

2025 Guideline School Age (6 to 12) Funding

Centre-based licensed before and after school
(BASP) care providers



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Section 1: Overview

This guideline explains the funding that is available in 2025 to centre-based child care providers who provide licensed child care for school-aged children (6 to 12 years old) in Peel. This includes before, after, and before and after school programs (BASP), as well as licensed summer day camps for children 6 to 12 years old. This funding is called School-Age (6-12) Funding in this guideline.

Please review this guideline, the Early Years and Child Care (EYCC) [Service Provider Handbook](#), and your EYCC Funding Agreement to understand the new funding approach, how you can use the funds, and what obligations you have with this funding. We will also post additional resources on our [website](#).



This guideline is subject to provincial changes.

We will continue to update this guideline as needed to align with Ministry of Education regulations and rules.

Section 2: Who Qualifies?

To qualify for 2025 School-Age (6-12) Funding, you must:

1. Hold a current Ministry of Education licence to operate one or more child care centre(s) for children 6 to 12 years old.
2. Be participating in the Canada-Wide Early Learning Child Care (CWELCC) program, if you also hold a licence to operate one or more child care centre(s) for children younger than 6 years old.
3. Be open and actively providing licensed before, after, or before and after school primary/junior school-age programs to children 6 to 12 years old.
4. Have signed a 2025 Early Years and Child Care (EYCC) Funding Agreement.
5. Be compliant with the requirements in the EYCC [Service Provider Handbook](#), including the Compliance and Authentic Participation policies.
6. Report your monthly enrollment data and operating capacity for this age group in

OCCMS.

7. Comply with all legislative and regulatory requirements under the [Child Care and Early Years Act, 2014 \(CCEYA\)](#).

Important: Your eligibility for the funding programs available under the 2025 School-Age (6-12) Program announcement may vary by funding type. Refer to [Section 3](#) for details about funding eligibility for the various programs.

Providers With New or Expanding Operations in 2024-2025

Existing CWELCC Providers and Existing 6-12 Only Providers with School-Age Programs

If you meet all of the eligibility criteria above by September 30, 2024 and you open one or more new centres in 2025, we will provide you the funding components of the School-Age (6-12) Funding that you are eligible to receive.

If you meet all the above eligibility criteria above after September 30, 2024 (begin operating licensed school-age programs in 2025 with enrollment reported) you will be entitled to receive the Wage Enhancement Grant and Workforce Compensation Funding (WCF) for eligible staff working in licensed 6 to 12 programs.

Your eligibility for all other funding will be based on our budget availability. We will determine your eligibility on a case-by-case basis.

Participation in the CWELCC Program

Child care providers who serve children 0 to 12 years old must be enrolled in the CWELCC program to be eligible for School-Age (6-12) Funding.

You can find further details about these funding rules and requirements in Peel's [2025 CWELCC Guidelines](#).

If you are currently enrolled in CWELCC and decide to end your participation in the CWELCC program, the Opt-Out Policy found in the [Service Provider Handbook](#) will apply to your 2025 School-Age (6-12) Funding.

Providers Licensed for Children 6 to 12 Years Old Only

If you are licensed to provide child care exclusively to children 6 to 12 years old, you do not need to participate in the CWELCC program to qualify for 2025 School-Age (6-12) Funding. You will continue to qualify as you have in previous years.

Section 3: Funding Components, Requirements, and Budget Management

Currently, the 2025 School-Age (6-12) Funding includes the following components for 2025:

1. Workforce Grants (General Operating, Wage Enhancement and Workforce Compensation Funding (WCF))
2. Fee reduction
3. Program enrichment
4. Enhanced Program Support (EPS)

We will share details about administration, operations (formerly special purpose), minimum wage offset, and workforce innovation funding in 2025. This guideline will be revised as needed to include any additional funding components in 2025.

Mandatory Requirements

By accepting the 2025 School-Age (6-12) Funding, you agree to complete the following requirements:

Meet Your Workforce Funding Requirements

- Follow the direction provided by Peel on how much workforce funding (GOF, WEG and WCF) to provide to eligible staff.
- Refer to [Section 4](#) for details on how to calculate and distribute these wage grants.

Meet Your Fee Reduction Requirements

- Reduce your licensed BASP base fees by 50% for children 6 to 12 years old who are not CWELCC-eligible. This requirement applies both to families who pay the full child care fee and for families who access fee subsidy.
- Reduce your fees on Ministry of Education-approved [PA days](#).
- Continue fee reductions until the end of the 2024-25 school year (June 27, 2025).
- Communicate the upcoming fee reduction to families by December 31, 2024 or within 30 days of receiving this funding (if you become eligible for this funding after December 31, 2024).

- Refer to [Section 5](#) for instructions on how to meet your fee reduction requirements.

Facilitate BASP Enrichment Activities

- Use your enrichment funding to facilitate enrichment activities on average once per week for children 6 to 12 years old.
- Facilitate these activities between January 3, 2025 and June 27, 2025.
- Review [Section 6](#) for details on how to meet this requirement.

Use EPS Funding to Support Inclusive Programs

- Use EPS as a short-term support when:
 - There are needs in your classrooms; and
 - Adding program support would help foster an environment that enables all children to participate and be included.
- Refer to [Section 7](#) for EPS requirements.

Your School-Age (6 to 12) Funding in GovGrants

All school-aged centre-based funding is included in one GovGrants announcement called 2025 School-Age (6-12) Programs - Centres. This announcement has the following budget categories:

- Wage Enhancement Grant (WEG)
- Workforce Compensation (WCF)
- General Operating – SWB (GOF)
- Child Care Fees
- Enrichment
- Enhanced Program Support
- Operations
- Workforce Innovation
- Administration
- Other

We will provide details about the following budgets in 2025: Operations (formerly special purpose), Workforce Innovation, and Administration. You cannot claim any expenses under these categories at this time.

You can find information about how your 2025 allocations were calculated in [Appendix 2](#).

