

# **2025 Guideline School-age (6 to 12) Funding**

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



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# Highlights of changes

## Section 3: Funding components, requirements, and budget management

We added a section on eligible expenses and updated the section on ineligible expenses.

## Section 5: BASP fee reduction requirements

We updated the requirements on how to meet your BASP fee reduction requirements up to December 31, 2025.

## Section 6: Enrichment funding requirements

We updated the requirements on how to meet your enrichment requirements up to December 31, 2025.

## Appendices:

We updated or added the following appendices:

- **Appendix 2: Funding approach and data.** We updated the BASP fee reduction and enrichment funding approach to reflect the new program period up to December 31, 2025.
- **Appendix 6: Letter to families.** We added this appendix to support your communications with families.
- **Appendix 7: Fee reduction examples.** We updated the table of examples to show a 50% fee reduction for PA days and school breaks.
- **Appendix 10: Key Performance Indicators (KPI).**

We removed the following BASP child care fees KPIs, as this data will be collected through OCCMS and other methods:

- Average monthly number of children who participated in enriched before and after school programs.
- Average monthly number of children who participated in enriched programs in PA days or winter, spring break programs.

We also updated the language on the Enhanced Program Support (EPS) KPI to change the term “children with special needs” for “children who need extra support.”

## Section 1: Overview

This guideline covers the period of January 1, 2025, to December 31, 2025, and explains the funding that is available 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 to 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 to 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 or junior school-age care 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 to 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 to 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 to 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 enrolment reported) you will be entitled to receive the Wage Enhancement Grant (WEG) 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 to 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 to 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 to 12) Funding. You will continue to qualify as you have in previous years.

## Section 3: Funding components, requirements, and budget management

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

- Wage Enhancement Grant (WEG).
- Workforce Compensation (WCF).
- Minimum Wage Offset (MWO).
- General Operating - SWB (GOF).
- Child Care Fees (BASP).
- Enrichment.
- Enhanced Program Support (EPS).
- Operations.
- Planning time.
- Professional learning costs.
- Administration.
- Other.

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

### Mandatory requirements

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

1. Meet your workforce funding requirements. Refer to [Section 4](#) for details on how to calculate and distribute these wage grants.
2. Meet your fee reduction requirements. Refer to [Section 5](#) for instructions on how to meet your fee reduction requirements.
3. Facilitate BASP enrichment activities. Review [Section 6](#) for details on how to meet this requirement.
4. Use EPS Funding to support inclusive programs. Refer to [Section 7](#) for EPS requirements.
5. Meet your Workforce Innovation Funding (WIF) requirements. Review [Section 9](#) for details on the WIF requirements.



## Funding flexibility

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

Notes:

- You may only move a maximum of 10% out of EPS unless you have approval from Peel Region.
- You cannot increase your administration budget using unspent funding from other budget categories. You can use unspent administration funding on other expenses as noted in the funding flexibility policy.
- Anything you choose to use unspent funding on still needs to meet the eligibility criteria for that budget category.
- You cannot use funding flexibility to enhance wage grants beyond the grant's policy requirements.

For example, you cannot use funding flexibility to give someone a \$3 an hour wage increase for WEG.

- If you use funding flexibility in 2025 to offset other costs, you must consider additional expenses (and enhancements) in other categories as one-time costs. These expenses will not be supported in 2026.

Refer to [Sections 4 to 7 and 9](#) of this guideline to understand your mandatory requirements for School-age (6 to 12) Funding.

For example, if we provide \$45,000 in your Child Care Fees budget and you only need \$40,000 to meet your BASP fee reduction requirements, you can use the remaining \$5,000 towards:

- Increasing the number of enrichment activity hours for your program.
- Increasing the number of hours a program support staff supports the program (when there are needs in the classroom).
- Provide additional fee reductions, between January and June 2025, for families on Ministry Approved [Professional Activity \(PA\) days or March Break](#) licensed child care camp for children ages 6 to 12.
- Purchasing eligible program materials within the Operations budget category.
- Increasing the WIF Professional Learning budget for eligible staff.

- Other expenses that meet the criteria of the other School-age (6 to 12) Funding budget categories.

## **Budget management**

We encourage you to review your School-age (6 to 12) Funding budget throughout the year and use your total School-age Funding on eligible costs.

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 to 12) Funding and have no funding left over. This is the ideal and expected scenario. If you spend all your School-age (6 to 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 at [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) with the subject line "School-age (6 to 12) Funding request."

We will consider requests for extra funding for WEG, WCF, MWO, and fee reduction based on our 2025 funding availability. We will not provide extra funding for EPS, program enrichment, WIF 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 Peel 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](#).

## **Eligible costs**

You must spend your school-age funding on eligible costs. Using school-age funding for ineligible costs may result in year-end recoveries.

Expenses must be appropriate, reasonable, and attributable to school-age program delivery between January 1, 2025 and December 31, 2025.

## Ineligible costs

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

- Costs funded by another public source (such as CWELCC cost-based funding) or reimbursed by another source (such as by insurance claims).

Note: If your insurance doesn't cover part of an expense, that uncovered amount may be eligible.

- Major capital expenses.
- Debt costs including principal and interest payments related to capital loans, mortgage loans, and operating loans.
- Property taxes.
- Bonuses, including retirement bonuses, gifts, and honoraria paid to staff.
- Vehicle financing or lease costs, unless the vehicle is used to transport children to or from school to your child care program.
- Fees paid on behalf of staff for membership in professional organizations such as the College of Early Childhood Educators.
- Penalties, fines, forfeitures, or liquidated damages.
- Any expense not listed in this guideline.

Review each section of this guideline carefully to understand the eligible and ineligible costs for School-age (6 to 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 benefits and 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, MWO, and WCF budget categories under the School-age (6 to 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 children from newborn to 6 years old, and children ages 6 to 12, you should claim the cost under the age group where that staff spends most of their time. You can only claim the expenses once.
- Program support staff (EPS) 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, which is \$17.20 an hour. Starting October 1, 2025, [Ontario's minimum wage](#) is increasing to \$17.60 an hour.

