

Early Years and Child Care Service Provider Handbook

for early years and licensed child care providers in Peel

Version 2: August 2026



Dear service provider,

Peel Region is the service system manager for Early Years and Child Care Services (EYCCS) in Peel. In this role, we work with service providers to create positive outcomes for families. Peel is a growing and diverse municipality, and the needs of its children and families have changed over the past 20 years. To help manage this diverse and growing system, Peel Region introduced a [road map for early years and child care](#), which outlines a vision for creating a system that is affordable, inclusive, high quality, accountable, and accessible.

This Service Provider Handbook (“SPH”) for early years and licensed child care providers is one tool through which we communicate system priorities. The SPH serves as an accountability guideline by outlining:

- Roles and responsibilities for service providers and Peel Region.
- Policies for service providers who are using public funds.
- Peel Region’s processes for service provider monitoring and policy enforcement.

Service providers must review this SPH and use it to guide their operations and reporting along with their EYCC funding agreement(s), EYCCS policies, and funding guidelines. Together these are legally binding documents between Peel Region and the service provider. We have the discretion to implement progressive sanctions if service providers do not comply with the requirements in any of the documents referenced above.

If you have questions about the information in this SPH, please contact us at EarlyYearsSystemDivision@peelregion.ca.

This SPH reflects our shared commitment to supporting children and families in Peel. On behalf of EYCCS, we look forward to continued collaboration with your agency.

Sincerely,



Nakiema Palmer
Director, Early Years and Child Care Services
Peel Region

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Highlights of changes

We made some changes throughout the Service Provider Handbook. These are the key highlights of relevant changes.

Authentic participation requirements

We added a definition for authentic participation related to Child Care Subsidy.

Sale of items purchased with Peel Region funding

We clarified the spending requirements for proceeds made from the sale of cost-based and non-cost-based funding.

- **Cost-based funding proceeds** are to be used to offset eligible expenses.
- **Non-cost-based funding proceeds** are to be used to invest back into the child care program for the benefit of children and families.

Appeals policy

We consolidated the Dispute resolution section with the new Appeals Policy. The new Appeals Policy can be found in Appendix D. Please note that the Inter-Agency Dispute Resolution Policy is a separate policy that can also be found in Appendix D.

Permanent child care site relocation

We clarified how funding and CWELCC enrolment is determined when a child care site is permanently relocated and added a reminder that Peel Region's expansion window is currently closed.

Unplanned temporary closures and other service disruptions

We changed the reporting requirement for child care providers. Any unplanned closure lasting 5 consecutive business days (or longer) must be reported to Peel within 60 days.

Changes in staffing levels

This section has been removed, as this information is now reported through update tasks.

Change of ownership (formerly change of business)

Requirements and responsibilities have been clarified:

- Service levels must be maintained (service hours, service days, services included in the base fees, among others).
- Purchasers are not permitted to increase the number of CWELCC spaces.
- Funding amounts for new licenses will be recalculated in accordance with ministry and Peel Region guidelines.
- New owners that are approved to maintain previously held CWELCC spaces will assume all responsibilities related to remaining enrolled in CWELCC as agreed upon by the previous owner.

Financial reporting requirements

We clarified the financial reporting requirements.

- Clarified the reporting requirements for non-CWELCC providers and CWELCC providers (which includes providers who only received expansion funding in their fiscal year).
- Removed provincial requirement to complete an operating budget for all providers receiving legacy top-up funding.
- Operating budgets may be required under specific circumstances (for example, applying for One-Time Emergency Funding, cost reviews, to review a funding allocation question).
- Added a table which gives an overview of Reconciliation and Audited Financial Statements (AFS) and Financial Annual Information Return (FAIR) due dates.
- Added required supporting documents for both cash payments and mileage logs.

Appendix A: Child Care Subsidy program information

We updated this section to reflect absence day changes made in February 2026.

- Absence days are all reported as (A) in OCCMS and are no longer categorized by “health-related” and “other”.
- Approved absence days have been increased to 85 absence days.
- Approved daily rates for absences above 85 days will not be paid by Peel Region.

Appendix B: OCCMS web attendance reporting

- References to OCCMS web attendance online learning have been replaced with an updated OCCMS User Guide.
- Attendance codes updated as (A) is now the only absence code.

Appendix D: EYCCS policies

We made updates to the Compliance policy and Opt-out Policy. We added a new Appeals Policy.

- **Compliance Policy:** the Apr 30 AFS and FAIR submission must be received on time, be complete and compliant with guidelines to be accepted to avoid ineligibility to apply for One-Time Emergency Funding.
- **Opt-Out Policy:** updated the requirement for providers to give notice to parents, staff, and home child care providers from 45 days to 60 days notice.
- **Appeals Policy:** this is a new policy, which outlines
 - What can be appealed.
 - How to prepare for an appeal.
 - How to submit an appeal.
 - Decision outcomes.

Appendix F: Child Care Subsidy communication templates

As a resource for providers, these new templates have been added.

- Template for Parent Handbook, website and promotional material with information about Child Care Subsidy.
- Email template for families with children turning 6.

Appendix G: Code of conduct template

As a resource for providers, this new Code of Conduct template has been added.

Appendix H: Financial reporting requirements

Important detailed information regarding financial reporting requirements for non-CWELCC providers and CWELCC providers (including providers who received only expansion funding).

- When your submission is due.
- What you are required to submit.
- What must be included in your submission to be accepted as a complete.
- The Audited Financial Statements (AFS) and Financial Annual Information Return (FAIR) Requirements section of Appendix H can be used as a checklist to ensure that your submission is complete.

Our commitment to diversity, equity, and inclusion

Peel Region is committed to working together with our partners to deliver equitable, welcoming, and inclusive early years and child care services for all children and families in Peel. We recognize the historical, systemic, and capacity-based barriers that both families and service providers face in accessing and delivering affordable, quality child care and early years services that meet the needs of the diverse communities in Peel.

For a better understanding of Peel Region's commitment to creating a diverse and inclusive culture, read our [Five-Year DEI Strategy, 2025-2029](#).

Early years and child care service system priorities

This SPH will ensure the funding provided is used efficiently and responsibly to support the following [EYCCS System Plan](#) priorities:

- Early years and child care programs are **affordable** for all families with children aged 12 years and younger.
- Early years and child care programs are responsive and **inclusive** of all children and families.
- Families experience high **quality** early years and child care programs and services.
- Early years and child care programs are responsive to the needs of families and **accountable** in the use of public funds.
- Families have **access** to early years and child care programs, services, and information that meet their specific needs.



Technology supports

GovGrants

Peel Region uses the GovGrants technology system to flow public funds. GovGrants is a safe, secure, and user-friendly system that allows you to:

- View and download funding agreements.

- Receive funding.
- Complete reconciliation and progress reports.
- View funding history.
- Upload the documents we require.

The information you enter into the system will only be accessible to authorized users in your organization and Peel Region's EYCCS staff. You can view your information at any time and make updates as needed. Training videos, tip sheets, and other resources are available on our [website](#) to assist you with using GovGrants.

OCCMS

Ontario Child Care Management System (OCCMS) is a provincial system used to track attendance for early years and licensed child care agencies. For Peel Region, OCCMS is currently used to report:

- Children and families visiting EarlyON centres.
- Children who receive Child Care Subsidy.
- CWELCC enrollment, vacancies, operating capacity, and wait lists.

On the Funding support and resources page, please check the [OCCMS User Guide](#) for more details on completing the Record of Attendance for children in receipt of Child Care Subsidy and CWELCC reporting in OCCMS, or the OCCMS EarlyON User Manual for reporting on EarlyON attendance.

Early years and child care system staff and support

A team of professionals are available to support you. This team includes EarlyON Specialists, Early Years Specialists (EYSs), Purchase of Service Analysts (POSAs), Senior Program Funding Analysts (SPFAs), Peel Inclusion Resource Services (PIRS) Specialists, Children's Services Workers (CSWs), and Contract Coordinators (CCs). If you have a question about who to contact, please email us at: EarlyYearsSystemDivision@peelregion.ca and we will direct you to the appropriate team.

Early years and child care service staff

EarlyON Centres Specialists

The Peel Region EarlyON team works with EarlyON providers to fund, plan, and manage the delivery of EarlyON programs across the region. This includes:

- Developing and updating EarlyON guidelines for providers.
- Supporting providers in using technology (OCCMS, GovGrants).

- Working with providers on key initiatives, including diversity, equity, and inclusion (DEI) and Continuous Quality Improvement.
- Funding and overseeing agencies that provide services to EarlyON centres (Child Development Resource Connection Peel (CDRCP), EveryMind Mental Health Services, The Indigenous Network).
- Monitoring and assessing the delivery of EarlyON to inform service planning.

The Peel Region EarlyON team can be reached at EarlyON@peelregion.ca.

Early Years Specialists (EYSs)

EYSs are the primary contacts for child care service providers for information and support at Peel Region. EYS support focuses on:

- Authentic participation:
 - Accountability, compliance.
 - Understanding Peel Region guidelines, policies, and procedures.
- Program viability.
- Staffing:
 - Dynamics.
 - Engagement.
 - Recruitment and retention.
- Professional learning:
 - Promote community professional learning opportunities.

This support is offered through program visits, in-person and virtual meetings, and periodic virtual group teleconferences. Each EYS has an assigned caseload of providers. To ensure consistent and direct support, case notes and site visit reports are kept and include discussion notes, action plans, and resources offered.

Purchase of Service Analysts (POSAs)

The role of the POSA is to:

- Review required documents and funding applications to determine your eligibility.
- Ensure you use funds according to the terms and conditions of the EYCCS agreements, policies, procedures, and funding guidelines.
- Analyze financial report submissions, such as reconciliation reports, financial annual information returns (FAIR), progress reports, and enhanced reporting requirements.
- Process and review rate increase requests.
- Conduct child care funding inspections and enhanced reconciliation reviews.

Senior Program and Funding Analysts (SPFAs)

The role of the SPFA is to:

- Support the administration of all EYCCS funding programs.
- Support the development of reporting tools.
- Analyze financial report submissions, such as budget proposals, and financial statements.
- Ensure funds are recovered from providers.
- Conduct funding reviews.
- Work with providers to understand Peel Region's financial requirements and support their successful participation in Peel Region's funded programs.

PIRS Specialists

The Peel Region PIRS team makes sure that inclusion supports are available to all licensed child care programs. This includes:

- Planning and managing inclusion support funding for Inclusion Support (IS) agencies and child care service providers.
- Developing and updating PIRS policies and guidelines.
- Monitoring authentic participation in PIRS of child care service providers and IS agencies.
- Following up on concerns and feedback related to access, inclusion, or service delivery.
- Supporting IS agencies in using technology (GovGrants).
- Monitoring and assessing the delivery of PIRS to inform service planning.

The Peel Region PIRS team can be reached at PIRS@peelregion.ca

Children's Services Workers (CSWs)

The role of the CSW is to:

- Determine and approve eligibility for Child Care Subsidy.
- Communicate Child Care Subsidy approvals (including subsidy start date and parent fee), changes to approvals (including changes to placements, parent fees) and when subsidy is ending.
- Complete and manage child care placements on OCCMS.
- Communicate with you to offer support and address any concerns in relation to families who receive Child Care Subsidy.

Contracts Coordinators (CCs)

The role of the Contracts Coordinator is to:

- Review and verify OCCMS web attendance for children who receive Child Care Subsidy.
- Complete payment adjustments to correct confirmed discrepancies.
- Process subsidy payments.

Other supports and resources

Peel Inclusion Resource Services (PIRS) Resource Consultants (RCs)

RCs are employed by the following Inclusion Support agencies:

- Brampton Caledon Community Living.
- Community Living Mississauga.
- ErinoakKids Centre for Treatment and Development.
- EveryMind Mental Health Services.

RCs are a resource to families, children, and you through their knowledge of child development, early intervention, and inclusive practices. They regularly visit child care programs to:

- Build the capacity of service providers and educators to support the inclusion of all children through conversations, coaching and modelling, and sharing of ideas, strategies, information, and resource materials.
- Collaboratively develop and support the implementation of Individual Program Plans for children engaged in service.
- Work with providers and educators to increase awareness of PIRS for families.

For more information about the role of the RC, please see the [PIRS Memorandum of Understanding](#).

Child Development Resource Connection Peel (CDRCP)

Professional Learning

CDRCP supports early years and child care programs through a variety of professional learning sessions, including virtual learning, in-person training, podcasts, and communities of practice.

Quality Initiatives – Raising the Bar Program

Raising the Bar in Peel program is a continuous quality initiative designed to enhance quality care in child care. You will be assigned a Quality Initiative (QI) Mentor who will support you to authentically participate by supporting through goal setting, coaching, modelling, sharing of ideas, strategies, and more. Visit CDRCP's [website](#) for more information or reach out to your QI Mentor directly.

