Peel Region

2026 Guideline School-age (6 to 12) Funding

Centre-based licensed before and after school (BASP) care providers



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Highlights of changes

We made the following changes to the 2026 guideline:

Section 3: Funding components, requirements, and budget management

We updated the sections about funding components, how to meet their requirements, and manage your budget to include the Operations Funding top-up.

Section 8: Operations funding requirements

We added the following eligible expenses:

- Eligible expenses related to staffing including staff time and travel required to support program delivery, paid set-up/take-down.
- Increased flexibility to support additional staffing that enhances program quality and addresses health and safety needs.
- Staff recognition and professional growth activities. You can refer to Section 8 for more details on eligible Operations funding expenses.

Appendices

We updated or added the following appendices:

Appendix 2: Funding approach and data.

We added the funding methodology used for the new Operations funding top-up.

Appendix 12: Key Performance Indicators (KPI).

We added the following KPI to Enhanced Program Support for school-age (6 to 12) programs only:

- Number of school-age programs supported by EPS: Total number of school-age programs (for children 72 months up to and including 144 months) supported by program support staff. Each program is counted only once in a calendar year.

Section 1: Overview



This guideline covers the period of January 1, 2026, to December 31, 2026, and explains the funding that we provide to centre-based child care providers who deliver licensed child care for school-aged children (6 to 12 years old) in Peel. This includes before, after, and before and after school programs (BASP), as well as licensed summer day camps for children 6 to 12 years old. In this guideline, we refer to this funding as School-age (6 to 12) Funding.

Please review this guideline, the Early Years and Child Care (EYCC) Service Provider Handbook, and your EYCC Funding Agreement to understand the funding approach, how you can use the funds, and what obligations you have with this funding. We will post additional resources on our website.

This guideline is subject to provincial changes.

We will continue to update this guideline to reflect provincial rules and system priorities. We communicate updates by email and post them on our website later.

Section 2: Who qualifies?

To qualify for 2026 School-age (6 to 12) Funding, you must:

1. Hold a current Ministry of Education licence to operate one or more child care centre(s) for children 6 to 12 years old.
2. Have signed a 2026 Early Years and Child Care (EYCC) Funding Agreement.
3. Be participating in the Canada-wide Early Learning Child Care (CWELCC) program if you have a licence to operate a child care centre(s) for children younger than 6 years old.
4. Be open and actively providing licensed before, after, or before and after school primary or junior school-age care programs to children 6 to 12 years old as of February 27, 2026.
5. Comply with the requirements in the EYCC Service Provider Handbook, including the Compliance and Authentic Participation policies.
6. Report your monthly enrollment data and operating capacity for this age group in OCCMS.

7. Comply with all legislative and regulatory requirements under the Child Care and Early Years Act, 2014 (CCEYA).

Important: Your eligibility for the funding programs available under the 2026 School-age (6 to 12) Program announcement may vary by funding type. Refer to Section 3 for details about funding eligibility for the various programs.

2.1 Providers with new or expanding operations

Existing CWELCC providers and existing 6 to 12 only providers with school-age programs.

If you meet all the eligibility criteria above by September 30, 2025, and you open one or more new centres in 2026, we will provide the Wage Enhancement Grant (WEG) and Workforce Compensation Funding (WCF) for eligible staff working in licensed 6 to 12 programs.

We base your eligibility for other funding (such as Child Care Fee Reduction, Enrichment, and Administration) on our available budget. We review each request case by case. Contact us if you have questions about your eligibility.

2.2 Participation in the CWELCC program

Child care providers who serve children 0 to 12 years old must be enrolled in the CWELCC program to be eligible for School-age (6 to 12) Funding.

You can find further details about these funding rules and requirements in our 2026 CWELCC Guidelines.

If you decide to end your participation in the CWELCC program, the Opt-Out Policy found in the Service Provider Handbook will apply to your 2026 School-age (6 to 12) Funding.

2.3 Providers licensed for children 6 to 12 years old only

If you are licensed to provide child care exclusively to children 6 to 12 years old, you do not need to participate in the CWELCC program to qualify for 2026 School-age (6 to 12) Funding. You will continue to qualify as you have in previous years.