Reminder: You must use fees collected from families with children 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 must 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. You must reassess staff eligibility based on the updated 2025 WEG's wage maximum of \$32.81 an 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 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 Benefits), Historical and 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 an 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 such as hourly wage eligibility and qualifications.
- 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 requirements**

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 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 an 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 a 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 a program for 25% of the time and may qualify for the enhancements above for 2 hours a day (10 hours a 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 or janitorial, and clerical or administrator<sup>1</sup>.
- Assistant supervisors who do not qualify for the 2025 WEG or WCF.
- Enhanced Program Support (EPS) staff, Special Needs Resourcing resource teachers or consultants, and supplemental staff<sup>2</sup>.
- Unpaid students and volunteers.
- Students not in a permanent position.
- Owners and Operators who do not occupy an eligible position.
- Individuals hired through a third party such as a temp agency.
- Fee for service contracts.

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<sup>1</sup> 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.

<sup>2</sup> 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.



Program staff and supervisors who are not Registered Early Childhood Educators (RECE) do not qualify for the WCF Wage Increase or Wage Floor.

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 the WCF Wage Increase or Wage Floor.

## **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 from collective agreements, performance, cost of living, 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. 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 or partial WEG is added if the total from steps 1 and 2 is less than \$32.81 an hour for eligible staff positions.

### **Program staff and centre supervisors who are RECEs<sup>3</sup>**

4. Add: Workforce Compensation Fund (WCF) to the RECE wage if the total from steps 1, 2, and 3 is less than \$27 an hour for RECE program staff and \$30 an 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 an hour for RECE program staff or \$25.86 an hour for RECE supervisors.

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<sup>3</sup> Refer to section on "How to determine if staff qualifies" for more details

## **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 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.

### **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 an hour, plus incremental benefits or deductions for eligible staff.

You do not need to apply.

WEG funding is available through your School-age (6 to 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 an 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 3](#).

## **4.7 Workforce Compensation Funding (WCF)**

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

In 2025, the Workforce Compensation Funding includes:

1. RECE Wage Increase.
2. RECE Wage Floor.
3. Minimum Wage Offset.

This section includes the requirements for these components.

### **RECE wage increase**

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

- Below the wage ceiling of \$27 an hour (including GOF and WEG) for RECE program staff.
- \$30 an 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.

## RECE wage floor

You must pay RECE program staff at least \$24.86 an hour and RECE supervisors at least \$25.86 an 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 4](#).

## Minimum Wage Offset (MWO)

MWO helps with the incremental cost pressures for providers to meet minimum wage increases for eligible non-RECE staff from 2022-2023, as applicable:

- January 1, 2022 (from \$14.35 to \$15).
- October 1, 2022, (from \$15 to \$15.50).
- October 1, 2023 (from \$15.50 to \$16.55).

You can also use MWO to cover 17.5% of your actual incremental benefit costs associated with the minimum wage offsets.

MWO is tied to the position, not the individual staff. Positions must have existed on or before September 30, 2023.

## MWO eligibility

To get the MWO, you must have reported MWO expenditures in 2024, continue to employ eligible positions and serve school-aged children in 2025.

## Eligible positions

Eligible positions include non-RECE program staff such as director approved, teacher assistant, Early Childhood Assistant (ECA) and non-RECE child care supervisors. Staff must be in receipt of a T4. These positions had to have earned (before grants):

- Below \$15 an hour on December 31, 2021.
- Below \$15.50 an hour on September 30, 2022.
- Below \$16.55 an hour on September 30, 2023.

Exception: Non-program staff without a RECE designation who spend at least 25% of their time supporting ratios under the CCEYA qualify MWO for the hours they worked in ratio.

Important:

- You cannot use MWO to cover the minimum wage increases on October 1, 2024, and October 1, 2025. These costs are the responsibility of the child care provider.

- The MWO is not a staff payment; it is a reimbursement to providers to offset the costs already incurred by providers to meet the 2022 and 2023 minimum wage requirements under the Employment Standards Act.

## 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 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 an 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 an hour.
- She also received \$2.50 an hour in GOF, which was not included in the WEG or RECE wage increase calculation in 2024 = \$28.50 an 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 an hour) is \$24.50 an 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 an hour.

- In 2025, the RECE wage ceiling is \$27 an hour. This means that she only qualifies for a RECE wage increase of \$0.50 an 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 an 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.

You can calculate the wage stability amount 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 an hour (2024) and \$27 an hour (2025).

You must report the stability amount under the "CWELCC" notation on a staff's paystub and as an expense under WCF. A tool is available to help you calculate the wage stability amount that your 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.
- Monitor your budget to ensure that you have enough funding within your allocations to meet all of your 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: BASP fee reduction requirements - Updated**

The purpose of this funding is to lower child care fees. This will support better access and affordability for school-age programs for families in Peel.

Use your Child Care Fee budget 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.

You must reduce your base fees for BASP during the school year only from January 1, 2025 to December 31, 2025. Summer break is not eligible. 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:

- You must communicate the BASP fee reduction to families.
- You must 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 2025–2026 fee schedule by August 1, 2025. Your updated fee schedule must include:

- Your regular fees.

- The dollar amount of the fee reduction we are covering.
- The start and end dates of the fee reduction.
- How you will apply the reduction. For example, by lowering the fee or giving a refund.<sup>4</sup>
- A note that says the fee reductions apply only to before and after school programs (BASP) in Peel, and future reductions will depend on funding being available.

You must use at least one of your regular communication channels, such as email, letter, or the parent board(s) in your centre(s). You must also make your fee schedule publicly available in your Parent Handbook.

We recommend that you also post your fee schedule on your website.

### **Peel Region letter for families**

We provided you a letter to share with families. For easy reference, refer to [Appendix 6](#). You must share this memo with families no later than August 1, 2025, using your regular communication channel(s)<sup>5</sup>.