Network of Support

The Network of Support includes a group of professionals who work together with you and your program staff to support the operation and delivery of inclusive, high-quality child care. These professionals include:

- Early Years Specialists (EYS).
- Quality Initiative (QI) Mentors.
- Peel Inclusion Resource Services (PIRS) Resource Consultants (RCs).

You can find more information on the [child care onboarding](#) webpage and in [Appendix E - Network of Support](#).

Service provider responsibilities

Authentic participation requirements

By signing a Peel Region funding agreement, you are agreeing to the following requirements:

- Accepting and including children who receive Child Care Subsidy, if eligible.
- Taking part in a continuous quality enhancement initiative.
- Supporting the participation of all children by authentically taking part in PIRS and complying with the [PIRS Memorandum of Understanding](#).

Child Care Subsidy

When you authentically participate in delivering child care subsidy, families receiving subsidy have equitable opportunities to access and experience quality child care programs as families who pay full fees.

Authentic participation means you:

- Accept children receiving subsidy on a first-come-first-served basis without bias, preference or extra requirements.
- Work with Peel Region to improve equitable access to child care for families receiving subsidy.
- Follow all subsidy requirements in the Service Provider Handbook without reducing the quality of care for any child or family.

To ensure authentic participation in the Child Care Subsidy program, you must:

- Discuss [Child Care Subsidy](#) with all families during tours.
- Include Child Care Subsidy information in your Parent Handbook.
- Display a Child Care Subsidy poster in a visible area or areas for all families.
- Include information about Child Care Subsidy on your website and in any publicity, promotional materials, and social media used.
- Accept all children approved to receive Child Care Subsidy on a first come, first served basis, without biases or preferences.
- Ensure all families are aware Child Care Subsidy is available from Peel Region and that it works together with the Canada-wide Early Learning and Child Care program.

Refer to [Appendix F - Child Care Subsidy communication templates](#) for optional:

- Ready-to-use wording for your Parent Handbook, website or promotional materials.

- Email you can share with families whose child is turning 6 and is no longer eligible for CWELCC.

Continuous Quality Enhancement

EarlyON providers must participate in the Continuous Quality Improvement (CQI) approach that uses reflective practice to assess program quality, highlight successes, and plan and monitor areas of growth and improvement.

Licensed child care providers must demonstrate they are authentically participating in a Quality Enhancement program, by choosing from the following:

1. [Peel Region's Quality Enhancement Initiative](#): Raising the Bar in Peel is built on the values of nurturing relationships, effective practices, pedagogy into practice and enhancing leadership capacity and support through connects with a Quality Initiatives Mentor.
2. Participate in an accredited Quality Enhancement Program which includes:
 - Engaging all staff in continuous professional learning.
 - Completing a validated environmental assessment tool.
 - Creating and implementing program goals based on best practices and reflection.

If you choose option 2, you must present documentation to verify that the program is accredited and meets the expectations above. Peel Region reserves the right to approve the program; and will assess and verify your participation. This option does not receive the support from a QI Mentor.

Peel Inclusion Resource Services (PIRS)

To demonstrate you are authentically participating in PIRS, you are required to:

- Support the participation of all children by participating in PIRS.
- Ensure that child care program staff or home child care providers comply with the PIRS participation requirements outlined in the [PIRS Memorandum of Understanding](#). We may update or amend the document at any time.
- Display a PIRS poster in a visible area for all families.
- Share information about PIRS with families.

Compliance with authentic participation

The following processes are in place to ensure you meet your authentic participation requirements.

Review for Child Care Subsidy

Staff will regularly review if your agency is accepting children receiving Child Care Subsidy and will address concerns with you directly.

Alternatively, families may also make a [child care complaint to the Ministry of Education](#).

Escalation and feedback processes for PIRS

You must follow the escalation process outlined in the [PIRS Memorandum of Understanding](#) when you have concerns about your services from the PIRS RC. If a resolution cannot be reached, you can escalate the matter to us at PIRS@peelregion.ca.

Similarly, if a PIRS IS agency has concerns with your participation in PIRS, they must follow the escalation process, including emailing us if a resolution cannot be reached.

Providers and families can send us feedback about PIRS through our [online form](#). Staff will review your feedback and follow up with you if requested.

Escalation process for Continuous Quality Enhancement:

If you are participating in the Quality Enhancement Initiative - Raising the Bar In Peel, CDRCP must share information with us regarding your authentic participation status. This includes any action plans, recommendations, and intensified program support. If you are at risk of non-compliance, we may take progressive action.

Public feedback process

If families have feedback or questions about PIRS, a child care or EarlyON program that they cannot resolve by working with the Inclusion Support Agency, child care or EarlyON provider, they can phone us at 905-791-7800 or complete the [online form](#). EYCCS staff follows up on all complaints.

Other general requirements

You must:

- Operate in a manner consistent with the requirements as outlined in the *Child Care and Early Years Act, 2014* and the *Early Childhood Educators Act, 2007* (ECEA), and all regulations under these Acts, in addition to the College of Early Childhood Educators' Code of Ethics and Standards of Practice.
- Ensure your child care licence is in good standing.
- Be in good standing with financial and contractual reporting requirements.
- Submit required information completely and on time.
- Ensure any funding provided to you is used in accordance with Peel Region Guidelines and EYCCS Agreement(s).
- Maintain records, including your funding agreement(s), for all funding received and expensed for a minimum of 7 years.
- Be subject to funding reviews, including the CWELCC Cost Reviews and Direct Engagements, and audits conducted by us or an authorized agent.

- Follow the principles outlined in the Conduct of the Service Provider section of the EYCC funding agreement.
- Use an automated payroll system to manage EYCCS funding paid to staff.
- Maintain financial viability, including managing revenues, expenses, and reserves to ensure the continued operation of the child care program.

Sale of items purchased with Peel Region funding

If you are considering selling items that you bought with Peel Region funding, you must email us at least 14 days before the sale takes place. Peel Region must approve, in advance, the sale of any item worth over \$10,000 in current value.

All sales must be carried out at fair market value (FMV), including related-party transactions. FMV is the price of an asset when a buyer and seller have reasonable knowledge of it and are willing to trade in the open market without pressure.

Once the sale is complete, you must email copies of the following within 30 days: licensed child care providers to EarlyYearsSystemDivision@peelregion.ca, and EarlyON providers to EarlyON@peelregion.ca:

- Proof of payment for the sale (Electronic Funds Transfer or cheque), along with a bank statement showing the deposit. Cash payments are not accepted.
- Copies of invoices or receipts verifying how the proceeds were spent.

Proceeds from the sale of items purchased with Peel Region funding must be used in accordance with the requirements outlined below. Where proceeds are not used as required, Peel Region reserves the right to recover all or a portion of the proceeds or adjust future funding accordingly.

Use of Sale Proceeds

- **Non-cost-based funding:** All proceeds from sales of items bought with funding from Peel Region (excluding cost-based funding) must be invested back into the child care program for the benefit of children and families (for example, materials, equipment or other program-related improvements).
- **Cost-based funding (CWELCC funding):** Any gain from the sale of an item purchased using cost-based funding must be used to reduce eligible CWELCC costs for the calendar year in which the sale took place. If you sell it for less than its remaining value on your books, any loss increases eligible CWELCC costs for that same year.

Conflict management

Peel Region prioritizes the health and safety of all its partners and their employees and is committed to working together to build diverse, respectful, safe, and inclusive workplaces free from workplace harassment, racism, discrimination, or bullying behaviour. To support you in maintaining healthy working environments, we have

developed a sample code of conduct that applies to staff, families and service partners. We recommend that you post the code in your programs and on your website. Please see [Appendix G - Code of Conduct Template](#) for the template.

The [Inter-Agency Dispute Resolution Policy](#), available on Peel Region's website, reflects the responsibilities and obligations of all partners in ensuring the development and maintenance of a respectful, safe, and inclusive workplace. It applies to all the employees of the partners who support the delivery of early years and child care services to children and families in Peel. In the event of a conflict with external service delivery parties, you must comply with Peel Region's Inter-Agency Conflict Policy. Employers may wish to visit the Ministry of Labour, Immigration, Training and Skill Development's [website](#) for more information and consult their legal counsel as required.

Appeals

If you do not agree with a funding decision, you may be able to ask Peel Region to review the decision by submitting an appeal. We encourage you to first discuss the decision with your Early Years Specialist.

The [Appeals Policy](#) explains which decisions can be appealed and the steps you need to follow.

For step-by-step instructions and more information about the Appeals Policy and process, please see [Appendix D - EYCCS Policies](#).

Change of business operations

EarlyON providers

EarlyON providers must follow the Change of Business Requirements for EarlyON Providers Policy.

Temporary child care site relocation

You must immediately notify us of any temporary location changes.

You must also:

- Let all impacted families know as soon as possible.
- Email us a signed and dated PDF copy of the letter sent to families at EarlyYearsSystemDivision@peelregion.ca. The letter must include:
 - Date of the move to new location.
 - Address of the new location.
 - Reason for the relocation.
 - Anticipated date the program will return to the original location.
- If the relocation will be extended beyond the original time, you must tell us at least 10 days in advance.

Permanent child care site relocation

You must immediately notify us if your child care program is no longer able to operate at its current location and you must relocate your child care program. Where possible, sites should prioritize relocation within 10km of their original address.

For CWELCC programs, you must plan to relocate to a space that accommodates a similar licensed capacity and service level to your original site. A request to expand your licensed capacity at your new location can only be considered at select times when Peel Region opens a CWELCC expansion application. Peel Region's application window is currently **closed**. To open an application window, Peel Region must receive additional expansion spaces from the Ministry of Education.

Please note that as you will require a new licence, your operations will be reassessed for financial viability. Funding amounts for this site will be recalculated in accordance with ministry and Peel Region guidelines. Once you have notified us and we have confirmed your CWELCC status (if applicable), you must also:

- Let all impacted families know with a letter at least 60 days before the closure date so they can decide if they want to attend the new location.
- Email us a signed and dated PDF copy of the letter sent to families at EarlyYearsSystemDivision@peelregion.ca. The letter must include:
 - Date of the closure of the licensed child care program (if there will be a disruption to service).
 - Date of the move to new location.
 - Address of the new location.
 - Reason for the relocation.



Opening a new site

Any service provider looking to open a new licensed child care site and participate in the CWELCC program, must submit a CWELCC expansion application for approval. Peel Region's application window is current **closed**.

Applications are subject to Peel Region's review as well as funding and space availability. We will review applications against provincial requirements and Peel Region's specific criteria. For more information, please visit our [website](#) which will be updated when Peel Region is next accepting applications.

Unplanned temporary closures and other service disruptions

Peel Region asks that you provide 60 days notice in the event of:

- An unplanned temporary closure that is expected to last longer than 5 consecutive business days or longer.
- A delay in opening the program.
- A delay in resuming operations after an unplanned temporary closure.
- Any other service disruption that impacts licensed child care delivery.

We understand that you may not be able to provide 60 days notice, however we ask that you provide as much notice as possible. Please email

EarlyYearsSystemDivision@peelregion.ca with the following information:

- Expected date and duration of the unplanned closure or delay.
- Reason(s) for the unplanned closure or delay.
- If you will continue to charge families during the closure.
- If you will continue to pay program staff.
- Copy of the communication sent to families notifying them of the closure, delay, program availability.
- Copy of the email or notification to the Ministry of Education.

Termination of EYCCS agreements

You are liable for all obligations outlined in your EYCCS agreement(s) and applicable guidelines up to and following the termination of an agreement. When any of your agreements are terminated, you must comply with all requirements referred to in the EYCC funding agreement, funding Guidelines, and this handbook, including but not limited to:

- Completing and submitting Ontario Child Care Management System (OCCMS) attendance, financial statements, and reconciliations by assigned deadlines.
- Paying any funding identified as due to us following the reconciliation process.

With the termination of your EYCC funding agreement, your mandatory participation in Peel Inclusion Resource Services (PIRS) ends. A specialist from the PIRS team will contact your program to discuss the PIRS Letter of Acknowledgement and the option for your program to voluntarily continue to participate in PIRS.

Insurance

You must maintain the following insurance, unless otherwise required, in line with your funding agreement with Peel Region:

- Commercial General Liability insurance.
- Abuse coverage.
- Automobile insurance, if applicable.

Please review your funding agreement for required coverage amounts.

All policies shall:

- Be written with an insurer licensed to do business in Ontario.

- Be completed on the applicable insurance certificate.
- Serve as the primary insurance available to Peel Region.
- Contain an undertaking from the insurer to notify Peel Region in writing within 30 calendar days of any cancellation, reduction in the coverage being provided, lapse or termination of the policies.

For existing providers, you must update any expiry, renewal, amendment, or other impacts to your insurance policy using the insurance form provided in GovGrants.

