
Applicable to: EarlyON Child and Family Centres

Title: Change in Business Requirements of EarlyON Providers

Contents

Purpose	1
Background	1
Definition	2
Notified changes	2
Requested changes to program hours/days	3
Transfer of program hours between sites	3
Significant changes to business.....	3
EarlyON provider’s notification of change	4
EarlyON provider’s request: change to program hours/days	4
EarlyON provider’s request: transfer of program hours between sites.....	5
EarlyON provider’s request: significant change to business	5
Change is required - Prescribed by Peel	5
Exceptions	6
Communications.....	6
Failure to comply	6

Purpose

To outline Peel Region’s requirements of an EarlyON provider if changes are proposed to the business operations of an EarlyON Centre(s).

Background

EarlyON providers that have signed a service agreement with Peel Region (Peel) to operate EarlyON Child and Family Centres (EarlyON Centres) in Peel were selected with a local community needs lens. This ensures that program and service design and delivery will meet both the needs of the Peel community and the overall provincial goals and objectives.

A change to an EarlyON provider's business operations will impact the programs and services delivered, families accessing services, and the overall outcomes EarlyON providers are intended to achieve across the system.

As such, EarlyON providers must:

- Notify Peel when it is anticipated the EarlyON program will be cancelled for two days in a row.
- Submit a request to Peel for any anticipated changes to program hours or days of operation. Peel must approve these changes prior to proceeding.
- Submit a request to Peel for any transfer of program hours between existing EarlyON sites, within each agency. Peel must approve these changes prior to proceeding.
- Work with Peel on any significant changes to business (for example, site relocation or new site opening). Peel must approve these changes as stipulated in the Service Agreement.

Changes required by Peel will be discussed with the EarlyON provider and will be communicated in writing when a decision is made.

Definition

Change of business - A change of business includes the following:

Change of business that requires notification:

- An EarlyON program cancellation of two days in a row.
- This includes cancellation of an online program(s) due to technical issues with the video conferencing platform or other reasons.

Change of business (program hours/days) that requires a request to, and approval from Peel:

- Any changes in program hours and/or days of operation of the programs/services.
- Any transfer of program hours between existing sites and within each agency.

Significant change of business that requires collaboration with and approval by Peel:

- Temporary or permanent relocation of a centre(s).
- Temporary closure of a centre(s).
- Discontinuing service delivery.
- Change in capacity.
- Adding/opening a centre.
- Negotiating or entering into any lease or agreement in relation to ownership of land and/or building(s).
- Other changes as identified by an EarlyON provider or Peel.

Review area - A review area is a collection of Service Delivery Areas that reflect communities of interest for the purposes of planning and prioritizing EarlyON programs.

Notified changes

EarlyON providers must notify Peel when program(s) have been cancelled for two days in a row. This includes:

- Online program(s) has been cancelled due to technical issues with the video conferencing platform or other reasons.
- Program(s) are cancelled due to staff shortages.

- Program(s) are closed to allow staff to participate in professional learning (except EarlyON staff day and Sector-wide Professional Learning and Development).
- Any additional closures beyond the statutory and other holidays that are named in the EarlyON Centres Services Agreement.
- Program(s) located in schools are cancelled due to strike action and/or school closures.

EarlyON providers must submit notification of the above cancellations by completing and submitting Section 2 of the **Request/Notification of Change to EarlyON Centre's Business** form.

Any program cancellations beyond three days constitutes a significant change to business. In these cases, the EarlyON provider will be required to adhere to the process outlined in the "significant change to business" section.

Requested changes to program hours/days

Changes to program hours/days of operation must be reviewed and accepted by Peel before implementation.

Providers must submit their proposal for a change to hours/days of operation to Peel on a **Request/Notification of Change to EarlyON Centre's Business** form as soon as possible before the intended date of change.

An EarlyON provider that has submitted a proposed change to days/hours to Peel must only make the proposed change after Peel approves the proposed change.

Transfer of program hours between sites

EarlyON providers may transfer program hours between EarlyON sites to support sites with high usage. The transfer of program hours must take place within sites that are delivered by the agency. Providers should first consider proposals to transfer program hours within an EarlyON review area before considering proposals to transfer program hours across review areas.

Providers must submit their proposals for the transfer of program hours to Peel using the **Request/Notification of Change to EarlyON Centre's Business** form. This proposal must be submitted as soon as possible before the intended date of change.

An EarlyON provider that has submitted a proposed transfer of program hours to Peel must only make the proposed change after Peel has approved.