Providers that become eligible for this funding after July 1, 2025, must share this memo within 30 days of receiving the funding.

We may provide more communications for you to share with families. You are responsible for distributing any communications we provide to families of school-aged children.

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

### **Reduce your BASP fees**

From September 2, 2025<sup>6</sup> to December 31, 2025, you must use your Child Care Fee funding to reduce your licensed before and after school program base fees for eligible children.

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<sup>4</sup> For the January to June 2025 fee reductions, you had to post your fee schedule by December 31, 2024.

<sup>5</sup> For the January to June 2025 fee reductions, you had to share a letter with families by December 31, 2024.

<sup>6</sup> The fee reduction should start at the beginning of the school year, which would be in August 2025 for programs that run in schools that are on a balanced school year.

- Licensed before, after, and before and after school program fees must be reduced by 50%.
- Fees for Ministry of Education approved PA days and breaks, as noted in your Parent Handbook, must be reduced by 50%<sup>7</sup>. For example, if your PA day full-day fee is \$60, you must reduce it by 50% to \$30.
- If your program offers discounts such as multiple children discount, or early-bird discounts, and the like, you must apply your discount before the BASP fee reduction.

### **Fee reduction for children who receive child care subsidy**

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

For example, if a family has an approved parent contribution amount of \$16 a day for their child who attends BASP, you must reduce their parent contribution amount to \$8 a day. This example is for information purposes and will vary according to the family's parent contribution for eligible children.

The child care subsidy program will continue to pay the subsidy portion of your fees separately.

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.

### **Issue fee reductions to families**

Starting January 2026, you must reduce fees upfront instead of issuing refund payments to families. If you can, we encourage you to begin offering upfront fee reductions at the start of the school year.

If you are not able to provide upfront fee reductions for families, you must follow this refund schedule:

- For fees paid between January 3, 2025 and 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.

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<sup>7</sup> For the January to June 2025 fee reductions, you had to reduce the fees for Ministry of Education approved PA Days and breaks by the same dollar amount as the before and after school fee reduction. For example, if your BASP fee was reduced by \$12 a day, your non-instructional fee was to be reduced by \$12 a day.

- For fees paid at the start of the school year to October 31, 2025, you must issue a refund by November 14, 2025.
- For fees paid between November 1, 2025 and December 31, 2025, you must issue a refund by January 15, 2026<sup>8</sup>.

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.

### **BASP fee reduction eligible children**

The BASP fee reduction is for children who are not eligible for the CWELCC fee reduction program based on their age. Children qualify for the BASP fee reduction if they meet all of the following criteria:

- They are enrolled in an eligible licensed primary or junior school age program.
- They pay a fee for licensed school-age before, after, PA Day, or school break care.
- They are at least 6 years old and no longer eligible for CWELCC. If a child turns 6 years old between September 2 and December 31, 2025, they qualify for the BASP fee reduction starting on the 1st of the month that follows their birthday.

For example, if a child turns 6 years old on October 5, 2025, they will qualify for CWELCC until October 31, 2025. Starting November 1, 2025, the child would qualify for the BASP fee reduction.

We do not provide you with school-age child care fee funding for kindergarten spaces being used by children who are not eligible for CWELCC because they are 6 years old or older. You can use your funding flexibility to cover the fee reduction for these children as long as you meet all the mandatory school-age requirements and do not exceed your school-age funding allocation.

### **Market fee requirement**

If you change your rates, you must submit a revised market rate schedule to us at [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) at least 60 calendar days before your rate change comes into effect. You cannot raise fees more than once during a 12-month period. Refer to the [2025 EYCC Service Provider Handbook](#).

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<sup>8</sup> This expense must be accrued as a 2025 expenditure, reported in the 2025 reconciliation and appear in 2025 child care receipts for families.

## Section 6: BASP Enrichment Funding requirement

The purpose of this funding is to improve children's experiences in school-age programs.

You must use your Enrichment Funding 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 (including martial arts, soccer, among others), STEAM (robotics, coding, dance, crafts, music, among others), homework help, and babysitting certification.



Enrichment activities need to meet the criteria below:

- Provided to children enrolled in primary or 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 during the school year between January 3, 2025, and December 31, 2025. Enrichment funding cannot be used to cover activities during summer break.
- Provided on average once a week for each group of children and take place primarily during after-school hours (3 to 6 p.m.) and on PA days and school breaks. All children must have the opportunity to benefit from enrichment activities so a range of offerings during after-school, school breaks and PA Day programs.
- Held primarily at the program's regular location. You can also offer cost-effective educational enrichment programs outside the BASP premises.
- Selected based on families' needs and children's interests, which you can identify through surveys with families and children.
- 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 meet any applicable licensing or 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 to deliver the enrichment program charged by the third-party provider (when an additional materials fee applies).
3. Transportation costs for children if enrichment programs take place 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 each 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: 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. After meeting all mandatory requirements of the School-age (6 to 12) Funding, you can use any leftover funding to cover eligible EPS costs. For additional information about funding



flexibility please read [Section 3: Funding Components, Requirements and Budget Management](#).

Note: You may use up to 10% of unused EPS funding for other 6 to 12 expenses. If you wish to use more than 10% for other expenses, you must request approval from Peel Region by emailing [PIRS@peelregion.ca](mailto:PIRS@peelregion.ca). We will assess the request and determine whether additional flexibility can be approved.

You are responsible for using your EPS funding appropriately and must meet the following requirements:

## Minimum and maximum allowable wages

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

- Minimum: You must pay your program support staff at least Ontario's [current minimum wage](#).
- Maximum: 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 an hour (including wage enhancements), the maximum hourly amount you can pay your program support staff is \$27 an 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. Program support staff cannot provide 1:1 support for an individual child, and you cannot assign program support staff to support specific children.
- 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 and 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.
- You [access consultation supports](#) (General Classroom or Child Specific Brief Consultation) and actively engage with the Resource Consultant (RC) throughout the process, including implementing suggested strategies.
- Your program staff participate 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: Operations funding requirements

### Overview

The operations funding supports eligible costs in school-age programs. The goals of this funding are to:

- Increase access and stabilize fees.
- Comply with Ontario codes and licensing requirements.
- Address one-time repairs and maintenance costs.
- Transform business operations.
- Enhance program quality.

