

Peel's Virtual Professional Learning Day: Licensed home child care funding guideline

We are sharing funding details to support you in planning, understanding eligible expenses, and how you will receive and reconcile funding for Peel's Virtual Professional Learning Day on Friday, October 23, 2026.

We are happy to be celebrating Peel's Virtual Professional Learning Day with you during the month of Child Care Worker and Early Childhood Educator Appreciation Day.

Professional learning days are a way to acknowledge early childhood professionals' learning and growth, well-being, and the vital role they have in delivering quality programming. It also supports higher levels of staff and home child care provider engagement and promotes meaningful relationships and experiences for children, educators, service providers and families in child care and early childhood settings.



We highly encourage you to participate together as a team at a shared meeting space, if possible, to take part in group discussion and reflection. This is a great professional learning opportunity for CWELCC and school-age early childhood professionals to put towards achieving Quality Enhancement Initiatives: Raising the Bar in Peel (QEI:RTBP) goals or College of Early Childhood Educators (CECE) Continuous Professional Learning (CPL) program.

Peel's Virtual Professional Learning Day is created in collaboration with Child Development Resource Connection Peel (CDRCP) and Peel Region and recognizes the contributions of the Ministry of Education towards professional learning in Peel.

Registration and event details

Event details including [registration](#) have been released by CDRCP.

Please email CDRCP at virtualPLday@cdrpc.com if you have questions about event details and registration.

Closure and child care fees

Peel will cover the cost of child care fees for October 23 only, for home child care providers who close and participate in the professional learning day. **It is optional for home child care providers to close and participate.**

To avoid families paying child care fees upfront and to reduce your administrative burden, it is preferred that you do not collect child care fees for October 23 from families.

If in accordance with your child care fee schedule you are required to collect child care fees for October 23 in advance, **then you must provide families a refund or credit by December 31, 2026.**

All families impacted by the closure must not be charged child care fees for the day. If you haven't already, **you are required to share the child care closure information with families by August 31, 2026.**

Families in receipt of child care subsidy

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

1. Not collect from or refund/credit families in receipt of child care subsidy the parent contribution for October 23.
2. Record "N" for a non-paid day on your child care subsidy attendance in OCCMS for October 23.

The parent contribution from families in receipt of child care subsidy and the Peel Region child care subsidy portion will be included in your Peel's Virtual Professional Learning Day allocation. **You will not receive payment through OCCMS for this day.** Please see the 'Reconciliation and recovery' section of this guideline on page 5.

If home child care providers choose to stay open and not participate on October 23, record attendance in OCCMS as usual for that day.

CWELCC closure days

As Peel Region will cover child care fees for CWELCC Service Providers who serve children ages 0-6, there will be no impact to your 20-closure day limit.

Eligible expenses

Wages and mandatory benefits

Staff and home child care providers will be paid to attend the professional learning day. Staff and home child care providers should not have a reduction in wages or be asked to take vacation or time in lieu.

- **For CWELCC programs,** staff's and home child care providers' daily wages and mandatory benefits are funded through your CWELCC allocation for October 23 already.

- **For school-age programs,** staff and home child care providers' daily wage grants (WEG, GOF, WCF) are funded through your school-age allocation and should be applied to staff and home child care providers' wages on October 23.

Please note that if a staff or home child care provider does not end up participating, then you should follow your internal HR policies.

Other

Peel is covering all expenses for closure and participation for this day. On occasion there may be a situation where you.

- a) Anticipate that you may have a shortfall for additional staffing expenses.
- b) Do not have access to an in-person meeting space to view the virtual day together.

Please submit a request by emailing EarlyYearsSystemDivision@peelregion.ca with the subject line "Peel's Virtual Professional Learning Day: Other" and let us know if your request is for additional staffing expenses or for appropriate, reasonable, and attributable in-person meeting space (e.g. community centre room) costs. **Please note that approval is required.**

If you do not meet the below timelines, requests will be under consideration and may not be fulfilled.