If you do not provide the required insurance, it may lead to:

- Payments being delayed or stopped.
- No new children being approved for Child Care Subsidy.
- Ineligibility for Child Care Subsidy rate increases.
- Termination of the funding agreement.

Change of banking information

If you plan to change your banking information, you must email us at EarlyYearsSystemDivision@peelregion.ca 60 days in advance of the effective date.

Change of ownership

Change of ownership refers to any transaction that impacts the ownership of the child care licence or Funding Agreement with Peel Region. The following are types of ownership changes:

- **Asset sale:** occurs when part or all assets owned by a corporation are sold, and the purchaser assumes responsibility for the assets purchased on the effective date.
- **Amalgamation:** occurs when 2 or more corporations merge and combine all assets and liabilities of each corporation to form an entirely new legal entity, or Corporation.
- **Corporation change:** takes place when a corporation changes its business type as recognized by the Ontario Business Registry to identify as a for-profit or not-for-profit, or corporation,
- **Share transfer:** takes place when a corporation is transferred from one party to another, and the new shareholder(s) or owner(s) assumes the responsibilities of the corporation in its current state (the legal entity remains the same). This includes the condition of the corporation before the purchase date and all effects after the purchase date.

Impact on licence, funding and CWELCC spaces

Asset sale, amalgamation and corporation changes

An asset sale, amalgamation or corporation change will result in the termination of the operating licence from the Ministry of Education (including any CWELCC space

allocations), as well as any funding agreement(s) with Peel Region. CWELCC spaces do not transfer automatically to the new owner or entity.

Owners of the new entity or corporation may apply to enrol in CWELCC to maintain the spaces previously held by the previous entity or corporation. If the new owner is approved to maintain the CWELCC spaces, they will assume all responsibilities related to remaining enrolled in CWELCC as agreed upon by the previous owner.

Share transfers

A share transfer will result in the new owner(s) or shareholder(s) assuming the operating licence issued by the Ministry of Education (including any CWELCC space allocations at approved operating fees and service levels) as well as the funding agreement(s) with Peel Region including all reporting requirements associated with the corporation and its fiscal year end).

Financial reporting responsibilities

Asset sale

The seller remains responsible for the assets, including any reporting requirements in line with the executed funding agreement with Peel Region before the effective date of change. The seller must fulfill all reporting requirements, including completing completion of Audited Financial Statements and reconciliation templates, within 30 days from the effective date of change, for the period that funding was received from Peel Region.

Share transfer

The new owner(s) or shareholder(s) is responsible for collaborating with the previous owners to fulfill all reporting requirements.

Service level expectations

Service levels (such as service hours, service days, services included in the base fees, among others) must be maintained. A reduction of these service levels will not be considered. In addition, purchasers are not permitted to increase the number of CWELCC spaces beyond what was previously allocated to the seller. Funding amounts for this site will be recalculated in accordance with ministry and Peel Region guidelines.

Should the new entity or corporation apply for CWELCC spaces over and above what was previously allocated to the previous entity or corporation, the application will be subject to Peel Region's CWELCC Multi-Year Expansion Plan. Please visit our [website](#) for more information.

Please note, a change in ownership from not-for-profit to commercial status can only be considered when there are available spaces in Peel for CWELCC expansion for commercial operators. A request to expand the licensed capacity can also only be considered at select times when Peel Region opens a CWELCC expansion application

window. To open an application window, Peel Region must receive additional expansion spaces from the Ministry of Education.

Please refer to the [Ministry of Education's child care licensing resources](#) for more information and see below for further details about asset sales, amalgamations, change of corporation and share transfers.

Change of ownership process

If your child care centre or home child care agency will have a change of ownership, you must tell us at least 60 days before the effective date, or before October 31st of the applicable funding year (whichever is sooner), by emailing us at EarlyYearsSystemDivision@peelregion.ca. Failure to comply with the notice period could result in a delay or hold on payment.

Any change of ownership executions, including the transfer of funding agreement(s), will be approved at our discretion. We will not transfer existing funding agreement(s) to new or existing owner(s) if:

- The purchasing corporation has a different corporation name and number than the one identified on the executed EYCC funding agreement(s).
- The operating licence, as provided by the Ministry of Education, has been terminated, impacted, or altered.

Financial reporting requirements

On-time financial reporting is crucial to ensure compliance with ministry requirements, appropriate and accountable oversight of public funds, and to support financial planning.

Your financial reporting requirements may vary, depending upon the amount of funding received, your participation in various programs, and if you have an extension or exemption for the December 31st year-end requirement. Audited financial statements and the FAIR are due within four months of your fiscal year end. If your fiscal year end is December 31, audited financial statements and the FAIR must be submitted by April 30, unless you were approved for an exemption or extension.

Please see [Appendix H - Financial reporting requirements](#) for detailed instructions about:

- When your submission is due.
- What you are required to submit.
- What must be included in your submission to be accepted as a complete.

December 31 year end requirement

It is a mandatory requirement that providers participating in CWELCC in Peel must have a December 31 year end and provide calendar year (January 1 to December 31) audited financial statements and the FAIR.

Exemptions to this requirement are granted only in limited circumstances. Providers must not change or delay aligning to a December 31 year end without Peel Region's prior written approval.

Financial reporting documents

If you receive funding from Peel Region, you must submit:

- Audited financial statements and note disclosure in accordance with [Peel Region's Accounting and Note Disclosure Guideline](#)*
- FAIR (Financial Annual Information Return)
- Reconciliation report(s) (if applicable)

*If you are not enrolled in CWELCC and you receive funding less than \$150,000 in your fiscal year, your financial statements can be unaudited.

If you receive CWELCC Expansion Funding, you are required to submit audited financial statements for each calendar year, even if you were not licenced or operational during that time.

Audited financial statements

You must verify that the auditor you select has a valid licence to perform audits in Ontario. Only accountants with a Public Accounting License (PAL) may issue an Independent Audit Report. Please visit the [CPA website](#) to learn about accounting and assurance standards, search for an auditor, or report concerns regarding a Chartered Public Accountant (CPA).



In addition, your audited financial statements must include note disclosures in line with [Peel Region's Accounting and Note Disclosure Guideline](#) for each award you received from Peel Region during the applicable calendar year (this includes the new Peel Region Summary of Reconciliation chart).

Please review [Appendix H - Financial reporting requirements](#) for important details about submitting your audited financial statements.

Statement of Revenue and Expenditures

This is a financial report that shows a business' revenue and expenses over a period of time and is part of your audited financial statements. You must include a consolidated statement of revenue and expenditures for all Peel CWELCC child care sites for the calendar year as supplementary to your audited financial statements if one of the below applies:

- You operate multiple sites in Peel and other municipalities.
- You operate both centre and home child care operations in Peel and other municipalities.
- You operate both CWELCC and non-CWELCC sites in Peel.
- You are part of a larger organization.
- You do not have a December 31 year-end.

Financial Annual Information Return (FAIR)

The [FAIR reporting template](#) standardizes financial statement information. You may choose to complete the FAIR template on your own or your auditor or accountant may complete it on your behalf. More information is in the [FAIR Guideline](#).

There are different versions of the FAIR template, depending on the type of child care program you operate. This includes:

- FAIR template for centres enrolled in CWELCC (single or multi-site providers).
- FAIR template for licensed child care agencies enrolled in CWELCC with a head office in Peel.
- FAIR template for licensed child care agencies enrolled in CWELCC that operate in multiple service system areas.
- FAIR template for non-CWELCC licensed child care agencies and centres.
- FAIR template where a provider's CWELCC status changed in the same fiscal year.

You must complete the appropriate FAIR template(s) and submit it to us with your financial statements and management letter (if applicable). Please email the completed FAIR to EarlyYearsSystemDivision@peelregion.ca.

For CWELCC child care programs, the Ministry has set a requirement for all participants in the CWELCC program to submit a standardized financial report. We have incorporated the SFR requirements into the FAIR template to reduce administration burden and streamline reporting processes.

Please review [Appendix H - Financial reporting requirements](#) for important details about submitting your FAIR.

Reconciliation reports

Reconciliation refers to the process of comparing the total amount of funding provided to the actual program cost spent. These comparisons take place every year after the end of the funding period.

During reconciliation, you must report the total amount spent through GovGrants. You may have to provide more program-specific information or key performance indicators (KPIs) through a separate report. More details about reconciliation and additional reporting requirements are available in each respective funding guideline.

You must submit your reconciliation report(s) by Peel Region's submission deadline. Failure to submit your reconciliation report(s) by the deadline will result in sanctions according to the Compliance Policy. Please refer to your funding agreement(s) for more details.

Operating budgets

We strongly encourage all providers to complete an operating budget template to support your planning and financial management of your child care program throughout the year.

For CWELCC programs, the operating budget template will help you:

- Ensure your actual program costs do not exceed your program cost allocation.
- Ensure that your base fee revenue is sufficient to meet your expected base fee revenue offset.
- Track any potential recoveries because of underspending in your CWELCC allocation or higher than expected base fee revenue offset.

While an operating budget is no longer a mandatory submission for all providers who received legacy top-up funding, providers are required to submit one if:

- You are experiencing financial hardship.
- You are applying for One-Time Emergency Funding.
- We request one directly, for instance, for cost reviews, or to respond to a funding allocation question or other program matter.

If you do not have a copy of the operating budget template, please reach out to your EYS.

Financial reporting due dates

The below table gives an overview of all calendar year financial reporting submission due dates, including AFS, FAIR and reconciliations. If you do not have a fiscal year end date of December 31, please see [Appendix H – Financial reporting requirements](#) for your specific financial reporting requirements.

Table 1. Financial reporting due dates

Due date	Report	Action required
January 31	• School-Age Programs reconciliation (if applicable)	• Complete the reconciliation report in GovGrants • Upload the School-Age programs reconciliation template to GovGrants

Due date	Report	Action required
	Program Staff Top-up reconciliation (if applicable)	- Complete the reconciliation report in GovGrants - Upload the Program Staff Top-up funding planning and reconciliation template to GovGrants
	Life Long Learning Day reconciliation	Complete the reconciliation report in GovGrants
April 30	- Calendar year audited financial statement - Calendar year FAIR - CWELCC Cost-based funding reconciliation - CWELCC Amount in Lieu of Profit and Surplus reconciliation - One-Time Emergency Funding reconciliation (if applicable)	- Email your January to December AFS and FAIR as a package to: EarlyYearsSystemDivison@peelregion.ca - Complete the CWELCC reconciliation reports in GovGrants after completing the FAIR - Cost-Based Funding - Allocation In-Lieu of Profit - One-Time Emergency Funding (if applicable) Please see Appendix H - Financial reporting requirements for further details regarding your specific financial reporting requirements.

Funding recoveries

You must repay Peel Region all or part of your funding if you:

- Do not meet the eligibility criteria at any point during the funding period.
- Do not spend all or part of your funding.
- Misuse funding in line with the requirements set out in the funding agreement and Peel Region's guidelines.
- Claim expenses that were supported by other government funding.
- Do not provide supporting documentation for expenses claimed.
- Do not comply with or participate in an audit process.
- Cease or close operations of your business.
- Do not comply with any requirements outlined in your funding agreement(s).

We will deduct payments through our recovery process. If you opt out of CWELCC or end your agreement with us and your monthly allocation is less than the recovery amount, at the time of the recovery, you will have to repay Peel Region by certified cheque within 30 days of our report or communication. You are responsible for ensuring that you have set aside the unpaid funds.

Recovery process

When a reconciliation report for any funding program is approved in GovGrants, providers will receive an email notification indicating the recovery amount. If there is a recovery, GovGrants will automatically start deducting funds from upcoming payments until the amount owed is fully recovered.

Each month, GovGrants compares the total amount to be paid to each provider across all programs in that month against any recoveries owing.

- If the total payment for a given provider in that month is larger than their recovery, GovGrants will recover the total amount owed in that month.
- If the recovery for a given provider is larger than their total payment for that month, GovGrants will recover the total payment minus \$1. The remaining funds owing will be recovered in the following months, according to the same rules.
- If you have a large recovery, there may be one or more months where you only receive a \$1 deposit.
- You are responsible for ensuring that unspent funding from previous years is available to be recovered.
- Recoveries have no impact on your funding allocation for any program. The only change is to your cash flow.
- Providers are still accountable for the total amount of funding they are allocated for the given year as stated in GovGrants and for fulfilling the requirements of each funding program.

Accountability framework

The Early Years and Child Care Services (EYCCS) Accountability Framework consists of principles, tools, and mechanisms which guide our operations as a service system manager. The framework is a lens we use to promote a responsible use of public funds and develop supportive stakeholder relationships. Additionally, it will guide the creation or modification of future policies and procedures, our approach to stakeholder interactions and our administrative efforts to maximize the external use of public funds.