This funding is subject to the availability of budget and could be reduced or eliminated from year-to-year. You must ensure the viability of your school-age programs without depending on this funding as it is subject to change.

### Funding conditions

You must meet the following funding conditions:

- Priority must be given to expenses that are necessary to:
  - Comply with Ontario codes and licensing requirements, where necessary.
  - Cover the school-age portion of costs for projects approved through one-time emergency funding, if applicable.
- If your program doesn't have expenses related to these priority areas, you may use the funding for other eligible expenses outlined in this guideline as appropriate.
- Funding must be used to cover expenses where other funding is not available within your budget or reserves for 2025.
- Expenses must be appropriate, reasonable and attributable to school-age program delivery between January 1, 2025, and December 31, 2025.

## Operations eligible expenses - NEW

Review Table 1 for a list of operations eligible expenses.

**Table 1. List of operations eligible expenses.**

Description	Eligible expenses
<b>Educator costs to support viability</b>	Costs for: <ul style="list-style-type: none"> <li>Educators in classrooms temporarily running at a financial loss due to insufficient enrolment.</li> <li>Second staff persons required to be in the program as identified in the <a href="#">CCEYA</a> for programs with enrolment between 6 to 14 children.</li> </ul>
<b>Occupancy</b>	Costs for lease, utilities, insurance, cleaning contracts, staffing, equipment, and pest management.
<b>Transportation for children</b>	Costs for gas, insurance, and maintenance only for a vehicle used to transport school-age children.
<b>Resources and supplies</b>	Costs for: <ul style="list-style-type: none"> <li>Attendance tracking tools, such as binders and sign-in sheets.</li> <li>Program binders, DEI program materials and training materials.</li> <li>Family communication or interactive apps, and technology platforms to support attendance tracking tools.</li> <li>First aid kits and emergency preparedness supplies, such as flashlights, blankets, and emergency contact binders.</li> <li>Laminating tools or organizational storage to support long-term material use.</li> <li>Pre-assembled kits that enhance programs, support learning extensions, and reduce prep time for staff. For example: theme-kits such as STEAM, sensory play or literacy, seasonal, or cultural activity kits.</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>Child size serving and eating utensils.</li> <li>Child friendly cooking kits that could include simple tasks, such as spreading, mixing, and assembling.</li> <li>Age-appropriate snacks for children 6 to 12 considering portion sizes and variety. Refer to <a href="#">O. Reg. 137/15: General, section 42 Nutrition</a> requirements in the CCEYA for more details on these requirements.</li> <li>Safe food storage solutions, such as coolers, labeled bins, or reusable containers to reduce waste.</li> <li>Allergy management tools such as allergy chart templates, or color-coded utensils.</li> </ul>

Description	Eligible expenses
<b>Repairs and maintenance</b>	<ul style="list-style-type: none"> <li>• Kitchen sinks, cupboards, counters, or commercial appliances, such as gas or electric stoves, range hoods, food processors, fridges, freezers, or dishwashers.</li> <li>• Washroom flooring, sinks, toilets, taps, mirrors, partitions, or soap dispensers.</li> <li>• Major systems including building foundation, sump pump, emergency lighting, secure entrances, HVAC, leaking roof, asbestos removal, wiring upgrades, windows and doors, accessibility, ventilation systems, and air purifiers if ventilation is insufficient or where outdoor or fresh air introduction cannot be achieved by other means.</li> <li>• Play areas including fencing to meet licensing or playground inspection requirements, damaged or worn outdoor safety surfacing, drinking water systems, shade structures, damaged or worn flooring material, damaged or worn ceiling, and indoor painting where paint has faded due to frequent cleaning.</li> <li>• Furnishings and equipment including chairs, toy shelves, tables, coat hooks, or hangers.</li> <li>• Other: washer or dryer and secure entrances for each site, including surveillance cameras.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• IT equipment or upgrades to facilitate internet connectivity for business purposes and participate in virtual consultations with Peel Inclusion Resource Services (PIRS) Resource Consultants (RC), Quality Initiatives (QI) Mentors, and Early Years Specialists (EYS).</li> <li>• Computers, tablets, all-in-one printers, scanners, copiers, modem, router, wi-fi extender, 2-way radios, projector and projector screen (1 for each site).</li> <li>• Child care management software subscriptions.</li> <li>• Technology to reduce admin burden, such as automated payroll and accounting setup like Sage or QuickBooks.</li> </ul> <p>NOTE: Flat-screen televisions are not eligible, environmental fees are eligible at time of purchase, and subscriptions can be covered until Dec 31, 2025.</p>

Description	Eligible expenses
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Website development or upgrades, including mobile capabilities and online social media presence.</li> <li>• Online marketing and marketing for recruitment, such as email marketing, social media marketing, and search Engine Optimization (SEO).</li> <li>• Display advertising, search engine marketing (SEM) and content marketing, radio commercials to support enrollment or staffing, print materials such as flyers and posters, and signage such as outdoor neon signs and property signs.</li> </ul>
<b>Play-based materials and equipment</b>	<ul style="list-style-type: none"> <li>• Non-consumable materials including blocks and construction materials, dramatic play items, art materials, gross motor or outdoor toys, table toys, and cognitive play.</li> <li>• Items that extend learning and socialization from an enrichment activity.</li> <li>• Montessori programs may use funds to purchase items for Montessori school-age classrooms.</li> </ul>
<b>One-time Emergency Funding (OTEF)</b>	<ul style="list-style-type: none"> <li>• Supports urgent one-time, non-discretionary costs attributed to serving children 6 to 12 years old as approved under the OTEF.</li> <li>• The expense is eligible if it not reimbursed by insurance or not covered under other funding sources and is an approved OTEF expense.</li> <li>• More information about the OTEF and the proration of costs will be shared in the updated 2025 CWELCC Funding Guideline to be released in July 2025.</li> <li>• Example: If you experience a burst pipe. <ul style="list-style-type: none"> <li>• Cost of a burst pipe after insurance payment: \$8,000.</li> <li>• Child care centre CWELCC vs. school-age ratio: 80/20.</li> <li>• CWELCC OTEF approved payment: \$6,400.</li> <li>• Eligible school-age operations amount: \$1,600.</li> </ul> </li> </ul>
<b>Audited financial statements</b>	Support costs of audited financial statements, as required by Peel, for the licensed school-age child care portion of your business.