Section 3: Funding components, requirements, and budget management

We included all school-aged centre-based funding in one GovGrants announcement called 2026 School-age (6 to 12) Programs - Centres. This announcement has the following budget categories:

- Wage Enhancement Grant.
- Workforce Compensation.
- Minimum Wage Offset.
- General Operating – SWB.
- Child Care Fees.
- Enrichment.
- Enhanced Program Support.
- Operations.
- Operations Top-up
- Planning time.
- Professional learning costs.
- Administration.

You can find details about how your 2026 allocations were calculated in Appendix 2.

3.1 Mandatory requirements

By accepting the 2026 School-age (6 to 12) Funding, you must:

1. Meet your workforce funding requirements. Refer to Section 4 for details on how to calculate and distribute these wage grants.
2. Meet your fee reduction requirements. Refer to Section 5 for instructions on how to meet your fee reduction requirements.
3. Facilitate BASP enrichment activities. Review Section 6 for details on how to meet this requirement.
4. Use EPS Funding to support inclusive programs. Refer to Section 7 for EPS requirements.
5. Meet your planning time and professional learning requirements. Review Section 9 for details on how to meet these requirements.

Review all sections of this guideline to understand your requirements for School-age (6 to 12) Funding.

Communication with families and staff

We may provide letters or notices for families and staff to make sure they receive consistent information. You must share them as requested by us.

3.2 Funding flexibility

If you have leftover funding in 2026 after you meet all the mandatory requirements of the School-age (6 to 12) Funding, you can use it to cover other eligible costs outlined in this guideline, with the following conditions and exceptions

- If you have EPS leftover funding, you can spend up to 10% of your total EPS funding on other eligible expenses. If you want to spend more than 10%, you must get approval from Peel Region. Review Section 7 to learn how to request approval.
- You cannot increase your administration budget using unspent funding from other budget categories. You can use unspent administration funding on other expenses as noted in the funding flexibility policy.
- Anything you choose to use unspent funding on still needs to meet the eligibility criteria for that budget category.
- You cannot use funding flexibility to enhance wage grants beyond the grant's policy requirements. For example, you cannot use funding flexibility to give a $3 an hour wage increase for WEG.
- If you use funding flexibility in 2026 to offset other costs, you must consider added expenses (and enhancements) in other categories as one-time costs. These expenses will not be supported in 2027.

Example of how to use funding flexibility

For example, if we provide $45,000 in your Child Care Fees budget and you only need $40,000 to meet your BASP fee reduction requirements, you can use the remaining $5,000 towards:

- Increasing the number of enrichment activity hours for your program.
- Increasing the number of hours a program support staff supports the program (when there are needs in the classroom).
- Purchasing eligible program materials with the Operations budget category.
- Increasing the professional learning budget for eligible staff.
- Other expenses that meet the criteria of the other School-age (6 to 12) Funding budget categories.

3.3 Budget management

We encourage you to review your School-age (6 to 12) Funding budget throughout the year and use the 2026 school-age budget tool to help you plan your expenses.

You will be in one of the following situations at the end of 2026: a balanced budget, a shortfall, or a surplus. The following sections explain what happens in each situation.

Balanced budget

You've spent all your School-age (6 to 12) Funding and have no funding left over. This is the ideal and expected scenario. No more action needs to be taken beyond standard reporting and reconciliation requirements.

Shortfall

If you do not have enough funding to cover your expenses to meet the mandatory funding requirements, email us at EarlyYearsSystemDivision@peelregion.ca with the subject line "School-age (6 to 12) Funding request" by October 1, 2026.

We may consider additional funding for WEG, WCF, MWO, and child care fees, depending on budget availability. We will not provide extra funding for EPS, program enrichment, professional learning, planning time and GOF.

Surplus

If you have leftover funds, you may reallocate them to other eligible budget categories, as outlined in the Funding flexibility section above.

If you have unspent funding at the end of the year, we will recover funds according to our policies outlined in the Service Provider Handbook.