Guiding principles

- **Transparent** – we will clarify our expectations by communicating timely and openly the funding rules and the relevant consequences for non-compliance without breaking confidentiality.
- **Evidence-based decision-making** – we will use relevant data to guide our decisions on agreements, funding allocations, processes, reporting requirements, compliance audits selection criteria, and continuing or terminating relationships. Examples of the relevant data: monthly OCCMS CWELCC attendance and GovGrants Head Office and Site profile changes.
- **Risk-based** – we will identify and prioritize the highest compliance risks and funding exposure in our accountability mechanisms and processes to maximize impact and minimize waste.
- **Consistent** – we will maintain a consistent and equitable approach for all service providers with consideration to unique situations while balancing our accountability goals and upholding our reputational integrity.
- **Supportive** – we will maintain accountability for public funds in a manner that is fair and supports the financial viability of the early years' system.
- **Responsive** – our rules, principles, mechanisms, and corrective actions are responsive to the change in Ministry direction and the evolving needs of the child care early years system.

Operator responsibilities

- Maintain accurate and up-to date records of all expenditures, revenues, and disbursements related to services funded by Peel Region. This includes receipts for cash payments, paid invoices, and mileage logs.
- Conduct regular internal reconciliations of these records against the operator's general ledger to ensure consistency and accuracy.
- Establish distinct subaccounts within the general ledger to track funding disbursements.
- Include detailed breakdowns of revenue and expenses by funding stream within each subaccount to support transparency and facilitate audits.

Compliance audit mechanisms

We, or an authorized agent, will conduct onsite or virtual funding inspections, reviews and Direct Engagements to ensure you follow guidelines and policies. To minimize the amount of disruption to you, we will seek to notify you in advance of any compliance audit mechanism, with information related to the scope of the review and expected timelines. These visits may include your centres, provider head offices, or locations where records are stored. We will ask for and review supporting documents to confirm that you follow specific sections of a funding guideline and complete applicable requirements.

These reviews and inspections may result in recoveries and funding impacts. Peel Region takes accountability seriously. To ensure funding is used appropriately, we will conduct regular compliance audit mechanisms and Direct Engagements as outlined below.

Funding inspections

A funding inspection verifies compliance with specific sections of the funding guideline(s). We may conduct random onsite or virtual funding inspections, including fee subsidy attendance records.

Funding reviews

The purpose of a funding review is to confirm how you used funding and ensure that you comply with applicable guidelines, policies, memos, and regulations. A funding review can be conducted across multiple funding streams and periods and may include your fee subsidy attendance records.

Third-party funding reviews

These funding reviews are completed by our authorized, independent third-party auditor. The purpose is like a staff-led funding review. Scope may vary depending on the budget and the agreement.

Direct Engagements

Starting in 2026, the province requires us to select a 5% sample of eligible centres and agencies that received cost-based funding for the calendar year, to undergo a Direct Engagement as part of the reconciliation process. These will be completed by an independent third-party auditor.

Direct Engagements will evaluate compliance and verify that base fee revenue and costs reported on your FAIR were eligible. It will also confirm that you used a reasonable methodology to pro-rate costs, where necessary.

Enhanced reconciliation reviews

The purpose of an enhanced reconciliation review is to verify amounts claimed during reconciliation by requiring supporting documents and asking more questions. Enhanced reconciliations could take place before your reconciliation is approved or in some cases, we may reopen a previously approved reconciliation.

Unplanned reviews

The purpose of unplanned reviews is to address compliance issues for specific funding because of a request or complaint from the provider, staff, or a concerned citizen. Unplanned reviews may also take place following the completion of an enhanced reconciliation review or funding inspection.

Compliance audit selection

We will use the following parameters to select a random sample of service providers for reviews and inspections:

- Random or routine sampling to ensure fairness across the sector.
- Quality assurance or continuous improvement, not tied to concerns.
- Rotation-based reviews of service providers not previously selected.
- Late, inaccurate, contradictory, or non-submission of reporting requirements.
- Non-compliance with policies, guidelines, agreements, and the Service Provider Handbook.
- Non-responsive to requests for information from Peel Region.
- Re-opening approved reconciliation requests.
- Complaints from staff, parents, and concerned citizens.
- Viability concerns as reflected in the financial statements and the FAIR.

As our reviews and inspections have a limited scope with focus on specific funding streams and years, we reserve the right to perform additional analysis and apply additional compliance audit mechanism on your organization and related sites as a result of our findings and our selection parameters.

Notice

If you are selected for a funding review or funding inspection, we will send you advanced notice before our on-site visit or virtual review. The notice will tell you the following:

- A detailed scope of the audit.
- A list of documents you must prepare.
- Dates and deliverables.
- Names of staff who will be involved.
- The estimated timeline.

You will need to work with us or our authorized agent by:

- Providing suitable on-site space for our staff to complete the audit.
- Providing access to related locations for operational and records observation, evaluation, collection, and review.
- Ensuring that all requested documents are available on-site or uploaded to GovGrants.
- Consenting to us having full access to information, and the right to discuss and receive information with other agencies, if required, to verify expenditure of funding made under the funding agreement.
- Being available to answer any questions during the audit.
- Notifying employees or contractors that personal information related to their employee and contractor records may be collected and used by us if our funding was used. This information is collected under s. 71 of the Child Care and Early Years Act, 2014 (CCEYA) and follows notification requirements as set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Direct employees to us for any questions related to this request for information.
- When submitting information please redact the Social Insurance Number (SIN), addresses, and the last 3 letters of the last name of the employees, children, and parents. Please note that we hold the right to check the original date during review, and you have the responsibility to guarantee the integrity of the original data.
- You are responsible for advising employees that we require access to information related only to funding. You can redact information that may not be relevant to our funding, such as donations or increased tax deductions.



Compliance audit requirements

All providers must retain supporting documentation for 7 years.

During these reviews and inspections, we may require any of the following information:

- Proof of credits or reimbursements or refunds issued to families.
- Proof of payments to suppliers, staff, or home child care providers such as:
 - Staff payroll registers or paystubs.
 - T4s.
 - Staffing schedules.
 - Distribution of HCC payments.
 - Staff distribution plan.
 - Timesheets including the number of hours worked.
 - Bank statements and canceled cheques copies.
 - Billing to parents.
 - Bank reconciliation statements including outstanding cheques.
 - Documentation of staff reassignment to other duties.
 - Communication to parents and staff.
- Actual enrollment data or attendance records.
- Proof of revenue generated such as parent fees, billing and payment records, funding from government or third-party support programs, including copies of grant applications and approvals or discounts.
- Receipts, invoices, quotations, proof of purchase, and any other documentation to assess expenses regardless of the amount.
- Copies of lease and other long-term agreements, including any amendments.
- Allocation methodology to pro-rate costs.
- Methodology to support cost eligibility.
- Record of closure days and whether fees were charged or not charged.
- Added reporting and audit requirements may be implemented on a case-by-case basis.

Requirements for supporting documentation

Cash Payments

All cash receipts and payments must be properly documented and recorded in your bookkeeping or accounting software. To strengthen internal control, we recommend using e-transfer instead of cash.

If cash payments are unavoidable, you must issue pre-numbered duplicate receipts to parents and caregivers. We recommend daily cash deposits and segregating duties by assigning a second person to reconcile receipts to bank deposits.

Receipts

Receipts must clearly show eligible costs and must include:

- Date of the purchase.
- Name, address, and contact information of the seller or supplier.
- Your Agency's name, billing, and shipping address as the buyer.
- Full description of the goods or services, quantity, and amount. If this is not possible (for example, a cash register tape), you must write a description of the goods or services on the receipt.
- Vendor's business number if they are a GST/HST registrant. If this is not included, GST/HST amounts may not be paid.
- A written label with the funding component (for example, repairs and maintenance).
- Multi-sites must label their sites to their receipts and invoices.

NOTE: if an item is sold or work is completed by someone related by blood, marriage, common-law partnership, or adoption, you must get a minimum of 2 quotes besides receipts or paid invoices.

Mileage logs

Mileage logs for travel expenses attributable to child care must include:

- The date of the trip.
- The starting location and destination.
- The specific business purpose of the travel.
- The total distance traveled in kilometres each way.
- Odometer reading of each vehicle at the start and end of the fiscal period.

Paid invoices

- You must document proof of payment on the invoice (for example, cheque number, e-transfer confirmation, or credit card receipt).

- Online orders must include the receipt requirements information including payment details. A credit card statement and bank statement may be required as proof of payment.
- Your invoice must meet all receipt requirements.

If you do not follow or comply with the funding guidelines and the related agreement(s), the following consequences may apply. Consequences from our compliance audit mechanisms include, but are not limited to, Peel Region

- Recovering funding.
- Discontinuing funding.
- Suspending eligibility for municipal rate increase.
- Suspending eligibility for any new funding initiatives (such as One-time Funding).
- Terminating your funding agreement(s).

We may review one or more funding streams for up to 7 years for each audit. A follow-up audit may occur depending on our findings. We reserve the right to change our audit selection parameters and the frequency of our compliance audit mechanisms.

After completing our funding inspection and funding review, we will set up a meeting with you to discuss the results and findings. We will issue a report of our findings within 30 days after we finish our review.

You must submit accurate reports to us. Any reports containing false information could result in consequences including but not limited to hold on payments, reduction in funding, ineligibility for new funding, or termination of the agreement.

Please refer to the Event of Default and Corrective Action Section of the funding agreement for other actions we may take relating to audit findings.

Cost reviews

The Ministry directs us to review the costs of any CWELCC provider's legacy (for 2025) or rolling top-up (for calendar years after 2025) eligible centres or agencies with the most disproportionately high top-up ratios, in the cost review selection criteria outlined below. The goal of these reviews is to gradually standardize the overall cost of providing child care in Peel. We will collaborate with you to identify ineligible costs and possible efficiencies.

Cost review selection

You may be selected for a cost review if your legacy top-up ratio exceeds Peel Region's growth multiplier. Your legacy top-up ratio is calculated by dividing your legacy top-up by your benchmark allocation.

We must select whichever group is smaller of the following 2 options:

- The top 10% of providers with a legacy top-up ratio more than 23%.

- All providers with a Legacy Top-up Ratio more than 23%.

If you were selected for a cost review in a previous calendar year, you will not be subject to a new cost review in the current calendar year, if you continue to work on cost reduction actions.

Cost review requirements

During this review we may need documents and information to identify the following:

- Costs that are ineligible.
- Opportunities for improved efficiencies in eligible costs, including costs that:
 - May not provide significant value to the quality of the child care being provided, such as redundant costs that could be eliminated.
 - Could be incurred in more efficient ways, such as through bulk ordering, outsourcing of certain tasks, or other common business approaches.

Timing

We must complete this review by December 31 of the calendar year. It is important that you submit all the required documents on a timely manner for us to complete the review and report to the Ministry. Once complete, we will set up a meeting with you to discuss the results and findings.

Appendix A – Child Care Subsidy program information

We provide Child Care Subsidy to help eligible families with child care costs for children 12 years and younger in licensed child care programs. Information about eligibility criteria, the application process, and family responsibilities while receiving Child Care Subsidy is available on our [website](#).

Payment information

Start date

The Children's Services Worker (CSW) will notify you of a child's subsidy start date on the Confirmation of Child Care Subsidy notice.

We will pay our portion of the fee (which is the approved daily rate minus any parent contribution) beginning on the approved start date.

Late starts

If the child's start date is delayed, we will pay up to a maximum of 10 absent days until the child physically attends care. If the child does not attend care within those 10 days, the child is considered to have withdrawn from care without notice.

Withdrawals

If a family tells us they are withdrawing their child, we will give you at least 2 weeks' written notice and continue to pay subsidy during that time. If the family gives you notice they're withdrawing, email your CSW.

If the family does not give at least 2 weeks' notice, we will still pay you the approved daily rate (minus the parent's portion) for up to 10 days, unless the spot is filled during that time.

Outstanding fees

You are responsible for reviewing and enforcing your payment policies with families. If a family owes you an outstanding balance for unpaid fees at the time they withdraw, you should advise the CSW of the amount owing. If a family reapplies for subsidy, they must make a repayment agreement with you before the subsidy application is approved.

Statutory holidays

We will pay you the approved daily rate on the following statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

Days your program is closed

You must report days when your program is closed (for example, staff professional development day, Easter Monday, Civic Holiday, or Christmas break) and whether you are charging full-fee families. This information should be included in your parent handbook, and we recommend including it on your website. We will only pay for closed days if you are charging full-fee families. The OCCMS User Guide shows you how to report closure days.

Absence days

Parents must pay their parent contribution for all days the child is absent, regardless of the reason.

We will pay the approved daily subsidy rate for up to 85 days for each child, for each calendar year (January 1 to December 31). All absences due to illness, vacation, appointments, and family time should be reported as Absent (A) on your attendance. Unused absence days will not carry over to the following year.