## Section 9: Workforce Innovation Funding requirements

In 2025, Workforce Innovation Funding (WIF) is available to eligible centre-based child care providers who provide licensed child care for school-aged children (6 to 12 years old) in Peel. WIF supports planning time and professional learning.

This funding is subject to the availability of budget and could be reduced or eliminated from year-to-year. You must ensure the viability of your school-age programs without depending on this funding as it is subject to change.

### A. Planning time

#### **Planning time is a mandatory WIF activity between June 1 and December 31, 2025**

You have the flexibility to schedule planning time hours based on your operational needs and staff availability. You can arrange planning time in the following ways up to a maximum of 4 hours a month:

- Weekly, bi-weekly, or accumulated within the month.
- 2 paid planning hours every 2 weeks or up to a maximum of 4 hours every month.

Providers must:

1. Use your funding to provide at least one hour of paid planning time a week, or 4 hours a month, from June 1 to December 31, 2025.

You have the option to use your program funding to support planning time retroactively from April 1 to May 31, 2025.

2. Aim to schedule planning time during staff's regular hours (where other staff must temporarily take their place to meet ratios) when coverage can be provided by supply staff, float staff, or part-time program staff who may benefit from increased number of hours.

### **Who is eligible for planning time?**

Program staff who work a minimum of 20 hours a week supporting ratio requirements as outlined in the CCEYA in any one-week period (Monday to Sunday).

## What activities qualify for planning time?

Staff can conduct planning time activities individually or as a group based on your existing practices. Time spent in the following activities count towards the planning time requirement:

- Engaging in reflective practice, collaborative inquiry around pedagogical approaches.
- Applying learning from courses or training in the classroom.
- Preparing and documenting ongoing curriculum based on the 4 foundations of “How Does Learning Happen?” and observations of children’s interests.
- Reviewing documentation, identifying interests, and setting goals for a group or a child.
- Researching and planning goal-oriented activities that support a child’s well-being and creating the best possible conditions for learning and development.
- Reflecting and documenting the impact of current practices and approaches on children, families, and others.

## How do I use the funding?

If planning time occurs outside regular hours, you can use the funding to cover one additional hour of base salary a week plus mandatory benefits. Overtime pay is not eligible.

If planning time occurs during regular hours, you can use the funding to pay base wages and mandatory benefits for staff covering the time (for example, supply, float, or part-time staff).

## B. Professional learning

Professional learning is a flexible WIF activity between April 1 and December 31, 2025.

For professional learning in 2025, you must:

- Share this funding opportunity with your eligible staff by July 31, 2025, informing them that they can access up to \$500 for professional learning. A communication memo to eligible staff is provided in [Appendix 8](#).
- Develop an internal policy that outlines how eligible staff can access professional learning, the approval and communication process, and key timelines.

If you already have a professional development policy, you do not need a separate one. You can update your existing policy to include this funding and make sure all staff know how to access it.

- Provide a copy of your policy which outlines how staff access professional learning opportunities upon request from the Peel Region.

**IMPORTANT:** Providers may deny staff professional learning requests if they conflict with the operational needs of the program. Providers must aim to accommodate the professional learning request at another reasonable time.

## **B.1. Professional learning costs**

You can use the funding to reimburse or cover registration costs, and fees for eligible staff to attend or participate in approved professional learning sessions, courses, or training opportunities.

### **Who is eligible for professional learning costs?**

Program staff who work a minimum of 20 hours a week supporting ratio requirements as outlined in the CCEYA in any one-week period (Monday to Sunday).

### **What topics qualify under professional learning costs?**

Professional learning is intended to directly benefit and impact eligible staff and program quality. Professional learning opportunities must be:

- Related to child care.
- Cost-effective.
- Support staff in their work with children.

Note: Refer to [Appendix 9](#) for a professional development resource outlining how you may participate in professional learning and a general list of agencies or examples of eligible trainings.

Training, courses, and professional learning sessions on the following topics qualify:

- Early years and child care pedagogical practices aligned with How Does Learning Happen.
- Supporting children with additional needs in an inclusive class-wide model and strategies that support the inclusion of all children.
- Health, safety, and well-being of children such as nutrition, environmental health, communicable diseases, and duty to report.

- Mental health and well-being of staff such as Compassion Fatigue, Personal Resilience, Addressing Burnout and Emotional Intelligence.
- Diversity, Equity, and Inclusion.
- The CCEYA, its regulations and ministry policy.
- Early years and child care leadership practices to support current and aspiring leaders seeking to learn more about management, administration, and leadership.
- Business administration such as financial literacy, human resource management, policy development and business software skills.
- Training requirements under the Accessibility for Ontarians with Disabilities Act, 2005.
- Certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board.

Note for new staff: This professional learning cost is eligible only if the courses offered by CDRCP were not available at the time of their hiring.

### **How do I use the funding?**

You can use the funding to reimburse or cover the registration costs, and fees for eligible staff to attend, engage in eligible professional learning sessions, courses and training opportunities. Professional learning sessions must be paid from April 1 to December 31, 2025.