Funding Flexibility

If you have unspent funding in 2025 after you meet all the mandatory requirements of the School-Age (6-12) Funding, you can use the leftover funding to cover eligible costs within Wage Enhancement Grant, Workforce Compensation Grant, General Operating Fund, BASP Child Care Fees, BASP Enrichment, and Enhanced Program Support.

Note: You may only move a maximum of 10% out of EPS unless you have approval from the region.

Refer to [Sections 4-7](#) of this guideline to understand your mandatory requirements for School-Age (6-12) Funding.

Anything you choose to use unspent funding on still needs to meet the eligibility criteria for that budget category. For example, if we provide \$20,000 in your Child Care Fees budget and you only need \$19,000 to meet your BASP fee reduction requirements, you can use the remaining \$1,000 towards:

- Increasing the number of enrichment activity hours for your program
- Increase the number of hours a program support staff supports the program (when there are needs in the classroom).
- Provide additional fee reductions for families on Ministry Approved [PA days or March Break](#) licensed child care camp for children ages 6 to 12.
- Or other expenses that meet the criteria of the other School- Age (6-12) Funding budget categories.

Budget Management (Shortfall and Surplus)

You are encouraged to review your School-Age (6-12) Funding budget throughout the year and maximize your available funding to support quality programs for school-aged children. A Planning and Reconciliation Template will be available in 2025 to help you plan your budget.

You will be in one of the following situations at the end of 2025: a balanced budget, a shortfall, or a surplus. The following sections explain what happens in each situation.

Balanced Budget

A balanced budget means you spent all your School-Age (6-12) Funding and have no funding left over. This is the ideal and expected scenario. If you spend all your

School-Age (6-12) Funding, there are no additional actions you need to take beyond standard reporting and reconciliation requirements.

Shortfall

A shortfall means you do not have enough funding to cover your expenses to meet the mandatory funding requirements. If you are in this position, email us with the subject line "School-Age (6-12) Funding Request".

We will consider requests for extra funding for WEG, WCF, and fee reduction based on our 2025 funding availability. We will not provide extra funding for EPS, program enrichment and GOF.

Surplus

A surplus happens when you do not spend all the funding we provide you. If you have unspent funding in one budget category, you can use that leftover funding to cover funding pressures in another funding category, as outlined in the Funding Flexibility section above.

Note: You may only move 10% of EPS funding without approval from the Region. If you have unspent funding at the end of the year, we will recover those funds according to our policies outlined in the [Service Provider Handbook](#).

Ineligible Costs

It is your responsibility to make sure all your School- Age (6-12) Program Funding expenses are eligible costs for this funding. You cannot use your School-Age (6-12) Program Funding to support:

- Expenses already funded through other public funding.
- Base wage salaries and benefits for staff in ratio and head office/centralized staff.
- Any expense not covered in this guideline.

Review each section of this guideline carefully to understand the eligible and ineligible costs for School- Age (6-12) Program Funding. If you are unclear whether a cost is eligible or not and you cannot find the answer in this document, [contact us](#).

Section 4: Staff Wage and Benefit Requirements

This section outlines the wage enhancements and incremental benefit/deduction requirements you must follow in 2025 for staff who care for children 6 to 12 years old. The wage enhancements include:

- General Operating Funding (GOF)
- Wage Enhancement Grant (WEG)
- Workforce Compensation Funding (WCF)

Notes:

- You should claim wage expenses under the GOF, WEG, and WCF budget categories under the School-Age (6-12) Funding announcement in GovGrants.
- This funding is for staff supporting children 6 to 12 years old. If a staff is a floater, or serves both age groups, you should claim the cost under the age group where that staff spends most of their time. Expenses can only be claimed once.
- Program support staff (EPS) cannot be included in child care ratio requirements and are not eligible for WEG, GOF, and WCF. Refer to section 7 for more information on enhanced program support funding requirements.

4.1 Overview of Workforce Funding Requirements

You must:

1. Meet [Ontario's minimum wage requirements](#) for all your employees. As of October 1, 2024, Ontario's minimum wage is \$17.20 per hour.

Reminder: you are still collecting fees from families for 6 to 12 years old to cover base wages.

2. Maintain 2024 regular General Operating Fund (GOF) hourly wage and benefit enhancements in 2025. You are required to maintain the same hourly wage and benefit enhancements in 2025 that were provided under the 2024 General Operating Fund (GOF). This includes staff wages and benefits, historical and pay equity enhancements added to eligible staff's hourly wage as of December 31, 2024. This requirement does not include one-time top-up payments ([section 4.2](#)).

3. Meet 2025 Wage Enhancement Grant (WEG) requirements for eligible program staff and supervisors. Staff eligibility must be reassessed based on the updated 2025 WEG's wage maximum of \$32.81 per hour ([section 4.3](#)).
4. Meet the Workforce Compensation Funding (WCF) 2025 requirements for eligible RECE program staff and RECE supervisors ([section 4.4](#)).
5. Ensure eligible staff affected by the change in the order of operations are, at a minimum, [held to their 2024 wage](#) ([section 4.5](#)).

No staff should earn less than what they earned in 2024 for the same work.

- The Ministry has indicated in its provincial guideline that “base wages” for the purpose of assessing WEG and WCF must include GOF.
- Staff who no longer qualify for (or qualify for less) WEG and/or the WCF must have their wages held constant until they become eligible for additional increases. This means that hourly wages for program staff as of December 31, 2024 must be maintained in 2025, ensuring no reduction in their pay. Refer to [section 4.8 Wage Stability](#) of this guideline.

4.2 Eligible Positions and Hours Supported

This section applies to program staff serving children 6 to 12 years old who are employed in child care centres in Peel.

What Program Staff and Centre Supervisors Qualify for

1. The hourly GOF wage enhancement received in 2024 (Staff Wages and Benefit (SWB)s, Historical and/or pay equity as applicable).
2. 2025 WEG, if their hourly wage is eligible.
3. Program staff and centre supervisors who are also designated RECEs qualify for the Workforce Compensation Funding (WCF), including the up to \$3/hour RECE wage increase and the RECE wage floor if their hourly wage is eligible.

Notes:

- Refer to [Appendix 1](#) Key Terms for the definitions of program staff, supervisor, RECE, and RECE supervisor.