When all absence days are used

We will not pay the approved daily rate when a child has more than 85 absence days in a calendar year. Peel Region will monitor absence days and will advise you and the family when a family is approaching their limit and must start paying you the full fee for any extra absence days.

Families are informed of this policy as part of the application process, through the Parent Agreement, and on an annual basis as part of their mandatory annual review.

Reporting consecutive absences

If a child is absent for 20 consecutive days for any reason, you must notify the CSW on the 20th day.

Break in service

A family's subsidy file will be closed when their child is no longer in care, or they are no longer in receipt of subsidy. If the family is taking a break from care, we advise the family to speak with you to see if you can hold their child care space during this time. The decision to hold or not hold their child care space is yours to make. When a family returns to care, they can contact their CSW to have their file reopened and subsidy payments would resume.

Snow days and inclement weather

If you provide full-day care to approved school-age children who cannot attend the regular school board program due to school closure or bus cancellation, we will reimburse the approved full-day school-age rate.

If you typically walk the children to school but choose not to walk the children to school when the school is open, we will only pay the before or after-school rate.

Parental leave

Siblings may continue to receive Child Care Subsidy for a maximum of 8 weeks after the new child is born or the last day of the parent's approved activity, whichever comes first. If after 8 weeks the parent is not returning to work or school, their subsidy will end, and they will have to reapply when they return.

Subsidy will not be paid after the 8 weeks unless the CSW has provided advance written approval of an extension.

Enrollment into kindergarten

Children eligible to attend full-day kindergarten are not eligible to receive Child Care Subsidy for full-day child care on instructional days. Subsidy for full-day care may be approved up to the date before school starts. When school starts, subsidy will be paid for before and after school programs on instructional days and full-day care on non-instructional days such as PA days, March Break, if eligible.

Municipal rates and market rates

If you are currently enrolled in CWELCC, base fee rates charged to parents for programs serving children under 6 years old are set out in the regulation and Peel Region's CWELCC guideline.

Please see the following options to request a municipal rate increase:

The rate increase process will vary depending on your participation in the Canada-wide Early Learning and Child Care (CWELCC) program.

If you have **opted in** to the CWELCC program, you do not need to apply for a rate increase for your programs serving children under 6 years old through the regular municipal rate increase process as this has already been funded through the CWELCC you are receiving. For your programs serving children 6 to 12 years of age, you may apply for a municipal rate increase through the regular municipal rate increase process.

If you have **opted out** of the CWELCC program, you may apply for a municipal rate increase for your programs serving children 0-12 years of age through the regular municipal rate increase process. Please refer to the [Opt Out Policy](#) for more details.

How to apply for a municipal rate increase

Please complete one [Municipal Rate Increase Application](#) for your eligible program.

Rate increase windows

Every year, there are 2 periods to apply for a municipal rate increase but you can only apply once a year. You can request a municipal rate increase to take effect on either January 1 or September 1. You must submit rate increases at least 60 calendar days before the date the rate increase will take effect:

- You must submit January 1 rate increase requests by November 1 of the previous year.
- You must submit September 1 rate increase requests by July 1 of the same year.

Rate increase requests received after the due date will be moved to the next increase period. For example, if we receive a January 1 rate increase request after November 1, it will be considered for a September 1 rate increase.

Note: If you decide to change your rate increase period, you will need to wait 18 months for your next increase to take effect. For example, if you received an increase for January 1, 2026, you need to wait until September 1, 2027, for your next rate increase if you want to move your rate increase period from January to September.

Municipal daily rates

Municipal Approved Daily Rates are the rates you charge Peel Region for children who receive Child Care Subsidy. The Municipal Approved Daily Rate is the maximum rate we pay for Child Care Subsidy. You can find approved municipal rates in GovGrants. The Approved Daily Rate shall be set according to the age categories shown in Table 2.

Table 2. Age categories

Age category	Age range
Infant	Newborn to 18 months
Toddler	19 to 30 months
Preschool	2.5 to 4 years
Kindergarten	4 to 5 years



Age category	Age range
School age	6 to 12 years

- Payment is contingent on verification of the enrollment and attendance records of an Approved Child as set out in [Appendix B - Web attendance reporting for licensed child care](#).
- You are responsible to collect the parent's contribution.
- You cannot charge the parent of an approved child a fee which exceeds Peel Region's Approved Daily Rate.
- You are responsible for collecting any balances owing from the parent's contribution, or fees due because the parent no longer receives Child Care Subsidy.

Circumstances that may affect the municipal approved daily rates

Mixed age grouping

You must ensure that the approved child is in the correct program for their age group. Peel Region will pay the Approved Daily Rate based on the correct program for an approved child's age group regardless of the program for which the child is placed. You will see this on the monthly schedules in the OCCMS web attendance. Any situations where an approved child is placed temporarily in a program not intended for their age group must be temporary and short term.

Discounted rates

The Approved Daily Rate may be adjusted if you offer a discount to your market rates. Any discounts offered to market daily rates, which may include, but are not limited to, percentage deductions for multiple siblings or for staff, must also be applied to the municipal daily rates.

Market daily rates

Market rates are the fees that you charge to full-fee families that are not eligible for CWELCC and who do not receive Child Care Subsidy.

Calculation of market daily rates

We will not pay a Municipal Approved Daily Rate that is higher than your Market Daily Rate for 6 to 12 programs. This is how market daily rates are determined:

Table 3. Calculating the daily market rate using a monthly fee schedule

Number of days child is enrolled each week	Market daily rate calculation (divide the rate by the average number of days below)
5	21.75

Number of days child is enrolled each week	Market daily rate calculation (divide the rate by the average number of days below)
4	17.42
3	13.08
2	8.75
1	4.42

Table 4. Calculating the daily market rate using a weekly fee schedule

Number of days child is enrolled each week	Market daily rate calculation (divide the rate by the average number of days below)
5	5
4	4
3	3
2	2
1	1

Market rate fee schedule

If you have opted into the CWELCC program, your base fee rates for your programs serving children 6 years old and younger are set out in the regulation and Peel Region's CWELCC guideline and cannot be changed. For your programs serving children 6 to 12 years of age, you may change your market rates in line with your business process.

If you have opted out of the CWELCC program, you may change your market rates in line with your business process for your programs serving children 12 years of age and younger.

Your market and approved daily rates may differ. Peel Region may review and determine continued eligibility for funding at any time, where the market rates in a fee schedule are:

- Increased significantly in Peel Region's determination in comparison to Approved Daily Rates.
- Increased or planned to be increased twice or more in a calendar year.
- Increased beyond the Canadian Consumer Price Index over a 12-month period.

If your funding eligibility or allocation changes due to a market rate review, Peel Region will provide a minimum of 30 calendar days notice of its decision before effecting the change(s).

You must post your market rates in your child care facility and include them in your Parent Handbook. We encourage you to give families at least 30 days notice of a market rate increase.

You are required to submit a copy of your new market rate fee schedule to us at least 60 calendar days before any changes to your market rates. Please submit new market rate fee schedules to EarlyYearsSystemDivision@peelregion.ca. Failure to provide updated information may result in funding implications.

Cross-jurisdictional placements

We can enter into cross-jurisdictional agreements with other municipalities. These agreements allow families in receipt of Child Care Subsidy to access a child care program in another municipality than where they live. Both municipalities must approve the cross-jurisdictional placement.

When a cross-jurisdictional agreement is in place:

- The municipality where the family lives approves the Child Care Subsidy and reimburses the municipality where the child care program is located.
- The municipality where the child care program is located confirms the Child Care Subsidy start date and makes the subsidy payment to the program on behalf of the child.

Appendix B – OCCMS web attendance reporting for licensed child care

OCCMS web attendance

All staff who enter attendance information must review the OCCMS User Guide. We will provide your assigned Head Office Administrator with a username and password to access OCCMS.

Security and user rights

- In OCCMS, each head office requires a separate username and password.
- The head office username and password can only be used by the person it was assigned to.
- The head office administrator can set up access for other secondary users. More information on “user rights” is available in the OCCMS User Guide.
- Each user must have their own username and password, and it is not to be shared for security and privacy reasons.

Attendance schedule and reporting

OCCMS Web Attendance is available on the first calendar day of each month. The attendance schedules reflect the enrollment for children receiving Child Care Subsidy and an aggregate reporting of CWELCC enrollment for the previous month. For example, programs will have access to the Attendance Schedule for June on July 1.

Attendance is to be completed and submitted by the ninth business day of the month. If not submitted on time, your payment may be delayed. Due dates are listed on the EYCCS [funding calendar](#).

Attendance information is saved on OCCMS for a minimum of 7 years. You can view your previous month’s attendance at any point by signing in with your username and password.

Reporting Child Care Subsidy placement

You must complete the attendance for each child with the appropriate attendance code as outlined below and in the OCCMS User Guide.

Table 5. Attendance codes

Attendance type	Code
Absent (includes sick and vacation)	A
Non-paid days	N
Present	P

Attendance type	Code
Sick or health-related (do not use - record as 'A')	S
Statutory holidays	H
Vacation (do not use - record as 'A')	V
Withdrawal	W
End date (will appear if an end date has been entered on the child's formal placement and if the child is scheduled for that day)	E
Other paid day (used when a program is closed and full fee families are charged, such as a snow day)	O

Reporting CWELCC attendance

Attendance reporting for children younger than 6 years of age is captured at a site level for child care centres with multiple sites and at a head office level for licensed home child care agencies.

Child care providers must submit an accurate collection of the following for each month as defined in the OCCMS User Guide.

- Vacancies: number of spaces that are currently available in each program, based on the current staffing complement.
- Operating capacity: number of children the centre or home child care can serve based on their staffing complement and budget. This cannot exceed the licensed capacity.
- Waitlist: number of children waiting for admission in each program.
- Full fee children: number of full fee children enrolled, receiving the CWELCC fee reduction, in each care type.
- Full fee spaces: number of spaces occupied by full fee children in each care type.
- Report the use of alternate capacity. If you change from your licensed capacity to your alternate capacity (or the other way around), you must report the months where alternate capacity was used, and the number of children impacted.
- The use of alternate capacity should be reported in the comments section of the monthly attendance report.

Licensed home child care agencies are also required to report the number of active homes in the comments section of the attendance report.

Appendix C – Child Care Subsidy payments

Payment process

Payment can be processed when completed Attendance Schedules for all sites under the Head Office have been submitted and verified.

Advance payments

You can receive a monthly advance payment for subsidy before completing your attendance schedules. Advance payments will be a percentage of your total subsidy for the month and will be based on your previous month's payment.

Advance payments will be paid in the first 14 days of the month. The remaining amount of your payment will be processed according to the regular payment process.

Advance payments are optional. You can opt-in or out of receiving advance payments at any time with a minimum of ten business days notice prior to the first of the month. To opt-in or out, email earlyyearssystemdivision@peelregion.ca.

Adjustments

You should report any changes to a child's placement to the CSW as they happen during the month rather than waiting for attendance reporting. This will ensure the attendance schedule is accurate when it becomes available for you and avoids adjustments, administrative work and payment delays.

If you need to make a change after the attendance schedule becomes available (for example, placement is incorrect or a child's name is not showing on your attendance), you must report it immediately to your CSW for review and approval before submitting the attendance schedule. Payment for changes reported to the CSW after the attendance schedule has been submitted, may be delayed.

Centre Payment Detail Summary

The Centre Payment Detail Summary is available after the attendance has been verified. It provides a summary of the payment based on what you reported, including any adjustments. You should review this summary within 30 days to ensure any payment errors are reported by the deadline.

Payment confirmation

You will receive an automated email notification advising you of the payment details, including the expected timeframe for the deposit.

Reporting over or underpayments

You must report any over or underpayments within three months of the payment date.

Region's discretion to adjust past payments

We have the discretion to adjust prior payments up to 24 months from the date of written notice to correct a subsidy over or underpayment.

Appendix D – EYCCS policies

Compliance Policy

Purpose

It is important that Service Providers submit information in a timely manner and meet the deadlines and guidelines required by Peel Region. These actions by Service Providers are critical to Peel Region’s role as service system manager for managing its budget to ensure accountability of public funds. Peel Region will collaborate with Service Providers to ensure they continue to comply with the Agreement and Regional Guidelines.

The Compliance Policy outlines corrective actions that Peel Region will take when a Service Provider misses a deadline to submit required financial documents, or does not meet obligations according to their Agreement, the Service Provider Handbook, or Peel Region Guidelines.

For further details respecting terminology, please visit the [Glossary of Terms](#).

Table 6. Timeline

Timeline	Corrective Actions
Immediately following the missed deadline	Peel Region will inform the Service Provider of their non-compliance and provide 30 days to comply. This will include notice of holds that will follow if the Service Provider does not comply. An Early Years Specialist (EYS) will reach out to support in resolving the non-compliance.
31 to 60 days from due date	If compliance is not met, Peel Region will deem the Service Provider to be ineligible for any new funding initiatives (ex. One-time Funding)
Between 61 to 90 days	Peel Region will inform the Service Provider that more penalties are being applied. Peel Region may: • Suspend eligibility for rate increases. • Hold other funding.
After 91 days	Peel Region will contact the Service Provider to arrange a meeting which will address: • Nature of the non-compliance. • Next steps and opportunity to remedy. • Termination after an additional 30 days, if necessary, if non-compliance is not resolved.