## **B.2. Paid professional learning time, release time, and extra hours**

You may use your funding to encourage staff participation in eligible professional learning activities by supporting extra hours worked, staff coverage, or base salary for staff participating in professional development.

### **Who is eligible for paid professional learning time?**

Program staff who work a minimum of 20 hours a week supporting ratio requirements as outlined in the CCEYA in any one-week period (Monday to Sunday).

### **What topics and activities qualify under paid professional learning time?**

Funding for professional learning time, release time, and extra hours worked is used when eligible staff participate in the following:

- The professional learning opportunities listed above in [Professional Learning Costs](#).

- Refer to [Appendix 9](#) for a professional development resource list of training and learning opportunities.
- Completing the [Continuous Professional Learning \(CPL\)](#) program of the College of Early Childhood Educators Ontario (CECE) for RECEs only.
- [CDRCP professional learning](#) opportunities.
- Meeting with Peel Inclusion Resource Services (PIRS) staff on Individual Program Plans (IPP).
- Adapting activities and materials to support goals or strategies outlined in a child's PIRS on IPP.

### How do I use the funding?

You can use your funding to encourage staff participation in professional learning activities by paying for:

- **Release time:** pay supply staff base wages and mandatory benefits for hours worked covering eligible staff while they participate in eligible professional learning activities during their regular hours.
- **Base wages and mandatory benefits for extra hours:** pay for extra hours worked to participate in eligible professional learning activities outside of a staff's regular working hours. For example, a course from 7:00 pm to 9:00 pm for staff who work between 7:00 am to 6:00 pm.
- **Travel time:** up to one hour of travel time (round-trip) for each in-person professional learning opportunity outside of regular working hours.

## C. WIF reconciliation

In 2025, you will report actual expenditures on the following budget categories in GovGrants:

- Planning time.
- Professional learning cost.

## Section 10: Administration funding requirements

You can use your administration budget for administration costs to implement Peel school-age (6 to 12) programs and meet reporting and reconciliation requirements. Follow these rules as you use your administration budget:

- Your administration expenditures must not exceed the amount in your administration budget category in GovGrants.
- Costs for administration such as bookkeeping or accounting with an external company or a third-party company are eligible provided receipts and invoicing support expense criteria claimed.
- Documentation may be requested and may include T4s and payroll records, logs of time spent on administration, receipts, or itemized invoices.
- Non-arm's length transaction costs are ineligible unless conducted at fair market value. Fair market value is the price a good or service would sell for in an open and competitive market, and should not exceed what an ordinary, typical person would reasonably incur in operating a comparable business providing child care to eligible children.

## **Owners and operators responsible for administration who are in payroll**

Owners and operators responsible for administration, who are on payroll as of January 1, 2025, are eligible to claim salaries and benefits only for time spent on the administration of School-age Funding and completion of regional reporting requirements. The time spent on administrative tasks can be determined in the following ways:

- A percentage of total paid time spent on school-age administration. For example, if you spend 5% of your time completing regional reporting, you can use your administration budget to cover 5% of your wages.
- Number of paid hours spent on school-age administration. For example, if you spend 2 hours a week completing regional reporting, you can use your administration budget to cover 2 hours worked and paid at your regular salary rates.

This funding is subject to the availability of budget and could be reduced or eliminated from year-to-year. You must ensure the viability of your school-age programs without depending on this funding as it is subject to change.

## **Section 11: 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 to 12) Funding.

## Reporting School-age (6 to 12) Funding expenditures in GovGrants

You will use GovGrants to report your expenditures under the School-age (6 to 12) Programs – Centres announcement. In your reconciliation report, you will report your annual spending for each budget category. Table 2 shows you an example of a reconciliation.

**Table 2. Example of a reconciliation**

Budget category	Awarded budget	Spent this period
<b>Wage Enhancement Grant</b>	\$17,500	\$17,500
<b>Workforce Compensation</b>	\$20,000	\$20,000
<b>Minimum Wage Offset</b>	\$5,000	\$4,500
<b>General Operating - SWB</b>	\$17,500	\$17,500
<b>Planning time</b>	\$50,000	\$50,000
<b>Professional learning costs</b>	\$18,000	\$18,000
<b>Child care fees</b>	\$22,500	\$20,000
<b>Enrichment</b>	\$5,000	\$7,500
<b>Enhanced Program Support<sup>9</sup></b>	\$7,500	\$8,000
<b>Operations</b>	\$7,000	\$8,000
<b>Administration</b>	\$5,000	\$4,000
<b>Total</b>	<b>\$175,000</b>	<b>\$175,000</b>

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 Child Care Fees towards Enrichment. This provider achieved a balanced 2025 budget.

We will provide an Excel template for you to provide more detailed expenditure reporting as part of the reconciliation process.

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<sup>9</sup> 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 Peel Region.

## **Proration of expenses**

When reporting expenses as part of school-age (6 to 12) reconciliation, you will need to prorate and report only the school-age (6 to 12) eligible amounts. We will provide guidance in the coming months about how to prorate shared expenses in a consistent and transparent way between the 0 to 6 and 6 to 12 age groups for reconciliation purposes.

## **Reporting Key Performance Indicators (KPI) in Excel**

You will report your key performance indicators for the School-age (6 to 12) Funding to us through a school-age (6 to 12) reconciliation template. We will share details about how you will report KPIs for 2025 in the coming months.

Refer to [Appendix 10](#) for the KPIs you need to report to us.

## **Documentation and receipts**

You must maintain documentation for 7 years, including receipts and invoices, for your School-age (6 to 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 to 12) Funding, email your Early Years Specialist or [EarlyYearsSystemDivision@peelregion.ca](mailto: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 for 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.

**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 (each 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 - Updated

This section explains how your 2025 allocations in the “2025 School-age (6 to 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 March 31, 2025, 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.
- Minimum Wage Offset (MWO) - higher of reported expenditures or GovGrants award from 2024 plus 4% contingency.