- Program staff positions in place to support higher adult-child ratios than required under the CCEYA qualify for these programs if they meet their additional eligibility requirements (for example, hourly wage eligibility, qualifications, etc.).
- Director-approved staff (staff working in an eligible position without a RECE designation such as non-RECE Montessori teachers, non-RECE supervisors) only qualify for GOF and WEG.
- Assistant centre supervisors qualify for GOF, WEG, and WCF only for the hours worked supporting ratio requirements if they spend at least 25% of their time supporting ratio, and if their hourly wage is eligible.

Hours That Must be Supported for Program Staff and Centre Supervisors

For program staff and centre supervisors, the wage enhancements must be applied to paid time in program supporting ratios for children 6 to 12 years old, paid professional learning hours, paid planning time hours, paid set-up time, and paid time spent in meetings mandated by the organization.

Non-program Staff Who Spend at Least 25% of Their Time Supporting Ratio

These staff qualify for hours worked supporting ratio requirements and supervision of children serving 6 to 12 years old, as follows:

- Hourly GOF wage enhancement received in 2024 (including Staff Wages and Benefits, Historical and/or pay equity as applicable).
 - 2025 WEG if hourly wage is eligible.
- If they are RECEs (designation), the 2025 Workforce Compensation Funding, including the up to \$3/hour RECE wage increase and the RECE wage floor if hourly wage is eligible.

Hours worked outside of ratio do not qualify.

For example, if a cook is scheduled to work 8 hours per day and is scheduled to work 2 of those hours to support rest time or cover program staff breaks, then that position is working in program for 25% of the time and may qualify for the enhancements above for 2 hours per day (10 hours per week).

4.3 Ineligible Positions

Requirements related to 2024 GOF maintenance, 2025 WEG, 2025 WCF, Wage Stability, and planning time do not apply to the following positions:

- Non-program staff, such as bus drivers, cook/housekeeping, custodian/janitorial, clerical/administrator¹.
- Assistant supervisors who do not qualify for the 2025 WEG or WCF.
- Enhanced Program Support (EPS) Staff, Special Needs Resourcing resource teachers/consultants, and supplemental staff².
- Unpaid students and volunteers.
- Students not in a permanent position.
- Owners/Operators who do not occupy an eligible position.
- Individuals hired through a third party such as a temp agency.
- Fee for service contracts.

Program staff and supervisors who are not Registered Early Childhood Educators (RECE) do not qualify for Workforce Compensation Funding (WCF).

Director-approved staff working in an eligible position without a RECE designation, such as non-RECE Montessori teachers and non-RECE supervisors, do not qualify for WCF.

4.4 Change for 2025 - Order of Operations

To help you determine staff financial eligibility and apply the wage enhancements, use Peel's 2025 Staff Wages Planning Tool and follow this order of operations:

Program Staff and Centre Supervisors

- 1) Start with your employer-paid base wage as of December 31, 2024 (include any 2023 and 2024 employer-funded wage improvements such as obligations

¹ If the position listed above spends at least 25% of their time supporting ratio requirements under the CCEYA, the position is eligible for hours worked supporting ratios and the supervision of children in the program.

² EPS funded staff cannot be counted towards ratio for supervision under the CCEYA. If you have used EPS funding to extend the hours of existing program staff, only the hours that staff supported ratio under the CCEYA can be eligible for GOF.

from collective agreements, performance, cost of living, and/or minimum wage increases).

Note: If staff receive an increase to their base wage between January 1 and December 31, 2025, you are not required to reassess their eligibility for workforce funding in 2025. The increase in base wage must be considered when determining eligibility for 2026 workforce funding.

- 2) **NEW!** Add: 2024 General Operating Fund (GOF) staff hourly wage enhancements and related benefits for eligible staff. This includes regular hourly wage amounts for Staff Wages and Benefits (SWB), historical, and pay equity regular and excludes top-up payments.
- 3) Add: Wage Enhancement Grant (WEG). Full/partial WEG is added if the total from steps 1 and 2 is less than \$32.81 per hour for eligible staff positions.

Program Staff and Centre Supervisors Who Are RECEs³

- 4) Add: Workforce Compensation Fund (WCF) to the RECE wage if the total from steps 1, 2, and 3 is less than \$27/hour for RECE program staff and \$30/hour for RECE supervisor. Staff must qualify for WEG before they qualify for WCF.
- 5) Add: WCF RECE Wage Floor, if the total from steps 1 to 4 is less than \$24.86/hour for RECE program staff or \$25.86/hour for RECE supervisors.

Important Note for Program Staff and Supervisors Who Are Assessed at a 2025 Hourly Wage That is Lower Than Their 2024 Hourly Wage With Enhancements

- 6) Add: Staff who previously qualified for WEG and/or WCF in 2024, but no longer qualify in 2025 due to the change in the order of operations, must have their 2024 hourly wage held constant (including applicable wage enhancements) until they become eligible for additional increases. Add the stability amount to their wage that maintains their salary at 2024 levels. Refer to [section 4.8](#) on Wage Stability for more details.

³ Refer to section on "How to Determine if Staff Qualifies" for more details

4.5 Maintain 2024 GOF Regular Wage Enhancements

In 2025, you must maintain the same General Operating Fund (GOF) wage enhancement and incremental benefit supports provided to staff in 2024.

For clarity:

- You must maintain wage and benefit enhancements following your distribution approach used in 2024.
- Positions supported in 2024 should not experience a decrease in their hourly wages.
- This includes hourly wage enhancement paid through the former staff wages and benefits, historical, and pay equity wage enhancements (if applicable). One-time top-up GOF amounts distributed to staff in 2024 are excluded from this requirement.
- GOF is a wage enhancement and must be applied on top of staff's base wage (as of December 31, 2024).

Pay Equity

If you are eligible to receive Pay Equity Funding by the province, you must:

- Use your funding to meet pay equity obligations under the province's pay equity plan and the [Pay Equity Act](#).
- [Contact us](#) in writing when your pay equity obligations are achieved.