A request must be submitted by the following date(s) in 2026:

- August 14 for an October 1 payment.
- October 1 for a November 1 payment.
- October 23 for a December 1 payment.

If approved, you will receive payment in GovGrants in the 'Other' budget category.

Lunch and refreshments

We will also provide funding for lunch and refreshments up to a maximum of \$40/per participating staff and home child care provider; therefore, you must provide lunch and refreshments on this day.

You have the flexibility to determine the best way to provide lunch and refreshments to staff and home child care providers (such as delivery order, catering, etc.) based on your needs and staff preferences. Costs must be reasonable and do not allow alcoholic beverages.

Non eligible expenses

Technology

Funding is not permitted for the purchase of technology/audio-visual equipment.

Lunch and refreshments for non-participating staff and home child care providers

Staff and home child care providers who do not participate on October 23 are not eligible for funding for lunch and refreshments.

Funding process

This payment will consist of three budget categories in GovGrants:

1. **Child care fees:** Funding for child care fees for all children on this day.
2. **Nutrition:** Funding for lunch and refreshments.
3. **Other: Only applicable if you submit a request and it is approved by Peel Region.**

Your allocation will be calculated using your CDRCP registration staffing and home child care provider numbers for 'Nutrition'. For 'Child Care Fees' it will be calculated using your home child care provider registration numbers and your June 2026 enrollment data for 'Child Care Fees'.

If you register for the professional learning day by Friday, August 14, 2026, you will receive funding through GovGrants in advance. This will be a new announcement with an October 1, 2026 payment.

If you do not register by August 14, you can register up until Thursday, October 22, 2026, and still receive payment for closing and participating. This will be an announcement with either a payment on or before December 1, 2026.

If you experience a shortfall in one budget category, please email EarlyYearsSystemDivision@peelregion.ca with the subject line "Peel's Virtual Professional Learning Day: Other".

Compliance Policy

Service Providers not in compliance by October 1, 2026 with the Compliance Policy will not receive funding for the professional learning day. See the [Service Provider Handbook](#) for more information on the Compliance Policy.

Reconciliation and recovery

Reconciliation in GovGrants will be available December 14, 2026 with a submission deadline of February 1, 2027. You will be required to reconcile your expenses for each budget category. Any unspent money will need to be reported and recovered.

Attendance is taken through the virtual platform, if we funded you to close and attend the day and you do not close, all funding for the day will be recovered.

Please note if you operate CWELCC and school-age programs you will be required to separate CWELCC and school-age expenditures on the AFS/FAIR for the annual reporting period.

Important notes for each budget category:

Child care fees: For children in receipt of child care subsidy, you need to report the child care fee for this day and not the parent contribution. You will not be paid in OCCMS for children in receipt of child care subsidy for this day.

Examples:

CWELCC: *if the parent contribution for a child in receipt of child care subsidy is \$8, at reconciliation you will report up to a maximum of \$22 a day.*

SCHOOL-AGE: *if the parent contribution for a child in receipt of child care subsidy is \$8, at reconciliation you will report the BASP fee reduction rate.*

Nutrition: Report what you spent (up to a maximum of \$40/person for lunch and refreshments).

Other: Not applicable to most child care providers. This budget category should be no money spent unless you submitted a request that was approved by Peel Region. If you received funding, this is for additional staffing expenses or meeting space costs not included in your regular CWELCC or school-age wage grant allocations.

Accountability

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

We have provided **a tracking template that is optional for you to use** to track your expenses for October 23. For convenience, the tracking template can also be used to maintain documentation of expenditures, which may serve as supporting evidence for audit purposes. You may use alternative methods of documentation, however, it remains the provider's responsibility to maintain records that clearly demonstrate expense eligibility.

At reconciliation time, **you will not be required to submit documentation or proof of payment, unless requested.**

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



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