

April 7, 2026

RE: 2025 Reconciliation and Reporting Due Dates

Dear Child Care Providers and Agencies,

We are writing to remind you about upcoming reporting requirements for 2025 funding programs.

The table below lists the due dates and action required for the various funding programs. Please complete all reconciliation and progress reports in GovGrants and, where applicable, upload the associated Excel templates as part of the GovGrants reconciliation report submission.

It is important to engage with your auditor now and ensure they have received a copy of Peel Region's Accounting and Note Disclosure Guideline (attached).

All financial reporting must be submitted on time and in accordance with our Accounting and Note Disclosure Guideline. Late or incomplete submissions may lead to corrective actions, as outlined in the Compliance Policy within Peel's Service Provider Handbook unless you have received an approved due date extension.

School Age Programs

You must upload your completed School-Age Funding reconciliation template to GovGrants as part of your Reconciliation Report submission by **Friday, January 30, 2026**.

For providers who serve both CWELCC eligible and ineligible children, you will need to prorate your shared expenses to complete your School Age Funding reconciliation.

When your Audited Financial Statement and Financial Annual Information Return (FAIR) are submitted in April 2026, your CWELCC expenses should align with the same proration used in January for your school-age programs.

We will be hosting a Q&A session on Wednesday, January 21, 2026 to review the 2025 School Age Funding reconciliation process. Invites will be sent out this week.

Life Long Learning Day

The reconciliation report for the October 24 child care closure day also known as “Life Long Learning” is available to you in GovGrants. Please complete the report on or before **Friday, January 30, 2026**.

As there was a slight delay in getting the centre-based reconciliation out in our system, please email any extension requests to EarlyYearsSystemDivision@peelregion.ca if necessary. For more information, please refer to the [October 24 Funding Guideline](#).

CWELCC Cost Based Funding

Your CWELCC reconciliation is integrated into your Financial Annual Information Return (FAIR). The Ministry of Education’s Standardized Financial Report is also integrated into the FAIR to reduce duplicate reporting.

Your 2025 FAIR and Audited Financial Statement (AFS) is due to Peel no later than **Thursday, April 30, 2026**.

We strongly encourage you to engage your auditor early and submit your CWELCC reconciliation in advance of the April 30 deadline.

This will ensure timely and accurate adjustments to your 2026 funding allocation as well as meeting ministry requirements to submit standardized financial reporting before June 2026.

Delays in submitting your FAIR and AFS could result in compliance action (e.g. holds on funding).

Summary of Reconciliation Reporting Deadlines

2026 Due Date	Report	Action Required
January 30	School-Age Programs (if applicable)	<ul style="list-style-type: none"> Complete GovGrants reconciliation report Upload to GovGrants the 2025 School-Age Programs Reconciliation Template
	Program Staff Top-up (if applicable)	<ul style="list-style-type: none"> Complete GovGrants reconciliation report Upload to GovGrants the 2025 Program Staff Top-up Funding Planning and Reconciliation Template
	Life Long Learning Day	<ul style="list-style-type: none"> Complete GovGrants reconciliation report
April 30	Audited Financial Statement (AFS) and Financial Annual Information Return (FAIR)	<ul style="list-style-type: none"> Email your Jan - Dec 2025 FAIR and AFS to EarlyYearsSystemDivison@peelregion.ca Complete your CWELCC GovGrants reconciliation report after completing the FAIR

Exemptions and Extension Providers

If you received an approved extension or exemption to meet the December 31 year-end requirement, please refer to the 2026 Service Provider Handbook for your specific AFS and FAIR reporting requirements. You should also reference the Financial Reporting Requirements memo that was sent to you on Dec 15, 2025 for additional details.

Questions?

If you have questions, please contact your Early Years Specialist or email: EarlyYearsSystemDivision@peelregion.ca

Thank you for your continued commitment to supporting children and families in Peel.

Sincerely,

Early Years and Child Care Services
Region of Peel