4.6 2025 Wage Enhancement Grant (WEG)

WEG supports an increase of up to \$2 per hour, plus incremental benefits/deductions for eligible staff.

You do not need to apply.

WEG funding is available through your School-Age (6-12) Funding announcement.

Action required: You must submit a Workforce Supplementary Schedule by January 31, 2025, so that we can assess your wage enhancement and benefit costs and ensure you have enough funding to meet the requirements in [Section 4: Staff Wage and Benefit requirements](#).

WEG Eligibility Ceiling

The WEG eligibility ceiling is \$32.81 per hour.

New in 2025: The hourly base wage paid by you plus all General Operating Grant wage enhancements (Staff Wages and Benefits (SWB), Historical Wage Subsidy and Pay Equity) must be considered in the WEG ceiling. Do not include WEG enhancements from prior years.

If you need help determining if staff qualifies for WEG, please refer to [Appendix 4](#).

4.7 Workforce Compensation Funding (WCF)

The WCF is available through your School-Age (6-12) Funding announcement and improves wages for RECEs employed in centres serving children 6 to 12 years old.

To meet your WCF requirements, you must increase the hourly wages of eligible RECE staff by the:

1. RECE Wage Increase

You must increase the hourly wage of eligible RECE program staff and supervisors by up to \$1 per hour in 2025, if their hourly wages are:

- below the wage ceiling of \$27 per hour (including GOF and WEG) for RECE program staff; and
- \$30 per hour (including GOF and WEG) for RECE supervisors.

The RECE wage increase is for staff continuing in their existing positions, newly filling an existing position (for example replacing a previous staff member) or filling a newly created position in 2025.

2. RECE Wage Floor

You must pay RECE program staff at least \$24.86 per hour and RECE supervisors at least \$25.86 per hour (including the base wage, GOF, WEG, and WCF wage increase). To calculate the wage increase and wage floor for RECEs, follow [section 4.4: order of operations](#).

If you need help determining if staff qualify for WCF, please refer to [Appendix 5](#).

4.8 Wage Stability for Employees Affected by the Change in the Order of Operations

The Ministry has instructed us to include GOF in the base wage when calculating eligibility for the WEG and WCF. Due to this change, some staff who qualified for WEG

and/or WCF in 2024 may no longer qualify for all or part of these enhancements in 2025.

As required by the province, wage increases for these employees must be held constant until they become eligible for additional increases.

This means that if staff continue to work in the same position, their 2025 hourly wage with wage enhancements cannot be less than their 2024 hourly wage with enhancements. In other words, their wages must be held constant at 2024 levels until they qualify for an hourly wage increase in future years.

For example, Mary is a RECE working in a school-age program.

In 2024, she earned an hourly base wage of \$22.

- She qualified for a full WEG enhancement (\$2) because her hourly base wage was less than the 2024 WEG maximum (\$30.59) = \$24 per hour.
- She qualified for a full WCF RECE wage increase (\$2) because her hourly wage with WEG was \$24 and below the 2024 wage ceiling (\$26) = \$26 per hour.
- She also received \$2.50 per hour in GOF, which was not included in the WEG or RECE wage increase calculation in 2024 = \$28.50 per hour.
- Her 2024 hourly wage with wage enhancements is \$28.50.

In 2025, the order of operations changed and her GOF wage enhancement was included in the WEG and RECE wage increase calculations. She did not get an employer paid wage increase in 2024.

Her hourly base wage (\$22) plus 2024 GOF (\$2.50/hour) is \$24.50 per hour.

- She qualifies for a full WEG enhancement (\$2) because her hourly base wage was less than the 2025 WEG maximum (\$32.81) = \$26.50 per hour.
- In 2025, the RECE wage ceiling is \$27 per hour. This means that she only qualifies for a RECE wage increase of \$0.50 per hour.

- With the change in the order of operations, her total 2025 hourly wage is \$27.

Since Mary's hourly wage with enhancements is lower in 2025 due to the change in the order of operations, her hourly wage must be held constant at 2024 levels, at a minimum. Her 2025 hourly wage must continue to be \$28.50 per hour, at a minimum, until she qualifies for an additional wage increase.

Notations on Pay Stubs for Impacted Staff

Staff whose 2024 hourly wage are higher than their 2025 hourly wages under the new order of operations will receive a "wage stability" amount to keep their wages constant with 2024 levels.

The wage stability amount is calculated by taking the difference between a staff's 2024 hourly wage with enhancements (as of December 31, 2024) and the 2025 hourly wage under the new order of operations. Using the example above, the wage stability amount for Mary is \$1.50, which is the difference between \$28.50 per hour (2024) and \$27 per hour (2025).

The stability amount must be reported under the "CWELCC" notation on a staff's paystub and reported as an expense under WCF. A tool is available to help you calculate the wage stability amount that you staff are eligible to receive.

4.9 Benefits

You must apply the incremental mandatory benefits and deductions associated with each of the wage enhancements (GOF, WEG and WCF) for eligible staff.

Mandatory Benefits

You must comply with your statutory obligations, including the payment of employer mandatory benefits. This includes:

- Employer contributions to the Canada Pension Plan (CPP), Employment Insurance (EI), Workers Safety Insurance Board (WSIB), and Employer Health Tax (EHT) as applicable.
- Employee benefits such as [vacation pay](#) and [public holiday](#) pay (9 statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas, and Boxing Day).

You are encouraged to:

- Seek professional financial guidance regarding mandatory benefit payments to staff;
- Keep your Human Resources Policy up to date; and
- Monitor your budget to ensure that you have enough funding within your allocations to meet your all mandatory obligations, including the incremental cost of the wage enhancement programs (GOF, WEG, and WCF).

For more information, visit the Canada Revenue Agency website [Employers' Guide - Payroll Deductions and Remittances](#).

Section 5: How to Meet Your BASP Fee Reduction Requirements

Your Child Care Fee budget is to lower child care fees for families with children 6 to 12 years old who attend before, after, or before and after school licensed child care and who are not eligible for CWELCC. With this funding, we require you to reduce your base fees for BASP, and we provide you with funding to replace the revenue you would have otherwise received from those base fees.