The allocations above were prorated based on each provider’s specific 6 to 12 portion of the program staffing ratio (at the head office level) under the CWELCC funding formula. For example, if a provider’s 0 to 5 ratio was determined to be 85% then the 6 to 12 portion would be 15%. A minimum of 5% was allocated to providers whose 6 to 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 to 5 EPS allocation is included in your CWELCC funding.
- Workforce Innovation Funding (WIF) - planning time is calculated at one hour each week for each eligible staff from April 1 to December 31, 2025. The funding amount is based on one hour of the staff’s hourly wage plus 17.5% for benefits, a week. Professional learning funding is calculated at \$500 for each eligible full-time equivalent (FTE). Your 0 to 5 WIF allocation is included in your CWELCC funding.
- Child Care Fees:

- January to June 2025 – actual reported expenditures from 2023-24 reconciliation data with 4% added for growth and inflation.<sup>10</sup>
- September 2025 to December 2025 – actual reported expenditures from 2023 to 2024 reconciliation data with 10% added for growth and inflation.
- Allocations were prorated for January to June and September to December 2025.
- Enrichment:
  - January to December 2025 – actual reported expenditures from 2023 to 2024 reconciliation data with 4% added for growth and inflation.
  - Allocations were prorated for January to June and September to December 2025.
- Operations - \$306 a space multiplied by the total school-age operating capacity reported and validated as of March 31, 2025.
- Administration - \$5,000 for each licensed school-age program as of March 31, 2025.

## Allocation concerns and adjustments

For all funding types, you need to meet the eligibility criteria. If you did not receive the 6 to 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](#).

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<sup>10</sup> For providers that did not participate in the affordability program in 2023-24, allocations were based on May 2024 operating capacity.

## Appendix 3: 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).
- 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 an 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 an hour or less, then the staff qualifies for the full WEG wage enhancement of \$2 an 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 an hour or the wage maximum of \$32.81 an 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 4: 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 an hour. As a reminder, to get WCF, staff must get WEG first.

If the total is less than \$27 an hour for RECE program staff or \$30 an 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 an hour or less for RECE; and if wage is \$27 an hour or less for RECE supervisor, then the staff qualifies for the \$3 an hour wage increase.
- If the wage is more than \$24 an hour, but less than \$27 an hour for RECE program staff; and if the wage is more than \$27 an hour but less than \$30 an hour for RECE supervisor, then the staff qualifies for the incremental amount needed to bring staff's hourly wage up to \$27 an hour (for RECE program staff) or \$30 an 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 an hour for RECE program staff and \$30 an 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 an hour for RECE program staff and \$25.86 an 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 5: How to determine if a staff is eligible for Minimum Wage Offset

Minimum Wage Offset (MWO) covers the difference between the actual base wage and the new minimum wages in 2022 and 2023.

This example is for information only. In this example, staff was making \$14.35 an hour on December 31, 2021, and did not get wage increases other than Ontario's minimum wage increases. Actual amounts may change depending on each staff's hourly base wage at the time of each minimum wage increase.

**Table 3. Example of MWO**

Wage component	Amount (an hour)	Calculation
Base wage Dec 31, 2021	\$14.35	
Minimum wage Jan 1, 2022	\$15	
Eligible wage Offset	\$0.65	$\$15 - \$14.35$
Base wage Sep 30, 2022	\$15	
Minimum wage Oct 1, 2022	\$15.50	
Eligible wage offset	\$0.50	$\$15.50 - \$15$
Total MWO in 2022	Up to \$1.15	$\$0.65 + \$0.50$
Base wage Sep 30, 2023	\$15.50	
Minimum wage Oct. 1, 2023	\$16.55	
Eligible wage offset	\$1.05	$\$16.55 - \$15.50$
Total eligible MWO hourly offset (2022-2023)	Up to \$2.20	$\$0.65 + \$0.50 + \$1.05$



## Appendix 6: Letter to families



July 11, 2025

Dear families,

We are pleased to let you know that Peel Region will continue to offer the Before and After School Affordability Program for the 2025-2026 school year.

### **This program helps families by:**

- Lowering the cost of child care for children ages 6 to 12.
- Adding engaging activities like sports, arts, and music to your after school program.

### **What this means for you:**

- You will pay 50% less for before and after school care.
- You will get 50% off full-day care on Professional Activity (PA) Days and school breaks, not including summer camp.
- Your child care fee for before and after school, PA days, and school breaks will be lowered by 50% if you receive child care subsidy.
- Your child can take part in engaging activities such as sports, arts and music during after-school, PA days and school break programs at no extra cost.

You do not need to apply to receive these benefits. Your child care provider will apply the fee reductions for eligible children and organize the extra activities for the upcoming school year.

If you have any questions, please speak to your child care provider directly.

If you need more help paying for child care, visit Peel's [child care subsidy webpage](#) to find out if you are eligible to apply.

Sincerely,

Early Years and Child Care Services

Peel Region

## Appendix 7: Fee reduction examples

Tables 4 and 5 show a fee reduction example. This example is for information purposes only. Your actual reduction may be different because it is calculated using your fees and service offerings.

**Table 4. Standard BASP for child care centres**

Service	Base fee	Daily reduced fee
Before school only	\$12 a day	\$6 a day (50% fee reduction applied)
After school only	\$17 a day	\$8.50 a day (50% fee reduction applied)
Before and after school	\$26 a day	\$13 a day (50% fee reduction applied)
Before and after school - with 25% multiple children discount	\$26 a day – \$6.50 (25% discount) = \$19.50 a day	\$9.75 a day (50% fee reduction applied after discount)

**Table 5. PA days and winter break for child care centres**

Service	Daily base fee	Daily reduced fee
PA day	\$60 a day	\$30 a day (50% fee reduction applied)
Winter break	\$50 a day	\$25 a day (50% fee reduction applied)

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

[Conseil scolaire catholique MonAvenir](#)

[Conseil scolaire Viamonde](#)

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

[Peel District School Board](#)

## Appendix 8: WIF - Planning time and professional learning communication to eligible staff

<Date>

Dear Early Years and Child Care Professional,

We are pleased to share that funding is available this year to support planning time and professional learning.