Significant changes to business

EarlyON providers must consult directly with Peel on any significant changes to business, including the opening of new sites, relocation of sites or permanent site closures. Peel will collaborate with EarlyON providers when deciding about a change based on local community needs, the overall system needs and funding framework.

Providers shall email Peel Region staff at earlyon@peelregion.ca to begin discussions on the proposed change. Peel Region staff and EarlyON providers will meet to discuss the

circumstances including the EarlyON provider's plan and identify next steps, such as considering the review area and consultation with families.

Peel Region staff communicate the next steps, as agreed to with the provider.

EarlyON provider's notification of change

Notification

The EarlyON provider will notify Peel of any program cancellation of two days in a row. Notification must be submitted using Section 2 of the **Request/Notification of Change to EarlyON Centre's Business** form and include the following:

- Date of program cancellation.
- Reason for cancelled program.
- Confirmation that families were notified of the cancellation, including how they were notified.

If the EarlyON provider knows of the anticipated program cancellation ahead of time, they must submit the notice to Peel before the program closes.

Notification sign-off

Peel will review the EarlyON provider's notice and sign-off. Peel approval is not required before proceeding.

Request outcome

Peel will return the completed form to the EarlyON provider for their records.

EarlyON provider's request: change to program hours/days

Request submission

An EarlyON provider's written request for a proposed change to program hours/days must be submitted using Section 3 of Peel's **Request/Notification of Change to EarlyON Centre's Business** form and include the following:

- The change they are requesting (for example, change to hours or days of operations of programs/services).
- New hours or new days proposed.

Request review

Peel will review the EarlyON provider's request and sign-off. Peel may ask for additional information from the EarlyON provider if necessary.

Request outcome

Peel will return the completed form to the EarlyON provider. If no additional information is required, the EarlyON provider may proceed with the change.

EarlyON provider's request: transfer of program hours between sites

Request submission

An EarlyON provider must submit a written request for the transfer of program hours between sites using Section 4 of Peel's **Request/Notification of Change to EarlyON Centre's Business** form and include the following:

- Names of the impacted EarlyON sites.
- New hours proposed for each affected site.

Request review

Peel will review the EarlyON provider's request and sign-off. Peel may ask for additional information from the EarlyON provider if necessary.

Request outcome

Peel will return the completed form to the EarlyON provider. If no additional information is required, the EarlyON provider may proceed with the change.

EarlyON provider's request: significant change to business

Request submission

The EarlyON provider will notify Peel of any proposed significant change by email, earlyon@peelregion.ca.

Request review

Peel and the EarlyON provider will meet to discuss the proposed change and identify next steps before proceeding. This may include a requirement to consult with EarlyON families and consideration of the review area.

Peel may request additional information from the EarlyON provider, if necessary, to accurately assess impacts of the request on the review area, families, funding and the overall EarlyON service system.

Request outcome

Peel and the EarlyON provider will agree on next steps associated with the proposed change. Peel will approve the change in writing, including a record of next steps. The provider may not proceed with the change until Peel has approved.

Change is required - Prescribed by Peel

If Peel requires changes to a centre based on the local needs assessment by review area and/or changes to provincial or regional funding, Peel will:

- Communicate to the EarlyON provider in writing:
 - The reason for the change.

- Intended date of the change.
- Whether alternative options have been considered.
- Work with the EarlyON provider to create:
 - A transition plan to meet the needs of families and other stakeholders.
 - A communication plan for notifying families and staff of the change(s).
 - An amendment to the Service Agreement, as applicable.

Exceptions

EarlyON providers do not need to notify or receive approval from Peel about changes to the types of programming to deliver the mandatory core services (for example age-specific or all ages, drop-in or registered, type of program).

Communications

The EarlyON provider must comply with instructions Peel provides regarding communications with current clients or the public about the centre or the program - as further detailed in the *EarlyON Child and Family Centres Business Practices and Funding Guideline* (Regional Guideline) or otherwise communicated by Peel.

Failure to comply

Failure to:

- Report a change to business as defined in this policy to Peel, or
- Follow through on a change prescribed by Peel, or
- Comply with Peel's decision to not approve a requested change (for example, EarlyON provider makes the change after receiving the decision) will result in withholding of funds (in whole or in part), the repayment of funds to Peel, and/or termination of the Service Agreement.

Approval Source: Manager, Early Years and Child Care Services

Original Date: January 1, 2018

Last Review Date: December 13, 2024

Last Update: December 13, 2024

Effective Date: January 1, 2025