There are 2 activities you need to do to meet your BASP fee reduction requirements: first, you need to communicate the BASP fee reduction to families, and second, you need to reduce your BASP fees. Refer to the sections below for details.

Communicate the BASP Fee Reduction to Families

To ensure families of children enrolled in your BASP know about the fee reduction, you must share the following information with families:

Reduced Fee Schedule

- Post your fee schedule for the remainder of the 2024-2025 school year by December 31, 2024. This fee schedule must acknowledge the dollar amount of the fee reduction that we cover, the effective dates of the fee reduction, and the method you will use to apply the reduction (fee reductions or refunds).

- We require that you use at least one of your regular communication channels, such as email, letter, or the parent board(s) in your centre(s). We also require that you make your fee schedule publicly available in your Parent Handbook.
- We recommend that you also post your fee schedule on your website.

Peel Region Communications for Families

- We provided you a memo to share with families in November 2024 (refer to Appendix 3). We require that you share this memo with families no later than December 31, 2024, using your regular communication channel(s). Providers that become eligible for this funding after December 31, 2024 must share this memo within 30 days of receiving the funding.
- In 2025, we may provide additional communications for you to share with families. It is your responsibility to distribute any communications we provide to families of school-aged children.

We may ask for proof that you followed the above communication requirements at any point.

Reduce Your BASP Fees

Child care fee funding must be used to reduce your licensed before and after school program base fees for eligible children 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 and breaks](#), 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 program offers discounts (such as multiple children discount, early-bird discount, etc.), apply your discount before the BASP pilot fee reduction.

Fee Reduction for Children Who Receive Child Care Subsidy

Provide an additional 50% fee reduction to families who access child care fee subsidy on their parent contribution paid for eligible children, even if their contribution is less than \$12/day.

For example, if a family has an approved parent contribution amount of \$16/day for their child who attends BASP, 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.

The subsidy portion of your fees will continue to be paid separately by the child care subsidy program.

Families who do not pay a parent contribution are not eligible for the fee reduction as their fee is already covered through the subsidy program.

Choice of Refunds or Upfront Reductions

To meet your fee reduction requirements, you can choose to provide retroactive refunds or upfront reductions to families. If you choose refunds, you must follow the schedule below:

- For fees paid January 3, 2025 through March 31, 2025, you must issue a refund by April 15, 2025.
- For fees paid April 1, 2025 through June 27, 2025, you must issue a refund by July 14, 2025.

You can issue refunds either by cheque or electronic transfer. Credits and cash refunds are not allowed. You must document your refunds in a verifiable way.

Whether you choose to provide refunds, upfront reductions, or a combination of both approaches, you must ensure eligible families experience a reduced rate for all days that the family paid fees between January 3, 2025 and June 27, 2025.

Market Fee Requirement

If you change your rates, you must submit a revised market rate schedule to us 60 calendar days before your rate change comes into effect. You cannot raise fees more than once during a 12-month period.

Section 6: How to Meet Your Enrichment Funding Requirement

Enrichment funding must be used to enrich your school-age programs with activities that meet children's needs and interests.

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



Enrichment activities need to meet the criteria below:

- Provided to children enrolled in primary/junior school-age BASP programs.
- Child participation must be voluntary for all enrichment activities, and alternative activities should be provided to children who opt-out of enrichment.
- Occur between January 3, 2025 and June 27, 2025.
- Happen primarily during after-school hours (3 to 6 p.m.).
- Held primarily at the program's regular location. You can also offer cost-effective educational enrichment programs outside the BASP premises.
- Provided on average once a week for each group of children. All children must have the opportunity to benefit from enrichment activities and so a range of offerings (during after school and PA Day programs) must be offered.
- Selected based on families' needs and children's interests. You may use the results from previous surveys or program success from the BASP pilot program offered in 2024 to inform program offerings for the extension period.
- For school-based providers, you must work with your school(s) to make sure the activities you are planning are feasible.
- You must ensure that all third-party providers who are delivering enrichment programs at programs meet any applicable licensing/regulatory requirements and have appropriate insurance coverage, and that families sign participation waivers where necessary.
- If you operate multiple BASP centres, you must prioritize the centre(s) with the highest number of children receiving subsidy for enrichment activities.

Eligible Enrichment Costs

You can use your enrichment funding to cover the following costs:

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

Expenses must be cost-effective. This means that costs you claim for enrichment must:

- Be planned and delivered within your budget.
- Be paid at or below market value.
- Make business sense. For example, if a martial arts program charges a flat rate per hour for up to 20 children, it would make business sense to arrange for this program on a day when 12 to 15 or more children could participate. It would not make business sense to pay for 2 groups of 10 children to attend this program on separate days.

Section 7: How to Meet Your Enhanced Program Support Funding Requirements

Enhanced Program Support (EPS) is a short-term funding support that allows you to hire extra staff, extend the hours of existing staff, or both, when needs are present in your classrooms. Program support staff that will be added to classrooms must be above child care ratio requirements.

You may only use EPS funding for staff wages and benefits.

As a provider, you have the flexibility to use EPS funding any time(s) during the year as an additional support based on the needs in your program. When you use EPS funding, you are responsible for using your funding appropriately. You must follow the requirements below related to allowable wages, program staff, and training.

You may use up to 10% of unused EPS funding for other 6-12 expenses. If you wish to use more than 10% for other expenses you must request approval from the region by emailing PIRS@peelregion.ca. We will assess the request and determine whether additional flexibility can be approved.

Minimum and Maximum Allowable Wages

You have the flexibility to choose how you compensate your program support staff within the limits below:

- You must pay your program support staff at least Ontario's [current minimum wage](#).
- You cannot pay program support staff an hourly wage that is higher than the hourly wage of the highest-earning non-supervisory RECE employed at your centre, including wage enhancements. For example, if the highest earning non-supervisory RECE in your centre earns \$27/hour (including wage enhancements), the maximum hourly amount you can pay your program support staff is \$27/hour.