As professionals supporting young children, your work is valued. This funding is one way to recognize your role and support your professional growth.

### Planning time available from April 1 to December 31, 2025

Eligible staff will receive one hour of planning time every week. This can be scheduled weekly, bi-weekly or monthly. This time is meant to support you in planning thoughtful and engaging activities based on the interests and needs of the children in your care and can include reflective practices.

### Professional learning available from April 1 to December 31, 2025

Your organization's funding includes up to \$500 for each eligible full-time staff member to support professional learning, based on your organization's discretion. You can use this funding to cover the cost of sessions, courses, or training that are relevant to your work and professional interests in the child care field.

### Who is eligible staff for this funding?

Program staff who work a minimum of 20 hours a week supporting ratio requirements as outlined in the CCEYA in any one-week period (Monday to Sunday) are eligible for this funding. Professional learning funding is prorated on whether you work full-time or part-time.

**IMPORTANT:** Before signing up or paying for any professional learning activity, you must first get approval from your employer.

If you have any questions regarding the information in this letter, please contact your <add supervisor Name>.

## Appendix 9: WIF - Professional development resources

There is flexibility to participate in eligible professional learning in a format that best suits your needs. Sessions may be completed individually or in groups, either in-person or online.

Examples of ways to engage in professional learning include, (but not limited) to:

- Continuing education courses.
- Online learning such as courses, webinars, videos, presentations or articles.
- Facilitator-led training sessions.

Below is a general list of agencies and examples of eligible training that offer professional learning in the forms of live events, pre-recorded events, publications, documenting articles, news, and podcasts. Offerings change occasionally so you must ensure that the training or learning that you engage in is aligned with the topics in the guideline.

Note: This is not an exhaustive list. You may engage in other eligible learning opportunities that meet guideline criteria.

- [Child Development Resource Connection Peel](#) (CDRCP).
- College of Early Childhood Educators of Ontario: [The Continuous Professional Learning \(CPL\) Program | Welcome to the College of Early Childhood Educators](#).
- Canada Child Care Federation (CCCCF): [ELCC Professional Development | Canadian Child Care Federation](#).
- Association francophone a l'éducation des services a l'enfance (AEFESO): [Learning Activities | Services | AFESEO](#).
- Association of Early Childhood Educators of Ontario (AECEO): [Professional Learning - Association Early Childhood Educators Ontario](#).
- Atkinson Centre for Society and Child Development: [Atkinson Centre for Society and Child Development | Ontario Institute for Studies in Education](#).
- Child Care Resource and Research Unit: [About CRRU | childcarecanada.org](#).
- Metis Nation of Ontario: [Education and Training - Métis Nation of Ontario](#).
- Harvard Business Review: [Harvard Business Review - Ideas and Advice for Leaders](#).
- Geneva Centre: [Learning - Geneva Centre for Autism](#).

- The Hanen Centre: [The Hanen Centre - The Hanen Centre.](#)
- Ontario Aboriginal Head Start Association: [Professional Development - Ontario Aboriginal Head Start Association.](#)
- Big Ideas for the Care of Tiny Humans: [A Resource for Early Childhood Educators on Infant Mental Health.](#)
- Our Early Years Specialist (EYS), Quality Initiatives Mentor and Resource Consultant feedback.
- Training aligned with your “Raising the Bar” goals.
- Meeting with Peel Inclusion Resource Services (PIRS) staff on Individual Program Plans (IPP) Adapting activities and materials to support goals or strategies outlined in a child's PIRS IPP.
- Physical literacy, like Sports for Life:
  - [On-Demand Learning](#)
  - [Certifications](#)

# Appendix 10: Key Performance Indicators (KPI)

## **When reporting on your School-age Funding KPIs, make sure you only include school-age (6 to 12) information.**

For example, if you are reporting on grants like WEG, WCF, GOF, or WIF, you should only include staff supporting school-age programs (6 to 12). If you are reporting on child care fees, enrichment, and EPS, you should only include the information for school-age programs.

You must report on the Key Performance Indicators (KPIs) below for School-Age 6 to 12 Funding.

## **Wage Enhancement Grant (WEG)**

WEG KPIs include:

- Number of fully eligible (\$2 an 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 an hour) FTE staff eligible for WEG. One FTE is equivalent to 1,754.5 hours for the year.

## **Workforce Compensation Fund (WCF) KPIs**

- 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
- Number of non-RECE program staff supported by the minimum wage offset
- Number of non-RECE supervisors supported by the minimum wage offset

## **General Operating Fund (GOF) KPIs**

- 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 KPIs

Monthly number of children that received the fee reduction in [PA days, winter, spring break](#) programs.

## BASP - Enrichment KPIs

Total number of enriched program hours.

## Workforce Innovation Funding KPIs

WIF KPIs include:

- **Number of individuals supported with planning time:** The number of individuals who were supported using funded planning time. Each individual is counted once.
- **Total number of actual planning time hours:** Total number of planning time hours supported using WIF funding. This includes all hours for all eligible staff.
- **Number of individuals supported with paid professional learning costs:** The number of individuals whose professional learning costs were supported using WIF. Each individual is counted once.

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

EPS KPIs include:

- **Number of school-aged children who need extra support<sup>11</sup> served (cumulative):** Total number of school-aged children (72 months up to and including 144 months) with extra support 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 who need extra support<sup>11</sup> served (cumulative):** Actual number of school-aged children (72 months up to and including 144 months) with extra support 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 programs supported:** Total number of school-aged programs (for children 72 months up to and including 144 months) supported

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<sup>11</sup> Children who need extra support replaces the term “children with special needs” which is 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.

by program support staff. Each program is counted only once in a calendar year.

- **Number of hours of enhanced program support provided in school age programs:** 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.