Timeline	Corrective Actions
After 365 days	Non-compliance that lasts longer than 365 days will result in: • Termination of any funding agreement(s). • Non-renewal of any funding agreement(s). If a Service Provider has their funding agreement terminated, they will be required to wait at least 365 days before re-applying for funding.

Exceptions

Certificate of Insurance: Proof of insurance (copy of policy) is required before or on the expiry date. All funding will be held immediately if Peel Region's Certificate of Insurance form is delayed. If this is not received, the funding agreement may be terminated. The Certificate of Insurance form is required; no other proof of insurance will be accepted.

CWELCC Financial Reporting (Audited Financial Statements and Financial Annual Information Return): Late or incomplete submissions will result in ineligibility to apply for the current year's OTEF funding. The AFS and FAIR must be complete and compliant with applicable guidelines to be accepted. Complete submissions must be received no later than April 30 to be eligible to apply for OTEF funding. Service providers will remain ineligible to apply for OTEF funding even if their compliant submission is received after the deadline. For a list of requirements to ensure a submission is complete and compliant, please see [Appendix H - Financial reporting requirements](#).

If a Service Provider fails to submit, within 60 days, information related to their Audited Financial Statements (AFS) including notes to financial statement requirements, Financial Annual Information Return (FAIR), Cost Reviews, Direct Engagement, and other Compliance Audit Mechanisms, Peel Region will hold all or a portion of your funding.

Failure to report accurate and timely data required for calculating funding allocations may result in delayed payments to the Service Provider and potential ineligibility for funding. Additional audit costs may be required in instances where revisions to Audited Financial Statements are necessary to comply with the above requirements.

Multiple missed deadlines

Peel Region may deem a Service Provider ineligible for funding if they have missed multiple (3 or more) deadlines within a period of 24 months, regardless of if those non-compliances have been resolved. Multiple instances of non-compliance or a poor record of compliance with deadlines may result in:

- Impacts to the Service Provider's funding allocations.
- Enhanced reporting requirements.
- Termination of the agreement.

Expectations of the Service Provider

Peel Region is committed to helping Service Providers meet their contractual requirements. Service Providers must comply with this policy, and understand the obligations in funding agreements, all applicable funding guidelines, and Peel Region's Service Provider Handbook. Service Providers must maintain the same level of quality service for both families and staff, despite a recovery or a hold against your funding.

Sanctions, and the timelines associated, remain in effect until the non-compliance has been resolved, as determined by Peel Region. For clarity, failure to submit a report is not resolved until Peel Region deems the report complete and accurate.

Peel Region has discretion to grant exceptions for exceptional circumstances, which may include adjustments in timeline

APPROVAL SOURCE:	Early Years and Child Care Services Division: Program and Funding Administration Manager
ORIGINAL DATE:	October 10, 2019
Last update:	November 11, 2026
Effective Date:	November 11, 2026

Glossary of Terms

The following terms are defined as:

- a. Compliance: submission of information by Service Providers in a timely manner and meeting the deadlines and obligations set out in the agreement, guidelines and Service Provider Handbook by Peel Region.
- b. Hold: Peel Region will hold a Service Providers funding in GovGrants for the identified amount of time. If a Service Providers funding is placed on hold, upon meeting compliance, the Service Provider would be eligible to receive retroactive pay for the entirety of the funding which was held.
- c. Non-renewal: Peel Region will not renew a Service Provider's funding agreement for the following term (year). The funding agreement will remain in effect until the end of its Term.
- d. Suspending Eligibility: If a Service Provider has their eligibility suspended, they will be deemed ineligible to receive any applicable funding from Peel Region, until compliance is met.
 - If a Service Provider is deemed ineligible during an application window and the application window closes before the provider becomes compliant, the Service Provider must wait until the next application window to apply (ex. For new funding initiatives or rate increases). Providers who miss the application window for one-time funding will be ineligible to receive the identified monies.
- e. Termination: Peel will terminate the Service Provider's funding agreement during its Term.

Canada-wide Early Learning and Child Care (CWELCC) Opt Out Policy

Purpose

The purpose of this policy is to outline the Service Provider's obligations upon opting-out of the Canada-wide Early Learning and Child Care (CWELCC) program, and how it impacts their EYCC funding agreement (the "Service Agreement"), Child Care Subsidy funding, Expansion Funding, if applicable, and how Peel Region will repurpose any CWELCC spaces as they become available.

How to opt out of CWELCC

If you would like to opt out of CWELCC, contact your Early Years Specialist (EYS) to discuss next steps. Once you have advised Peel Region, you must:

- Communicate the decision to families, staff and home child care providers at least 60 days before your effective termination date.

Service Provider's right to opt out

Service Provider's reserve the right to opt out of the CWELCC program at any time.

Service Agreement

In the event the Service Provider opts-out of CWELCC, the Service Provider would no longer have access to any funding identified in Schedule A of the Service Agreement, with the exception of Child Care Subsidy. If the Service Provider opts-out of CWELCC, Child Care Subsidy funding may continue for children in receipt of subsidy who are currently enrolled in the program until they age-out, become ineligible for Child Care Subsidy, or leave your program.

If the Service Provider opts-out of CWELCC and does not have children enrolled in Child Care Subsidy, the Service Agreement will be terminated.

If the Service Agreement is terminated, your mandatory participation in Peel Inclusion Resource Services (PIRS) ends. A specialist from the PIRS team will contact your program to discuss the PIRS Letter of Acknowledgement and the option for your program to voluntarily continue to participate in PIRS.

Child Care Subsidy and Local Priorities Funding

Upon opting out of CWELCC, the Service Provider will only be eligible for Child Care Subsidy funding.

The Service Provider will be:

- Ineligible to place additional children, aged 0 to 12, in receipt of Child Care Subsidy in their program after the opt out effective date.

- Ineligible to receive Local Priorities Funding for children, aged 0 to 12, in receipt of Child Care Subsidy, which may include the Wage Enhancement Grant and General Operating Fund.

Child Care Subsidy rates

If the service provider opts-out of CWELCC and has municipal rates below the Peel Region municipal rate cap, they may be eligible to receive:

CWELCC eligible rates (ages 6 years and younger)

A one-time supplemental 10% increase to the municipal daily rates, up to a maximum of 10% over the municipal rate cap, to supplement Local Priorities Funding which the provider no longer has access to upon opt out and inflationary increases during participation in CWELCC

Non-CWELCC eligible rates (ages 6 years and older)

A one-time supplemental 3% increase to the municipal daily rates, up to a maximum of 10% over the municipal rate cap, to supplement Local Priorities Funding which the provider no longer has access to upon opt out.

Please note:

- A service provider's municipal daily rate can never exceed their market daily rate.
- A service provider may be ineligible for a municipal rate increase if the current municipal rate is more than 10% over the current municipal rate cap.

The service provider will be eligible to apply for an additional **municipal rate increase** in line with the regular Rate Increase process. If your new municipal rate caps are below the current municipal rate caps, you may be eligible to apply for an additional **municipal rate increase** as per the regular Rate Increase process.

Service provider obligations upon opt out

- Send a copy of letter sent to families and staff via email to EarlyYearsSystemDivision@peelregion.ca 10 days before effective opt out date.
- Share updated fee schedule with Peel Region 10 days before effective opt out date.
- Update parent handbook to reflect the following:
 - Site is no longer participating in CWELCC.
 - Fee schedule effective upon opt out.

Reporting

The Service Provider shall submit to Peel Region:

- All outstanding reconciliation requirements, which may include:
 - Audited financial statements and any accompanying notes, as required per the Service Provider Handbook.

- Financial Annual Information Return (FAIR) reporting template.
- Any other information requested by Peel pertaining to the performance of the Service Provider's participation in CWELCC.

The service provider may be required to submit additional reporting information or documents to Peel Region after the opt out effective date for any other funding they may be in receipt of (for example, Child Care Subsidy).

Monies

Upon opting-out of the CWELCC program, whether at a Head Office or Site level, the Service Provider shall return in a timely manner to Peel Region, a prorated portion of any of the Funding paid by Peel Region to the Service Provider, via certified cheque or deduction of future payments, applicable to dates beyond the date of opting-out.

The Service Provider shall promptly return to Peel Region any of the Funding indicated for recovery as a result of a reconciliation process. Funding must be returned to Peel Region via certified cheque within 30 calendar days.

Expansion Funding

If a Service Provider is or was in receipt of expansion funding (Start-up Grant or Early Learning and Child Care Infrastructure Fund) and chooses to opt out of CWELCC before the end of the term of their expansion funding agreement, Peel Region will recover all expansion funding (spent and unspent).

One-Time Emergency Funding (OTEF) for capital expenses

If a Service Provider is or was in receipt of OTEF for a major capital expense and chooses to opt out of CWELCC prior to the 7-year commitment end date, Peel Region may recover OTEF funding on a prorated basis.

Further obligations

In addition to other obligations under this Policy, the Service Provider shall:

- Comply with any other instructions reasonably provided by Peel Region.
- Provide any other information requested by Peel Region pertaining to the participation in CWELCC.
- Remain liable with respect to any obligations which have occurred up to the date of opt out but have not been properly satisfied or discharged, as per the Service Agreement, including:
 - Retain financial records for a period of no less than 7 years to ensure Funding was utilized as per Peel Region's requirements.
 - Representations, warranties, covenants, obligations of confidentiality, right of entry, inspection and consultation, indemnification, release and waiver, records, reporting, and audit requirements contained in the EYCC funding agreement shall survive and not merge on the termination or expiry of the EYCC funding agreement.

Re-applying for CWELCC

Any service provider who opts-out of CWELCC must reapply to participate in the program once again. Peel Region does not honour spaces previously held by the Service Provider. All applications are subject to eligibility, availability of spaces, alignment with Provincial CWELCC targets, and Peel Region's discretion.

Reallocating opt-out spaces

If a service provider opts-out of the CWELCC program, Peel Region will reallocate CWELCC spaces.

- Priority will be given to programs that are within a 10km radius of the program that has closed or opted out.
- Priority will be given to programs that are ready to operate within 3 months.

The service provider agrees to abide by this policy, as it is a binding component of their Service Agreement with Peel Region, which also includes the Funding Guideline(s), and the Service Provider Handbook. The service provider also understands that the rights referenced in this document are not limiting of Peel Region's or the service provider's rights under the Service Agreement.

APPROVAL SOURCE:	Early Years and Child Care Services Division: Program and Funding Administration Manager
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Inter-Agency Dispute Resolution Policy

Section 1: Purpose

The Regional Municipality of Peel (“Peel Region”) prioritizes the health and safety of all its partners and their employees and is committed to working with its partners to support them in building diverse, respectful, safe, and inclusive workplaces free from Workplace Harassment, Racism, Discrimination, or Bullying Behaviour (all as defined below).

The Inter-Agency Dispute Resolution Policy (the “Policy”) reflects the responsibilities and obligations of all workplace partners in ensuring the development and maintenance of a respectful, safe, and inclusive workplace.

The Policy responsibilities and obligations apply to the partners who receive funding from Peel Region and their employees who deliver early years and child care services to children and families in Peel (the “Organizations”) (such as Resource Consultants and Supervisors, CDRCP staff, The Indigenous Network RECEs).

Section 2: Definitions

The Act means the *Occupational Health and Safety Act*, R.S.O. 1990 c. o.1.

Bullying Behaviour means acts by a person that intimidates or demeans another person and includes, but is not limited to, abuse of power, humiliation or embarrassment, persistent and unjustified criticism, exclusion or isolation, threats or rumours.

The Code means the *Ontario Human Rights Code*, R.S.O. 1990, c. H.19.

Discrimination results from treating a person unequally or unfairly, rather than treating the person fairly based on individual merit. Discrimination can be either intentional or unintentional and is usually based upon personal prejudices, biases and, stereotypical assumptions related to at least one of the protected grounds set out in the *Ontario Human Rights Code*.

Employee or Staff means any person who delivers early years and child care services to the residents of Peel for an Organization that receives related funding, in Peel. This includes any person hired on a regular, contract, temporary or casual basis, working either full-time or part-time hours.

Race is a social construct. When social constructs lead us to ascribe meanings to people’s identities, this can lead to unconscious bias, stereotypes, racism, and racial discrimination. **Racism** is a systemic form of oppression based on social constructs.

Inter-Agency Dispute means a disagreement between 2 or more separate Organizations.