Program Support Staff Requirements

Program support staff:

1. Cannot be included in child care ratio requirements:
 - Program support staff cannot be included in the minimum Child Care and Early Years Act, 2014 ratio requirements. For this reason, program support staff are not eligible for wage enhancement grants.
2. Cannot provide 1:1 supports:
 - Enhanced program support is a support for the entire classroom, so program support staff cannot only provide 1:1 support for an individual child, and you cannot assign program support staff to support specific children only.
 - We expect program support staff and educators to work together to support all children in the classroom and they must share the responsibility of providing individual support to a child.
3. Must have the following qualifications:
 - A current police record check, including vulnerable sector screening as outlined in section 59 of Ontario Regulation 137/15 made under the Child Care and Early Years Act, 2014.
 - 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.

Other recommended program support staff qualifications include:

- Previous experience working or volunteering with children with cognitive, physical, social, emotional, or communicative needs.

- Diploma in Early Childhood Education, Child and Youth, Developmental Support, Educational Assistant, or Recreation and Leisure.

Training Requirements

You must ensure that all staff (supervisors, educators, and program support staff) working in classrooms planning to use EPS complete the [Together We Are One](#) training offered through Child Development Resource Connection Peel (CDRCP). We may ask you to verify that staff have taken the training. We strongly encourage all staff to complete this training and will ask you to review the training if we update the content. Any new staff you hire must view the webinar as part of their orientation.

General Inclusive Practice Requirements

You must be authentically participating to apply inclusive practices in your program. Inclusive practices are evident when:

- All families have access to a child care program.
- You are not limiting days and hours of care of any children and are committed to supporting placements for all children.
- You are carrying out ongoing environmental assessments and adjustments to meet the needs of all children in your program.
- Your program staff are sharing responsibilities of providing individual support and including other children in activities when possible.
- Your program staff are meaningfully working together with your PIRS resource consultant (RC), including allowing them full access to your program and engaging in discussions about classroom needs and goals for EPS support.
- Your program staff carry out strategies that your PIRS RC recommends as it relates to using EPS support and are participating in professional development opportunities related to your program needs, goals, and inclusive practices.
- You are adjusting EPS hours and staffing in response to changing program dynamics and as you achieve goals, including a plan to fade out support.

Section 8: How to Meet Your Reporting and Reconciliation Requirements

As part of Peel's EYCC Accountability Framework, you are responsible for meeting your accountability requirements for the funding we provide you, including submitting progress and reconciliation report(s) for any funding you receive.



For more information, refer to the EYCC [Service Provider Handbook](#). All policies in the Service Provider Handbook apply to School-Age (6-12) Funding.

Reporting School-Age (6-12) Funding Expenditures in GovGrants

You will use GovGrants to report your expenditures under the School-Age (6-12) Programs – Centres announcement. In your reconciliation report, you will report your annual spending for each budget category.

Below is an example of a reconciliation:

Budget category	Awarded budget	Spent this period
Wage Enhancement Grant	\$17,500	\$17,500
Workforce Compensation	\$20,000	\$20,000
General Operating - SWB	\$17,500	\$17,500
Child Care Fees	\$22,500	\$20,000
Enrichment	\$5,000	\$7,000
Enhanced Program Support⁴	\$7,500	\$8,000
Total	\$90,000	\$90,000

Note: In the example above, the provider only required \$20,000 of the \$22,500 they were allocated for Child Care Fees. The provider used that unspent \$2,500 from

⁴ Note, a maximum of 10% of EPS funding can be used for other expenses. If you need more flexibility, you must get approval from the region.

Child Care Fees towards Enrichment and Enhanced Program Supports. Therefore, this provider achieved a balanced 2025 budget.

We will provide an Excel template for you to provide more detailed expenditure reporting in an excel template as part of the reconciliation process. A planning and reconciliation tool will be provided to support you with this reporting.

Reporting Key Performance Indicators in Excel

In an Excel reconciliation template, you will report your key performance indicators for the School-Age (6-12) Funding. You will report on KPIs for all applicable budget categories at the same time.

Refer to [Appendix 7](#) for the KPIs you need to report at these time points.

Documentation and Receipts

You must maintain documentation, including receipts and invoices, for your School-Age (6-12) Funding expenses. There is no need to upload your documentation during the reconciliation process unless we tell you to do so. If we do need you to upload documentation, we will provide specific instructions on what document(s) you should upload.

Accountability, Audits, and Recoveries

As part of Peel's Accountability Framework, we or an authorized agent may conduct on-site or virtual funding inspections and reviews to ensure you have adhered to these guidelines. If selected for one of these reviews, you need to provide any documentation requested, including receipts and invoices.

Review the EYCC [Service Provider Handbook](#) and your 2025 EYCC Funding Agreement for further details on Peel's Accountability Framework, including information about audits and our recoveries policy.

Contact Us

If you have questions about your School-Age (6-12) Funding, email your Early Years Specialist or EarlyYearsSystemDivision@peelregion.ca.

Appendix 1: Key Terms

- **Base fees:** The fee that families must pay for a child to receive child care that meets the requirements under the [Child Care and Early Years Act, 2014\(CCEYA\)](#).
- **Base hourly wage:** Hourly rate paid to the position by the agency before any regional funding. If the position is paid an annual salary, use an online salary calculator to convert to hourly rate.
- **Child Care and Early Years Act, 2014 (CCEYA):** sets the rules and regulations for child care programs, including licensing requirements, staff qualifications, health and safety standards, and the types of services that must be provided to children. As a child care provider, you must follow the CCEYA to maintain your program's license and to ensure you are meeting legal and regulatory requirements in your daily operations.
- **Enhanced Program Support (EPS):** short-term funding to hire new staff or extend the hours of existing staff to support classrooms when needs are present. Staff employed in this position cannot be included in child care ratio requirements.
- **Operating capacity:** the number of spaces you are serving as per your staffing complement and budget. The number reported must be reasonable and consistent with your licence and staffing. You cannot report an operating capacity higher than your licensed capacity or the capacity you are staffed for.
- **Opt-In:** Providers that are approved by Peel to participate in the CWELCC program.
- **Opt-Out:** Providers who do not wish to participate in Peel's CWELCC program, who complete the 'CWELCC Opt-Out Form' and indicate in the Ministry's Child Care Licensing System (CCLS) that they are not going to enroll in the CWELCC program.
- **Program staff:** Staff employed in a position that supports child care ratio requirements as outlined in the [CCEYA](#) and the [O. Reg. 137/15](#). Program staff may be RECE or not RECE depending on whether they meet the definition below.
- **RECE supervisor:** A RECE who is in a supervisor position as indicated on the licence ([O. Reg. 137/15 s. 53](#)).
- **Registered Early Childhood Educator (RECE):** A member in good standing of

the [College of Early Childhood Educators](#) (CECE) as outlined on the [Early Childhood Educators Act](#).

