



Before and after school program (BASP) pilot

Peel licensed home child care agencies
who deliver BASP



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Overview

This guideline provides licensed Before and After School Program (BASP) or licensed home child care providers with information on Peel's BASP Pilot for September 2, 2024, to January 3, 2025 (the last day of winter break).

This pilot supports children ages 6 to 12 using licensed BASP by providing eligible BASP child care agencies in Peel with funding to improve affordability for families.

Continuation of the BASP pilot beyond January 3, 2025, is subject to 2025 Early Years and Child Care budget availability.



Service provider eligibility

To qualify for this pilot, you must:

- Be enrolled in Canada-Wide Early Learning Child Care (CWELCC) with Peel as of May 31, 2024.
 - LHCC agencies who have a CWELCC agreement with another municipality because their head office is located outside of Peel may qualify if all other conditions are met.
- Provide licensed before, after, or before and after school programs for children 6 to 12 years old and have reported your May 2024 operating capacity for this age group.
- Be in compliance with the Region's [Deadlines Compliance Policy](#) as of August 1, 2024.

Funding conditions (all components)

By accepting this funding, you agree to timely:

- Implement the mandatory expenses.
- Post and distribute all materials and information supplied as required by Peel.
- Comply with all program, policy, financial, contract, and 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, including the [Deadlines Compliance Policy](#), may result in recoveries or your agency being ineligible for this funding.

Funding components

The BASP Pilot includes the following components:

1. [Fee reduction](#)

Improves affordability for families of children ages 6 to 12 registered with a licensed home child care agency for before and after school care in Peel.

2. [Administration funding](#)

Helps with increased administration costs that result from the BASP pilot implementation.

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 2, 2024, to January 3, 2025**, you must use your BASP Pilot funding to:

1. **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](#) paying full fees.
 - You must apply the \$6/day FROG fee reduction before the BASP pilot fee reduction.
 - Licensed before, after, and before and after school program fees will be reduced by 50%. See [Appendix 2](#) for examples.
 - Fees for Ministry of Education approved [PA days and winter break](#) as noted in your Parent Handbook will be reduced by the same dollar amount as the before and after school fees reduced. For example, 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](#) receiving subsidy by 50%. For example, if a family has an approved parent contribution amount of \$16/day for their child who attends, their parent contribution amount must be reduced to \$8/day.

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

Note: The pilot results in a reduction of the parent contribution. Providers will continue to receive their regular subsidy payments. Families 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 Peel Region 60 calendar days before your rate change comes into effect. You cannot raise fees more once during a 12-month period.

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

- Revise and post your updated fee schedule using your regular communication channels, such as email, letter, parent board by September 3, 2024.
- 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).
 - The effective dates of the pilot.
- Share information with families about the BASP pilot. Appendix 1 includes a sample communication to families.
- We may ask for proof of communication.
- Make your fee schedule publicly available in your Parent Handbook. We recommend you post your fee schedule on your website.



5. **Issue refund payments and/or fee reductions to families:** You must ensure that families of eligible full fee children and families with 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. While you will still be able to choose to reduce your

fees or refund families, we encourage you to offer refunds instead of reducing fees to minimize the impact to families when the pilot ends on January 3, 2025.

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

- By **October 15, 2024**, issue a lump sum refund to families based on days paid from September 2, 2024, to the day before you reduce your fees.
- Reduce your fees no later than **October 1, 2024**, and until January 3, 2024 (the last day of winter break).

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

- For days paid from September 2 to October 31, 2024, → Issue a refund by November 15, 2024
- For days paid from November 1, 2024, to January 3, 2025, → Issue a refund by January 15, 2025

Refund requirements (applies to both options):

- Refunds must be issued by cheque or electronic transfer. **Credits, cash or gift card 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 home child care agency who delivers BASP services in Peel.
- Pay a fee for licensed before and/or after school program care.
- Are 6 years old or over as of August 31, 2024.

Children who turn 6 years old between September 1 and December 31, 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 October 5, 2024, they will qualify for CWELCC until October 31, 2024. Starting November 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 if you close for a day:

1. If families were charged for the day, and the charges align with your parent handbook.
2. You are strongly encouraged to pay staff and home child care providers for paid closure days. Should this program be extended, staff/provider payments for paid closure days may be required.

Administration costs

To help you with the increased administration costs associated with operating 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.

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*. As you implement your plan, you may be in one of the following situations:

Balanced budget

No action is required if you anticipate to fully spend your funding with no shortfalls.

Shortfall

- You anticipate that you will run out of funding before January 3, 2024.
- If after using 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 EarlyYearsSystemDivision@peelregion.ca with the subject line “BASP Pilot Fee Reduction Funding Request” by October 31, 2024. Requests may be considered based on 2024 funding availability.

- Any shortfall for administration 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.
- 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.

Surplus

- You expect to have unspent funding by January 3, 2025.
- If you expect to have unspent funding in any budget category, you may support other expenses (in the following priority order):
 - Funding pressures for the BASP pilot fee reduction.
 - Increase the BASP pilot fee reduction for [School Board PA days](#) up to 50% of the PA Day fee.
 - Increase the [winter break](#) (non-instructional days) BASP pilot fee reduction up to 50% of the Winter Break fee. See Appendix 2 for examples of the increased fee reduction.