Racism means prejudice, attitudes, beliefs (such as belief that one or more races are superior to others), stereotyping, and discrimination that is directed at people based on their race. Racism can manifest itself in interpersonal interactions (racial slurs, abuse, harassment) but also institutionally through policies or practices that

systemically exclude groups of peoples (such as biased recruitment and hiring practices, lack of career advancement and promotion practices).

Respectful Workplace means a positive, safe, and healthy workplace that results in the preservation of equal dignity and creates a culture of inclusion that supports an individual's physical, emotional, and social well-being. The workplace includes all locations where employees conduct business on behalf of their employer or social activities and where their behaviour may have a subsequent impact on work relationships, work environment or performance.

Workplace means any land, premises or location, upon, in or near which an employee performs work on behalf of an Organization.

Workplace Harassment (including sexual harassment): As defined by the Act, means engaging in a course of comments or conduct which is humiliating, offensive, degrading or abusive, against an employee in a workplace that is known or ought reasonably to be known to be unwelcome.

Section 3: Scope

This Policy identifies expectations and actions for Peel and for the Organizations in cases of dispute between staff working for different Organizations. Those can be disputes based on Harassment, Racism Discrimination, or Bullying Behaviour. The requirements set out in this Policy do not replace or substitute the requirements established under the Act and the *Ontario Human Rights Code* and do not limit any obligations of the Organizations under any other legislation. As such, this Policy should be interpreted as consistent with the *Act and Code*.

Section 4: Policy requirements

Organizational Respectful Workplace policy

All Organizations must have Respectful Workplace policies. An Organization's Respectful Workplace policy must speak to compliance with all relevant legislation (OHSA s.32.0.1), regulations and policies including the standards required by the College of Early Childhood Educators for its members. The policy must be posted in a common location in the workplace.

Employee conduct and adherence to Respectful Workplace policies

All employees have a responsibility for their behaviour and conduct within the Workplace. Employees are expected to uphold and adhere to their Organization's Respectful Workplace policy and contribute to a positive workplace free from Harassment, Racism and Discrimination. This responsibility extends to workplace environments that are shared with any other organizations that deliver early years and child care services in Peel region.

Employee reporting obligations

If an employee experiences or witnesses any behaviour or actions while working with staff from other Organizations that may violate this policy, they have an obligation to

report it through the process detailed below. All employees have a duty to report any act of Harassment, Racism, Discrimination, or Bullying Behaviour.

Please note: This Policy applies only to disputes between agencies. Disputes between employees of the same organization are to be managed exclusively by the Organization using their Respectful Workplace policy.

Section 5: Complaint process

In the event that an employee of an Organization experiences or witnesses behaviour that is inconsistent with the Respectful Workplace policy by an employee of a different Organization, they are encouraged to bring forward a complaint following the process below:

Informing

To start a formal complaint, the employee must report the complaint to their direct supervisor. This complaint shall be documented in writing by the employee or direct supervisor. The complaint shall follow the Organization's Respectful Workplace policy complaint format.

The Organization that receives the complaint must send written notification to the appropriate Peel manager and to the Organization where the respondent is employed, within 3 business days of the formal complaint. That notice must include:

- The date the harassment or discrimination incident occurred.
- Where the interaction took place.
- Names of all staff who were involved (complainants, respondents, witnesses), and their positions and employer.

The 2 Organizations involved in the complaint must meet, independent of Peel, as soon as possible after receiving the written complaint notification, to discuss the issue and to develop a collaborative approach to addressing it per their Respectful Workplace policies.

It is the responsibility of all Organizations to ensure that all employees involved in the complaint or situation are aware of their responsibility to keep the issue confidential.

Addressing the complaint

- The two Organizations will collaboratively prepare a written summary of the agreed-upon approach to addressing the complaint, including an approximate timeline, which will be given to Peel in a timely manner.
- Peel will have 10 business days to review and provide written feedback on the approach.
- Organizations are required to integrate Peel's feedback and implement their agreed-upon approach within the timeline as submitted in their written summary.

- If the Organizations cannot agree on a collaborative approach to resolving the issue using their Respectful Workplace policies, the Organizations may then request approval from Peel to engage a third-party investigator.
- In order to qualify for a third-party vendor, the Organizations involved must be able to demonstrate to Peel that they worked in good faith to resolve the dispute prior to submitting the request.
- Peel will meet with the Organizations to review documentation and determine if a third-party investigation is warranted.

Third-party investigation contracting

- If approved by Peel, the Organization where the complaint originated will contract a third-party investigator to conduct an investigation of the complaint.
- 3 quotes must be obtained prior to contracting. The quotes must be obtained in a timely manner following Peel's approval.¹
- All Organizations who are parties to the complaint and Peel must agree on the investigator selected in writing (for example, by email) before the contract is signed. The complainant Organization must sign within five business days of the agreement.
- Peel will provide funding to the complainant Organization for the purpose of the investigation.
- The Organizations involved will each identify a lead (not named in the investigation), who will facilitate the process with staff and the investigator. This includes providing relevant documents and policies to the investigator, as requested.
- The Organization leads will send a written update (for example email) every two weeks on the investigation to the appropriate Peel manager.
- All parties will participate actively in the investigation to support its completion.

Determination

- Once the third-party has completed the investigation, it will be required to provide the summary report with recommended next steps to the leads and Peel.
- The report shall be final.
- The report shall be confidential to the parties and Peel.
- The Organization leads will collaborate to determine an appropriate timeline for implementation of any recommendations. The timeline will be shared with Peel in a timely manner following receipt of the summary report for approval.
- Each lead will provide Peel with updates on the implementation of recommendations within the report's required timelines.

¹ May be subject to change based on provider procurement requirements.

Section 6: Participation in the third-party investigation

Roles and responsibilities

Investigator responsibilities include, but are not limited to:

- Investigating the complaint.
- Examining the circumstances of a complaint.
- Exercising objectivity and impartiality.
- Ensuring confidentiality.
- Recording and maintaining appropriate documentation.
- Making all necessary findings of fact with respect to allegations in the complaint.
- Discussing findings, conclusions and recommendations with the Organization leads involved in the complaint.
- Informing the complainant and respondent of the results of the findings (please note that findings will not be shared with witnesses or the public).

Complainant, respondent, witness responsibilities include, but are not limited to:

- Reporting incidents to their direct supervisor or Human Resources where infringements of the Respectful Workplace Policy have occurred.
- Attending interview(s) and providing information to the investigator in a timely manner when requested (within five business days of the request).
- Maintaining confidentiality.
- Cooperating fully in any attempts to resolve or investigate an incident.

The Organization leadership and Human Resources responsibilities include, but are not limited to:

- Actively promoting a respectful workplace that embraces diversity and inclusion.
- Providing guidance on their respectful workplace policy and the program to people leaders and employees, including to the complainants and respondents.
- Supporting the selection of an external Investigator as required.
- Reviewing their Organization's Respectful Workplace policy on an annual basis in accordance with the Ontario Occupational Health and Safety Act.
- Keeping a detailed written record of infringements or complaints brought to their attention and any action taken to assist in resolving the concern.
- Maintaining confidentiality.
- Ensuring that employees involved in the complaint or situation are aware of their responsibility to keep the issue confidential.
- Cooperating in attempts to reach an informal resolution and in the investigation of the complaint.
- Working collaboratively with Peel, third-party investigator, and the Organizations involved in the dispute.

- Help involved staff reprioritize their workload to support their participation in the investigation process.
- Taking corrective action as required within the agreed-upon timeframe and,
- Informing the complainant of any corrective action that has been or will be taken as a result of the investigation.

Peel Region's responsibilities include, but are not limited to:

- Actively promoting a respectful workplace culture with Organizations that embraces diversity and inclusion.
- Reviewing, approving, funding Organization requests for third-party investigations.
- Maintaining confidentiality.
- Supporting Organizations in implementing recommendations.
- Taking corrective action as required if Organizations fail to participate in the investigation process or fail to implement the recommendations from the investigator's report.
- Reviewing and updating this Policy as required.

Investigation interview timing and prioritization

The completion of the investigation is to be a priority of all Organizations and staff involved. This means that:

- The investigator shall book all necessary time for interviews with each complainant, respondent and witness during its introductory conversation (for example, if it is estimated).
- 3 hours of interviews will be necessary with the complainant. All 3 hours should be booked upfront and the balance cancelled, if not required.
- Complainants, respondents and witnesses will respond to investigator requests for meetings and make all required meeting times available in a timely manner.
- Organizations will support employees in reprioritizing their workload to make time for investigation interviews to occur in a timely manner.

Failure to fully participate in third-party process

Failure of an organization to participate properly in a third-party process approved under this Policy (including failure of their staff to participate) or failure to implement report recommendations could result in sanctions under the Compliance Policy such as:

- Holds on current and future funding.
- Suspending eligibility for any upcoming funding.
- Reduced current and future funding allocations, including administration funding or any new funding initiatives.
- Holding placement of children who receive fee subsidy.
- Proposing terminating or not renewing an Agreement.

Duration of the complaint process

- This process must be completed in a timely manner, not exceeding 3 months.
- The Organizations must notify Peel as soon as possible if the process will take longer.

Section 7: Confidentiality

- All persons involved with a complaint must ensure that the matter remains confidential. Personal information will be disclosed only on a need-to-know basis.
- If applicable, third-party investigators must advise all persons interviewed that they will be expected to treat the matter as confidential, and that breaching confidentiality may lead to corrective action being taken. Persons interviewed by the investigator will be required to sign a confidentiality agreement.

Appeals Policy

Purpose

This policy explains how you can appeal a decision made by Peel Region's Early Years and Child Care Services (EYCCS) Division.

Use this policy only after you have tried to resolve the issue with your Early Years Specialist. If after that conversation, you still believe the original decision is wrong, you can submit an appeal.

What you can appeal

Licensees may appeal decisions about funding or eligibility. Examples of these decisions include, but are not limited to:

- Financial viability decisions;
- Declined applications for funding;
- Funding amount decisions, such as rolling top-up calculations and CWELCC allocations;
- Funding recovery decisions, including recoveries resulting from reconciliation, cost reviews, direct engagement, or Compliance Audit Mechanism findings; and
- Other funding decisions

Note: Some decisions come from the Ministry of Education and cannot be changed by Peel Region. If this applies, we will let you, the licensee, know and the original decision will remain final.

Before you submit an appeal

Before you submit an appeal, speak with your Early Years Specialist so they can clearly explain the decision to you and how it was reached.

When submitting the appeal, you must clearly explain why you believe the original decision is wrong and provide new information or evidence.

To give the appeal the best chance of success, you should ensure your submission is complete, accurate and sufficiently detailed to enable a thorough review. Peel Region will assess the appeal based on the information submitted and available at the time of the review.

Supporting documentation

As you prepare your appeal, include documents that support your appeal, such as financial records, invoices or reports.

For each document, briefly explain how it supports your appeal.

The type of documents you submit will vary depending on your appeal. For example:

- If you are appealing a financial viability decision, you might include financial projections, an operating budget, or evidence that was not available at the time of the original review.
- If you are appealing ineligible costs or a funding recovery, you might include proof of payment, invoices, or records that show why an expense is attributable, appropriate, and reasonable for the delivery of child care.
- If you are appealing a declined funding application, you might include quotes, inspection reports, or other documents that speaks to the eligibility of the request.

Peel Region may request original documents during the review.

What to expect

Once you are ready to submit your appeal, this section explains the process from submission to receiving a decision.

Submitting your appeal

- Complete the EYCCS Appeals Submission Form.
- Email the form and any supporting documents, to earlyyearssystemdivision@peelregion.ca within 30 (calendar) days of receiving the original decision.
- Use the subject line "EYCCS Appeal - [Provider Name] - Appeal Type".

If you cannot meet the deadline, contact us before the 30 days to discuss your situation. We will review your request for an extension.

Confirming receipt

Peel Region staff will confirm receipt of your appeal within 2 business days and let you know if anything is missing.

How appeals are reviewed

Peel Region staff and management will review your appeal using policies and provincial guidelines.

The review will be completed within a reasonable time. You can contact your Early Years Specialist for an update on the status of your appeal.

Decision outcomes

Peel Region will notify you of the decision in writing. Decisions will be one of the following:

- Approved (or partially approved) – the decision is changed and your funding or program eligibility will be updated. The written decision will explain what has changed. It will tell you what steps we will take to update your funding or program eligibility.
- Denied – the original decision stays the same. The decision letter will explain why.

The decision issued by Peel Region through this process is final.

Key reminders

- Submit your appeal on time.
- Provide clear reasons and documents.
- Focus on new or missing information.
- Contact your Early Years Specialist if you have questions before appealing.

Appendix E – Network of Support

A collaborative approach to supporting the operation and delivery of high quality, inclusive child care programs in Peel Region.