- **Wage floor:** The minimum that a service provider participating in the CWELCC program must pay eligible RECE staff (per hour).
- **Wage stability:** The amount of funding a staff is eligible to receive to maintain their hourly wage in 2025.
- **Statutory benefits:** The benefits that you must provide to your staff by the law such as: up to 2 weeks of vacation days, 9 statutory holidays, Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT) if applicable, and Workforce Safety and Insurance Board (WSIB) if applicable.

Appendix 2: Funding Approach and Data

This section explains how your 2025 allocations in the “2025 School-Age (6-12) Programs – Centres” announcement are calculated.

In order to receive an allocation for any school-age program, providers must have reported operating capacity in OCCMS in June and October 2024 and be actively offering a school- age program.

Provider allocations are calculated based on:

- Wage Enhancement Grant – reported expenditures from 2023 reconciliation data and where 2023 actuals were not available (for example, you opened in early 2024), allocation data from 2024 was used to create your allocation.
- General Operating Funding - reported expenditures from 2023 reconciliation data and where 2023 actuals were not available (for example, you opened in early 2024), allocation data from 2024 was used to create your allocation.
- Workforce Compensation Funding (WCF) - 2024 allocation data

The allocations above were prorated based on each provider’s specific 6-12 portion of the program staffing ratio (at the head office level) under the CWELCC funding formula. For example, if a provider’s 0-5 ratio was determined to be 85% then the 6-12 portion would be 15%. A minimum of 5% was allocated to providers whose 6-12 portion was less than this amount.

- Enhanced Program Support - the amount you received in 2024 and your operating capacity as of June 2024 was used to create your allocation. Note: your 0-5 EPS allocation is embedded in your CWELCC funding.
- Child Care Fees and Enrichment - reported expenditures from 2023-24 reconciliation data with 4% added to actuals. For providers that did not participate in the 2023-24 pilot, allocations were based on May 2024 operating capacity and 1.5 hours per week of enrichment. Allocations were prorated for January – June 2025.

Allocation Concerns and Adjustments

For all funding types, you need to meet the eligibility criteria. If you did not receive 6-12 Program Funding that you expected to receive, review [Section 2: Who Qualifies](#) and verify that you meet the eligibility criteria outlined.

If you believe you meet the eligibility criteria for this funding, but you did not receive the funding you expected, please review the funding approaches described above for each funding type and ensure that you provided the required data at the appropriate time to be included in 2025 allocations.

For any concerns about your allocations, [contact us](#).

Appendix 3: Communications for Families



Human Services

10 Peel Centre Dr.
Suite B
PO Box 2136, STN B
Brampton, ON
L6T 0E3
EarlyYearsSystem
Division@peelregion.ca
tel: 905-791-1585

peelregion.ca

Dear Families,

We are writing to update you on the Before and After School Program Affordability (BASP) Pilot. Through the pilot, Peel Region is providing funding to licensed child care programs to:

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

BASP Pilot Extension and End Date

We are happy to let you know that the pilot will continue for the remainder of the 2024-25 school year until June 27, 2025.

At this time, we cannot confirm if this pilot program will continue past June 27, 2025. If the program will continue after the 2024-25 school year, we will tell your child care provider and provide you with an updated letter.

If you need help paying for child care, visit our [child care subsidy website](#) to find out if you are eligible to apply for child care subsidy.

If you have any questions or concerns, please email us at:

EarlyYearsSystemDivision@peelregion.ca.

Sincerely,

Early Years and Child Care Services

Peel Region

Appendix 4: How to Determine if Staff Qualify for WEG

To determine if staff qualify for WEG and the amount they qualify for, follow the steps:

Step 1. Confirm staff eligibility.

Staff eligibility is based on staff position. To be eligible, staff must receive a T4 and hold one of the following positions:

- program staff (position counted towards adult-child ratios under the CCEYA); or
- RECE supervisor position serving school-aged children 6 to 12 years old.

Refer to the list of [eligible positions](#) and [ineligible positions](#).

Step 2. Determine staff's hourly wage.

To determine if a staff's hourly wage qualifies, add together (as applicable):

- Base hourly wage paid by the employer as of December 31, 2024. For clarity, this includes any employer paid wage increases that took place from January 1 to December 31, 2024.
- 2024 General Operating Fund (GOF) hourly wage enhancement. This includes the former Staff, Wages and Benefits (SWB), Historical and Pay Equity payments.

If the total is less than \$32.81 per hour, their hourly wage qualifies for WEG.

Step 3. Determine the hourly WEG amount.

Using the hourly wage determined in Step 2:

- If the hourly wage is \$30.81 per hour or less, then the staff qualifies for the full WEG wage enhancement of \$2 per hour.
- If the hourly wage is between \$30.82 and \$32.80, then the staff qualifies for the incremental amount needed to bring staff's hourly wage up to \$32.81. This is called partial WEG.
- If the hourly wage is \$32.82 or more, then the staff does not qualify for WEG.

Salary increases for WEG cannot exceed \$2 per hour or the wage maximum of \$32.81 per hour.

Step 4. Apply WEG wage increase.

Apply the amount assessed in Step 3 to the hourly wage calculated in Step 2. The amount must be applied to all supported hours. Review the eligible positions and hours supported section to the hours that must be supported for different staff positions.

