

## October 24 Child Care Closure Funding Guideline

As we get closer to the October 24, 2025 child care closure day, we are sharing funding details to support you in planning for the day, and to help you understand eligible expenses, and how you will receive and reconcile funding.

Professional learning supports higher levels of staff engagement, and promotes meaningful relationships and experiences for children, educators, service providers and families in child care and early years settings. We encourage you to attend together as a team at your centre to take part in group discussions and reflection. This day is a great professional learning opportunity to put towards achieving your quality enhancement initiatives program goals.

Peel Region is creating this event along with Child Development Resource Connection Peel (CDRCP) and recognizes the contributions of the Ministry of Education towards professional learning in Peel. We are happy to be celebrating this Lifelong Learning Symposium with you during the month of Child Care Worker and Early Childhood Educator Appreciation Day.

### Registration and event details

Child Development Resource Connection Peel (CDRCP) has released event details and registration is now open. Visit [CDRCP's website](#) for more information. For questions about registration, please email [register@cdrpc.com](mailto:register@cdrpc.com).

### Parent fees

We will cover the cost of parent fees for October 24 only.

To avoid families paying parent fees upfront and to reduce your administrative work, we prefer that you do not collect parent fees for October 24 from families.

If according to your parent fee schedule you must collect parent fees for October 24 in advance, then you must provide families a refund or credit by December 31, 2025.

Parents or caregivers impacted by the closure must not be charged fees for the day.  
**You were required to share the child care closure information with families by Friday August 15, 2025.**

## **Families in receipt of child care subsidy**

For families in receipt of child care subsidy, you must:

1. Not charge families the parental contribution for October 24.
2. Mark "N" for a non-paid day on your October 24 child care subsidy attendance in OCCMS.

## **CWELCC closure days**

As Peel Region will cover parent fees for CWELCC service providers who serve children younger than 6 years, there will be no impact to your closure limit of 20 days.

## **Eligible expenses**

### **Wages and mandatory benefits**

Your program and non program staff's daily wages and mandatory benefits are funded through your CWELCC and/or school-age allocation. This means that staff will be paid to attend the event on October 24. Staff should not lose wages for attending.

Please note that if a staff does not end up participating, you should follow your internal HR policies.

### **Lunch and refreshments**

We will also provide funding for lunch and refreshments up to a maximum of \$30 for each participating staff. This means you must provide lunch and refreshments on this day.

You have the flexibility to determine the best way to provide lunch and refreshments to your staff (such as delivery order or catering, etc.) based on your needs and staff preferences. Costs must be reasonable and cannot include alcoholic beverages.

## **Non eligible expenses**

### **Technology**

We will not provide funding for technology or audio-visual equipment.

### **Lunch and refreshments for non participating staff**

Staff who do not participate on October 24 are not eligible for funding for lunch and refreshments.

## Extenuating circumstance expense request

If you expect an extenuating circumstance where you may have a shortfall for additional staffing expenses, please email us at [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) with the subject line "Child Care Closure Staffing Expenses".

Please note that approval is required to receive an extenuating circumstance payment. If you do not meet the above timeline, we will consider requests for staffing expenses and they may not be fulfilled.

A request must be submitted by the following dates

- September 10, 2025 for an October 1, 2025 payment.
- October 10, 2025 for a November 1, 2025 payment.
- October 24, 2025 for December 1, 2025 payment.

## Funding process

We appreciate your time in completing the Microsoft Form, to declare your intent to close. By filling out this form you're helping us to plan and fund you accurately.

If you have told us that you plan to close, you will receive funding through GovGrants before the event. This will be a new announcement with an October 1, 2025 payment.

This payment will include 3 budget categories:

1. **Child care fees:** Funding for parent fees.
2. **Nutrition:** Funding for lunch and refreshments.
3. **Program staffing:** Only as applicable, funding for additional staff wages and mandatory benefit expenses for approved extenuating circumstance requests.

If you experience a shortfall in one budget category you may move funding from another to cover the costs.

You may receive a November 1, 2025 or December 1, 2025 payment:

- If you email an extenuating circumstance request after September 10, 2025.
- If you would like to attend the child care closure professional learning day on October 24 but did not specify closure on the Microsoft Form.

Please ensure you contact [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) or your Early Years Specialist to clarify your intent to close if you have not done so already.

## Reconciliation and recovery

Reconciliation in GovGrants will be available December 16, 2025 with a submission deadline of January 31, 2026. You must reconcile your expenses for parent fees, lunch, and refreshment costs, and if approved, additional staff wages for the day. Unspent money will need to be reported and recovered.

If we funded you to close and attend the day and you do not close, we will recover all funding for the day.

## Accountability

In accordance with requirements outlined in the Accountability section of the [Service Provider Handbook](#), it is important that you track and document all expenses.

We have provided a tracking template that is optional to track your expenses for October 24. For convenience, you can also use the tracking template to keep documentation of expenditures, which may serve as supporting evidence for audit purposes. You may use other methods of documentation, however, it remains your responsibility to maintain records that clearly demonstrate expense eligibility.

At reconciliation time, you will not have to submit documentation or proof of payment, unless we ask.

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For more information visit [peelregion.ca](https://peelregion.ca)



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