standard hours are greater than 2080. Tip: to calculate FTE Home Visitors see example below: • Home Visitor #1 – works 3 days a week supporting the ROP LHCC and 2 days a week outside of the ROP. This Home Visitor would be captured as a 0.6FTE inside the ROP and 0.4FTE outside of the ROP. **Please note:** if the home visitor has multiple roles, for example administrator and visitor, **only** the time spent in the home visitor role will be captured in this section and the administrator portion would be captured in the non-program position section. Please use the <u>FTE calculator</u> in MSExcel to support with FTE calculations.
Average Daily Enrollment	You **must** use the <u>Enrollment Worksheet for LHCC</u> in MSExcel to calculate the average daily enrollment. This tool will also support you with reconciliation requirements from the Region. **After completing** the <u>Enrollment Worksheet for LHCC</u>, enter the total from line 32, column Y in this section. See the Home Childcare Enrollment Summary section below for additional information on how this is calculated.
Number of Providers	**Inside ROP:** Enter the number of **active** Home Child Care Providers in the

Field Name	Entry Description
	Region of Peel. **Outside ROP**: Enter the number of **active** Home Child Care Providers outside of the Region of Peel.
Number of FTE non-program positions	Enter the number of non-program **FTE** positions. Use FTE calculator to support this section. **Non-Program positions:** Staff employed by the LHCC agency to perform duties that are not directly related to the supporting requirements under the CCEYA (Child Care and Early Years Act). This may include, clerical staff, and Administrator. Ensure staff who occupy more than one position are captured accordingly.
Number of FTE positions	Enter the total number of **FTE Home Visitors and FTE non-program positions** for this section. **Important**: **Do not include** Home Child Care Providers in this total.

Home Childcare Enrollment Summary

Field Name	Entry Description
Age Group and Months	Use the Enrollment Worksheet for LHCC in MSExcel to enter the monthly enrollment up to the current month being requested in this section. For the **2021 year only**, please enter the actual enrollment information from January up to October and project for the months of November and December.

Active Care Codes

Please **review** this section for your agency. If you find any discrepancies, please **do not adjust**. Email the Early Years System Division at earlyyearssystemdivision@peelregion.ca to advise of any discrepancies.