Appendix 5: How to Determine if Staff Qualify for WCF

To determine if staff qualify and the amount they qualify for, follow these steps:

Step 1. Confirm staff eligibility.

Staff eligibility is based on staff position and qualifications. In general, RECEs employed (receiving a T4) in a RECE program staff or RECE supervisor position serving school-aged children 6 to 12 years olds qualify. Review the list of eligible positions and ineligible positions.

Step 2. Determine staff's hourly wage.

To determine if staff's hourly wage qualifies, add together (as applicable) staff's:

- Base hourly wage paid by the employer as of December 31, 2024. This includes any employer paid wage increases that took place from January 1 to December 31, 2024.
- 2024 General Operating Fund (GOF) hourly wage enhancement. This includes the former Staff Wages and Benefits (SWB), Historical and Pay Equity payments.
- Wage Enhancement Grant (WEG): up to \$2 per hour. As a reminder, to get WCF, staff must get WEG first.

If the total is less than \$27 per hour for RECE program staff or \$30 per hour for RECE supervisors, their hourly wage qualifies for the RECE wage increase.

Step 3. Determine the amount of the 2025 RECE wage increase.

Using the hourly wage determined in Step 2:

- If the wage is \$24 per hour or less for RECE; and if wage is \$27 per hour or less for RECE supervisor, then the staff qualifies for the \$3 per hour wage increase.
- If the wage is more than \$24 per hour, but less than \$27 per hour for RECE program staff; and if the wage is more than \$27 per hour but less than \$30 per hour for RECE supervisor, then the staff qualifies for the incremental amount needed to bring staff's hourly wage up to \$27 per hour (for RECE program staff) or \$30 per hour (for RECE supervisor).

- If the hourly wage is \$27 or more (RECE program staff) or \$30 or more (RECE supervisor), then the staff does not qualify for the wage increase. No further action is required.

Note: The 2025 provincial wage ceiling for the annual wage increase is \$27 per hour for RECE program staff and \$30 per hour for RECE supervisors.

Step 4. Apply 2025 wage increase to determine staff's revised hourly wage.

To calculate staff's revised hourly wage, including the annual wage increase, take the staff hourly wage from Step 2, and add the annual wage increase amount from Step 3.

Step 5. Determine staff eligibility for the RECE wage floor.

The 2025 wage floor is \$24.86 per hour for RECE program staff and \$25.86 per hour for RECE supervisors. If after Step 4, the staff earns:

- less than the wage floor: they qualify for the amount needed to bring their hourly wage to the 2025 wage floor.
- the wage floor or more: they do not qualify for the wage floor. Skip to step 7.

Step 6. Apply 2025 wage floor.

Pay eligible staff at least the wage floor. To calculate the funding needed to bring up staff wages to the wage floor, subtract the staff's revised hourly wage (Step 4) from the 2025 wage floor (Step 5).

Step 7. Apply 2025 employer wage increases.

Apply 2025 employer wage increases after you applied the applicable WCF wage increases. Note: 2025 employer wage increases impact WEG and WCF calculations for 2026.

Appendix 6: Fee Reduction Examples

These examples are for information purposes only and may vary according to your fees and offerings.

Table 1. Standard for child care centres

Service	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	\$13/day (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)

Table 2. [PA days and March break](#) for child care centres

Apply the same reduced dollar amount as for the before and after school program. In this example, 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 break	\$50/day	\$37/day (after the \$13/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](#)

Appendix 7: Key Performance Indicators

You must report on the key performance indicators (KPIs) below for School-Age 6-12 Funding.

Wage Enhancement Grant (staff supporting school-age (6-12) programs only)

- Number of fully-eligible (\$2 per hour) full-time equivalent (FTE) staff eligible for WEG. One FTE is equivalent to 1,754.5 hours for the year.
- Number of partially-eligible (less than \$2 per hour) FTE staff eligible for WEG. One FTE is equivalent to 1,754.5 hours for the year.

Workforce Compensation Fund (staff supporting school-age (6-12) programs only)

- Number of RECE program staff supported by wage floor.
- Number of RECE supervisors supported by wage floor.
- Number of RECE program staff supported by annual wage increase.
- Number of RECE supervisors supported by annual wage increase.

General Operating Fund (staff supporting school-age (6-12) programs only)

- Total number of RECEs employed as of December 31 of the calendar year.
- Total number of RECEs who left the agency between January 1 and December 31 of the calendar year.
- Total number of RECEs who joined the agency between January 1 and December 31 of the calendar year.
- Number of staff supported with GOF wage enhancements.

BASP - Child care fees (for school-age (6-12) programs only)

- Average monthly number of children that received the fee reduction in before and after school programs. (TBD)
- Average monthly number of children that received the fee reduction in [PA days/winter/spring break](#) programs. (TBD)

BASP – Enrichment (for school-age (6-12) programs only)

- Total number of enriched program hours.
- Average monthly number of children who participated in enriched before and/or after school programs. (TBD)
- Average monthly number of children who participated in enriched programs in PA day/winter/spring break programs. (TBD)

Enhanced Program Support (for school-age (6-12) programs only):

- **Number of school-aged children with special needs* served (cumulative):** Total number of school-aged children (72 months up to and including 144 months) with special needs in the classrooms that were supported by Program Support staff. Each child is counted only once in a calendar year.
- **Average monthly number of school-aged children with special needs* served (cumulative):** Actual number of school-aged children (72 months up to and including 144 months) with special needs in the classroom that were served each month, added together, and divided by the total number of months. Each child is counted only once every month.
- **Number of school-aged classrooms supported:** Total number of school-aged classrooms (for children 72 months up to and including 144 months) supported by Program Support staff. Each classroom is counted only once in a calendar year.
- **Number of hours of enhanced program support provided in school age classrooms:** Total number of hours of enhanced program support provided. The number of hours must align with the amount of funding spent on enhanced program support.

Note: Children with special needs are defined under the Child Care and Early Years Act, 2014 (CCEYA), as a child whose cognitive, physical, social, emotional, or communicative needs, or whose needs relating to overall development, are of such a nature that the child needs added supports.