Reconciliation, reporting, accountability, audit and recoveries

You must follow the Records and Reports section in your 2024 EYCC Funding Agreement and the EYCC Service Provider Handbook. Additional reporting requirements may be implemented at Peel Region's discretion. We may ask for further documentation, such as receipts and paid invoices, to support our review process.

2024 BASP Pilot Extension funding will be reconciled in three steps in 2025:

1. Completing the Excel reporting template.
2. Report of total expenditures by budget category in GovGrants.
3. Documentation and receipts submission (as required).

Completing the Excel reporting template

In the first step to 2024 BASP Pilot Extension reconciliation, you will have to complete an Excel reporting template. We will ask you for the following information:

- Expenditures:** Actual expenditures for each BASP Pilot budget category are as follows:
 - [BASP Pilot Fee Reduction](#) → report as **Child Care Fees** GovGrants Budget Category
 - [Admin costs](#) → report as **Administration GovGrants** Budget Category
- Key Performance Indicators (KPI's):** Through your Reconciliation template, you must report the following information:
 - Monthly number of full-fee and child care subsidy children served through BASP Fee Reduction (by service type: before, after, before and after school programs, [PA days and Winter Break](#)).
- Attestation:** On the Reconciliation template, you must attest that:
 - You read and understood this guideline and your agreement.
 - Funds were used in alignment with this guideline and your agreement.
 - Claimed expenses have not been claimed through other [EYCC funding streams](#).

Report of total expenditures by budget categories

In the next step to 2024 BASP Pilot Extension reconciliation, you will have to report your total expenditures within each of the respective budget categories through GovGrants. You will enter your total expenditures in the "Spent this Period" field. The expenditures entered into GovGrants should match the expenditures you entered into the excel reporting template.

Table 1. Example of 2024 BASP pilot extension reconciliation

Budget Category	Awarded Budget	Spent this Period
Child Care Fees	\$10,000	\$9,750
Administration	\$1,500	\$1,500
Total	\$11,500	\$11,250

Documentation and receipts

Service providers are expected to maintain documentation including receipts and invoices for the use of your BASP Pilot Extension funding. However, there is no requirement to upload documentation during the reconciliation process, unless explicitly requested by Peel.

As part of Peel's Accountability Framework, we I or an authorized agent will conduct on-site or virtual funding inspections to ensure adherence to guidelines and policies. If selected for one of these reviews, service providers will be required to provide any documentation requested, including receipts and invoices. Failure to provide the requested documentation may result in funding impacts or recoveries.

Accountability requirements, audit and recoveries

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

Contact us:



If you have questions, e-mail your EYS or
EarlyYearsSystemDivision@peelregion.ca.

Appendix 1

Sample communications for families

Re: Information about child care fees for children 6 to 12 years of age

Dear parents and guardians,

We are writing to update you on the Before and After School Program (BASP) Pilot that began in September 2023. Through the pilot, Peel Region is providing funding to licensed child care programs to reduce the cost of child care for children 6 to 12 years of age.

BASP pilot extension and end date

We are pleased to let you know that the pilot will continue from September 2, 2024, to January 3, 2025 (last day of winter break). The extension does not include the summer break.

IMPORTANT: This program is a pilot and funding may not be available after January 3, 2025. Families will be charged according to our posted fee schedule if the funding is discontinued.

If you need help with the cost of child care, you can check your eligibility to apply for child care subsidy at: peelregion.ca/services/children-and-parenting/child-care-subsidy/

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

Note to providers: Please attach your updated 2024/2025 school year fee schedule with this communication.

Appendix 2

BASP pilot fee reduction examples

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

Table 2. Standard for agency enrolled full-fee children 6 to 12 years of age

Service	Base Fee	Base Fee after FROG (\$6/day)	Daily Reduced Fee
Before school only	\$12/day	\$6/day (\$12-\$6)	\$3/day (50% fee reduction applied after \$6 FROG reduction)
After school only	\$17/day	\$11/day (\$17-\$6)	\$5.5/day (50% fee reduction applied after \$6 FROG reduction)
Before and after school	\$31/day	\$25/day (\$31-\$6)	\$12.5/day (50% fee reduction applied after \$6 FROG reduction)
Before and after school - with 25% multiple children discount	\$31/day - \$7.75 (25% discount) = \$23.25/day	\$17.25/day (\$23.25-\$6)	\$8.6/day (50% fee reduction applied after discount and FROG)

Table 3. PA days and winter breaks for licensed home child care agencies

Apply the same reduced dollar amount as for the before and after school program. **In this case it is \$12.5/day.**

Service	Daily Base Fee	Daily Base Fee after FROG (\$6/day)	Daily Reduced Fee
PA day	\$60/day	\$54/day (\$60-\$6)	\$41.5/day (after the FROG and the \$12.5/day reduction is applied)
Winter break	\$50/day	\$44/day (\$50-\$6)	\$31.5/day (after the FROG and the \$12.5/day reduction is applied)

PA days and breaks follow the school year calendar by school boards in Peel region:

[Conseil scolaire catholique MonAvenir](#)

[Conseil scolaire Viamonde](#)

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

[Peel District School Board](#)