

RE: 2025 Program Staff Top-up payment

[Date]

Dear staff,

Peel Region has provided one-time Program Staff Top-up Funding to help address wage compression in licensed child care. This funding is for 2025 only and may not be available in future years.

You are eligible if you worked program hours between January 1 and October 31, 2025, and you remain employed with [Provider Name] on November 1, 2025.

Your payment is based on your years of service with [Provider Name]. The hourly rate applied to your eligible hours is shown below:

Years of service (as of November 1, 2025)	Hourly Top-up rate
0 to 3 years	\$1.25
4 to 9 years	\$2.50
10 or more years	\$3.75

Eligible positions

Eligible positions include:

- Registered early childhood educator (RECE) program staff.
- Non-RECE program staff and early childhood assistants.
- Director-approved program staff such as Montessori teachers.
- RECE and Non-RECE Supervisors and assistant supervisors.
- Supply staff (with regular casual employment status and T4) covering ratios.
- Summer staff covering ratios.
- Non-program staff such as bus drivers, cooks, custodians, clerical staff who spend 25 percent or more of their time in ratio.

You will receive this payment through payroll by December 31, 2025. If you have any questions, contact [Provider's HR Contact].

Thank you for your supporting children and families in Peel Region.

Sincerely,
[Provider Name]