Overview

The Network of Support includes a group of professionals who offer different supports to licensed child care providers related to the operation and delivery of high-quality, inclusive, early childhood programs:

- Peel Region Early Years Specialists (EYS)
- Child Development Resource Connection Peel (CDRCP) Quality Initiatives (QI) Mentors
- Peel Inclusion Resource Services (PIRS) Resource Consultants (RC)

This document explains their roles.

Purpose

The Network of Support document outlines the roles and responsibilities of the EYSs, QI Mentors and RCs as they support child care programs. It identifies who you can connect with for specific topics, issues or needs. It also includes information on what you can expect when the Network of Support professionals work together with you to enhance inclusive, high quality child care. This is a resource for all child care program staff and you should post it in a place that all staff can access.

Network of Support professionals

Early Years Specialists (EYS)

Roles and responsibilities

EYSs are your primary contact for information and support at Peel Region. Through program visits, in-person or virtual meetings, and virtual drop-in sessions, the EYSs help you to manage financial and contractual reporting requirements. They also help you work through and understand Peel Region guidelines.

Scope of work

EYS support focuses on:

- Authentic Participation:
 - Accountability, compliance.
 - Peel Region guidelines and requirements.
 - Policies and procedures.
- Program viability.
- Funding.

- Understanding and implementing Peel Region funding and guidelines.
- Staffing:
 - Dynamics.
 - Engagement.
 - Recruitment and retention.
- Professional learning:
 - Promote community professional learning opportunities.

Quality Initiatives (QI) mentor

Roles and responsibilities

QI mentors help you authentically participate in quality initiatives. They help to develop and mobilize goals, build the capacity of early years professionals through coaching, modeling, sharing of ideas and strategies, facilitating or directing to professional learning, and providing resources. Through classroom visits, QI mentors assess and support quality programming and the implementation of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Scope of work

QI mentor support focuses on

- Authentic participation:
 - Quality enhancement initiative
- Quality programming:
 - Nurturing relationships
 - Effective practices
 - Pedagogy into practice
 - Enhancing leadership capacity
- Diversity, equity and inclusion (DEI) and how programming and classroom environments reflect it.
- Mentorship.
- Professional learning:
 - Promote community professional learning opportunities
 - Provide professional learning opportunities

Resource Consultant (RC)

Roles and responsibilities

RCs consult with programs, virtually or in person. They focus on building the capacity of educators to adopt and implement inclusive practices. During discussions, meetings and child-specific and brief consultation services, RCs brainstorm with educators, share information and resources, and coach and model how to implement strategies. RCs share information that incorporates universal design for learning concepts, supports all children to participate and helps educators meet the unique needs of children.

Scope of work

RCs focus on:

- Authentic participation in PIRS:
 - Access
 - Inclusion
 - Participation
 - Belonging
- Child-specific needs:
 - Early identification
 - Child development
 - Extra support needs (cognitive, physical, social, emotional, communication needs, behaviour)
 - General concerns
 - Behaviour
- General classroom:
 - Universal design for learning
 - Group dynamics
 - Behaviour
- Professional learning:
 - Redirect to community professional learning opportunities
 - Provide professional learning opportunities

Collaboration

Sometimes two or even all 3 Network of Support professionals will work together on a shared goal. Before an EYS, QI mentor, or RC reaches out to another Network of Support professional, they will speak with the appropriate child care contact to talk about the purpose and benefit of collaborating with another Network of Support professional.

Scope of collaborative work

Together, EYSs, QI mentors and RCs will support you by:

- Redirecting you to another Network of Support professional when a topic issue or need is out of scope.
- Engaging in collaborative meetings.
- Completing a joint visit.

Topics for Network of Support collaboration are:

- Environment
- Transitions
- Developmentally appropriate practices
- Behaviour

- Communication – educator focused

Following the discussion, you will receive documentation from the Network of Support Professionals. This will include the goal, suggested strategies, resources, and any recommended next steps.

Relevant resources

[PIRS Memorandum of Understanding \(MOU\)](#)

For further information please contact:

Peel Region: EarlyYearsSystemDivision@peelregion.ca

CDRCP: quality@cdrpc.com

PIRS: PIRS@peelregion.ca

Appendix F – Child Care Subsidy communication templates

Overview

This appendix includes ready-to-use wording about the Child Care Subsidy program. You can use this wording on your website, in your parent handbook, and for promotional materials. These messages help ensure families receive accurate and up-to-date information about Child Care Subsidy.

The email template can be used to advise families whose child is turning 6 and no longer eligible for CWELCC about the availability of Child Care Subsidy. **Using these templates is optional.** You can use them as written or adjust them to match your needs and program’s communication style.

Template for parent handbook, website and promotional materials

Child Care Subsidy helps low and middle-income families pay for licensed child care costs for children 12 years and younger. Some families may qualify for free child care.

You can receive subsidy even if you already have reduced fees through the Canada-wide Early Learning and Child Care plan.

- [Apply for Child Care Subsidy](#) on Peel Region’s website.
- Before applying for subsidy, you can [check your eligibility](#).
- If you don’t live in Peel, contact your [local municipality](#) to apply for Child Care Subsidy.

Email template for families with children turning 6

Dear family,

Your child has now reached the age limit for the Canada-wide Early Learning and Child Care (CWELCC) program, and your lower child care fee will be ending.

Starting on «Date», your child care fees will change to «\$ amount » per day/week/month.

If you need help paying for child care, you can apply for [Child Care Subsidy](#), which helps families with children 12 years and younger pay for licensed child care.

- Before applying for subsidy, you can check your eligibility.
- Apply online on Peel Region’s website if you live in Peel.

- If you live outside Peel, contact your [local municipality](#) to apply for child care subsidy.

If you have any questions, we're here to support you.

Sincerely,

Child Care Provider

Appendix G - Code of conduct template

Code of conduct

At Peel Region the health and safety of all community members, service delivery partners and their employees is a priority. We care about working with our community and partners to build diverse, respectful, safe, and inclusive work and program spaces free from bullying behaviour, discrimination, racism, or harassment as defined below.

[Insert program name] participants, staff and providers are responsible for their behaviour when attending or delivering our program. All parties must follow this code of conduct and contribute to a positive program environment that is free from Bullying Behaviour, Discrimination, Racism, and Harassment. [Insert program name] participants, staff and providers may not at any time engage in the behaviour outlined below. Violations of this Code of Conduct will be grounds for disciplinary action. In the case of participants, inappropriate behaviour could result in a temporary or permanent ban from the program.

- **Bullying behaviour** means acts by a person that intimidates or demeans another person and includes abuse of power, humiliation or embarrassment, persistent and unjustified criticism, exclusion, isolation, threats, rumours and gossip.
- **Discrimination** results from treating a person unequally or unfairly, rather than treating the person fairly based on individual merit. Discrimination can be either intentional or unintentional and is usually based on personal prejudices, biases and, stereotypical assumptions about at least one of the protected grounds in the [Ontario Human Rights Code](#).
- **Racism** means prejudice, attitudes, beliefs (such as the belief that one or more races are superior to others), stereotyping, and discrimination that is directed at people based on their race. Racism can show up in interpersonal interactions through racial slurs, abuse, and harassment.
- **Harassment** including sexual harassment means engaging in a course of comments or conduct that is humiliating, offensive, degrading or abusive, that is known or should reasonably be known to be unwelcome.

[Insert program name] participants, staff and providers are expected to follow all provincial and federal laws. Not being aware of the law is not a valid defence if you break that law. All parties must interact with participants, staff, volunteers, the public and the program environment respectfully at all times.

By attending our program you agree to abide by this code of conduct and any other codes of conduct held by our organization.

Appendix H – Financial reporting requirements

CWELCC reporting requirements and due dates

December 31 fiscal year end

Due April 30

- January to December calendar year FAIR
- January to December calendar year audited financial statements
 - must include a supplementary consolidated statement of revenue and expenditures for Peel only CWELCC child care sites, where not already included in the AFS*
- January to December reconciliation(s) in GovGrants

*A supplementary consolidated statement of revenue and expenditures for Peel only CWELCC child care sites is mandatory if you:

- operate multiple sites in Peel and other municipalities.
- operate both centre and home child care operations in Peel and other municipalities.
- operate both CWELCC and non-CWELCC sites in Peel (for CWELCC only sites).
- are part of a larger organization.

Non-December 31 fiscal year end - exempt

Due April 30

- January to December calendar year FAIR
- January to December calendar year unaudited statement of revenue and expenditures for Peel only CWELCC child care sites
- January to December reconciliation(s) in GovGrants

Due 4 months after 2026 fiscal year-end

- 2025-2026 fiscal year consolidated audited financial statements
- January to December 2025 calendar year audited statement of revenue and expenditures for Peel only CWELCC child care sites
- January to December 2025 calendar year FAIR (only required if there are changes to the operations tab after the audit has been completed, since the April 30 submission)

Non-December 31 fiscal year end - extension

Due April 30

- January to December calendar year FAIR
- January to December calendar year audited statement of revenue and expenditures for Peel only CWELCC child care sites

- Audited financial statements for your stub period (for the partial year ending December 31)
- January to December reconciliation(s) in GovGrants

Due 4 months after 2026 fiscal year-end

- 2025-2026 fiscal year audited financial statements
- January to December 2025 audited statement of revenue and expenditures for Peel only CWELCC child care sites

Expansion funding

If you received CWELCC Expansion Funding during the fiscal year, you are required to submit audited financial statements, even if you were not operational/licenced during that fiscal year.

Due April 30

- January to December calendar year audited financial statements

Non-CWELCC reporting requirements and due dates

If you are not enrolled in CWELCC your reporting requirement depends on how much funding, you received in your fiscal year

Over \$150,000 funding in your fiscal year

Due 4 months after 2026 fiscal year-end

- 2025-2026 fiscal year FAIR (using 2024 FAIR template)
- 2025-2026 fiscal year audited financial statement

Under \$150,000 funding in your fiscal year

Due 4 months after 2026 fiscal year-end

- 2025-2026 fiscal year FAIR (using 2024 FAIR template)
- 2025-2026 fiscal year unaudited financial statement

Audited Financial Statements (AFS) and Financial Annual Information Return (FAIR) Requirements

Instructions for a complete submission of your audited financial statements

All Audited Financial Statements must be prepared and signed by an accountant with a Public Accounting License (PAL).

To ensure your submission is accepted as complete, your AFS must:

- Be submitted in .pdf format.
- Be signed by an authorized officer of your agency (balance sheet).
- Include notes to the financial statements.
- Include the new Peel Region Summary of Reconciliation chart.
- Include a supplementary consolidated statement of revenue and expenditures for Peel CWELCC child care operations (where it is not already included in the AFS).
- Include any management letters issued by the auditor, as well as management's response.

Please refer to the **Peel Region Accounting and Note Disclosure Guideline** to ensure your submission is compliant.

Instructions for a complete submission of the CWELCC FAIR

The new FAIR integrates your CWELCC reconciliation and the ministry's standardized financial report.

To ensure your FAIR submission is accepted as complete, ensure:

- It is a Microsoft Excel file.
- You complete the correct version of the FAIR template.
- You will need to submit two FAIR templates if:
 - You operate both Centres and LHCCs.
 - Your LHCC head office is in Peel and you also operate LHCCs outside of Peel.
- All green cells are completed.
- All green tabs are completed.
- Financial position tab is balanced.
- Totals in the FAIR match the totals in the AFS (revenue, expenses, assets, liabilities, loss/surplus).
- Amounts entered in GovGrants match the FAIR (GovGrants Input tab).
- Shared expenses are pro-rated if you serve both CWELCC eligible and ineligible children.
- Centres: only include sites operated in Peel.

- LHCCs with a head office in Peel: include all active homes.
- LHCCs that operate in multiple service system areas: only include homes in Peel.

For a walkthrough on completing the FAIR, please review the videos below:

- [For Child Care Centres](#)
- [For Home Child Care Agencies](#)

Please refer to the **Peel Region Financial Annual Information Return (FAIR) Guideline** to ensure your submission is compliant.

Proration

If you serve both CWELCC eligible and ineligible children, you must prorate your shared expenses as part of the FAIR. Please be sure to determine your proration method for expenses related to **salary and occupancy** prior to completing the FAIR. For all other expense categories, a default proration method based on operating capacity will be applied by Peel Region.

April 30th deadline and submission

- It is critical that your audited financial statements and the FAIR are submitted together as a package, no later than April 30.
- Your AFS and FAIR must be submitted on-time and in accordance with the above-mentioned guidelines to avoid:
 - ineligibility to apply for OTEF Funding.
 - hold on funding and other non-compliance sanctions.
- We encourage you to submit early to ensure your final complete submission is received by the April 30 deadline.
- Submit your AFS and FAIR(s) as a full package to Peel Region via email: EarlyYearsSystemDivision@peelregion.ca
- Remember to complete your CWELCC Reconciliation(s) in GovGrants after completing the FAIR (the status must be “submitted to grantor”).