3.4 Eligible and ineligible costs

You must spend School-age Funding on eligible costs that are appropriate, reasonable, and attributable to school-age program delivery between January 1, 2026, to December 31, 2026.

It is your responsibility to make sure all expenses meet the eligibility requirements. Using funding for ineligible expenses may result in year-end recoveries.

You cannot use any of your School-age (6 to 12) Funding to support:

- Costs funded by another public source (such as CWELCC cost-based funding) or reimbursed by another source (such as insurance claims).

  Note: If your insurance does not cover part of an expense, the uncovered amount may be eligible.

- Major capital expenses.

- Debt costs including principal and interest payments related to capital loans, mortgage loans, and operating loans.
- Property taxes.
- Bonuses, including retirement bonuses, cash payments, gifts, alcohol, and honoraria paid to staff.
- Vehicle financing or lease costs and related maintenance costs unless you use the vehicle to transport children to or from school to your child care program.
- Fees paid on behalf of staff for membership in professional organizations such as the College of Early Childhood Educators.
- Penalties, fines, forfeitures, or liquidated damages.
- Any expense not listed in this guideline.

Review each section of this guideline carefully to understand the eligible and ineligible costs for School-age (6 to 12) Funding. If you are unclear whether the cost is eligible or not and you cannot find the answer in this document, contact us.

Section 4: Staff wage and benefit requirements

This section outlines the wage enhancements and incremental employer mandatory benefits requirements you must meet in 2026 for staff who care for children 6 to 12 years old. The wage enhancements include:

- General Operating Funding (GOF).
- Wage Enhancement Grant (WEG).
- Workforce Compensation Funding (WCF).

4.1 Overview of workforce funding requirements

You must:

1. Meet Ontario's minimum wage requirements for all your employees, which is $17.95 an hour as of October 1, 2026.

   Reminder: You must use fees collected from families with children 6 to 12 years old to cover base wages.

   Tip: Ontario's minimum wage is revised annually based on the Ontario Consumer Price Index (CPI). The province announces Ontario's annual minimum wage increase by April of each year.

2. Maintain the 2024 regular General Operating Fund (GOF) hourly wage and benefit enhancements in 2026. This includes Staff Wages and Benefits (SWB), and historical, and pay equity enhancements added to eligible staff's hourly wage as of December 31, 2024. This requirement does not include one-time top-up payments (Section 4.2).
3. Meet 2025 Wage Enhancement Grant (WEG) requirements for eligible program staff and supervisors. You must reassess staff eligibility based on the updated 2026 WEG wage maximum of $33.81 an hour (Section 4.3).
4. Meet the Workforce Compensation Funding (WCF) 2026 requirements for eligible RECE program staff and RECE supervisors (Section 4.4).
5. Ensure eligible staff affected by the change in the order of operations are, at a minimum, held to their 2024 wage (Section 4.5).
6. Follow the benefits requirements in (Section 4.9).
7. Submit the annual Staffing and Wages Update Task in GovGrants so we can assess your wage enhancement and benefit costs and ensure you have enough funding to meet the requirements.

You can only claim staffing expenses once. You must claim staffing expenses for:

- Staff who support children younger than 6 years of age, under CWELCC Funding.
- Staff who support children 6 to 12, under the School-age Funding.
- Floaters and staff who support both children newborn to 5 and 6 to 12, under the program where they spend most of their time.

4.2 Eligible positions and hours supported

This section applies to program staff serving children 6 to 12 years old who are employed in child care centres in Peel. Review Appendix 1: Key Terms to know what program staff, supervisor, RECE, and RECE supervisor means for this guideline.

Program staff and centre supervisors qualify for all hours worked as follows:

1. The hourly GOF wage enhancement received in 2024 including Staff Wages and Benefits, historical, and pay equity as applicable.

   For clarity, staff who did not get an hourly GOF wage enhancement in 2024 from their employer, do not qualify for GOF in 2026.

2. 2026 WEG, if their hourly wage is eligible.

3. Program staff and centre supervisors who are also designated RECEs qualify for the Workforce Compensation Funding (WCF), including the up to $4 an hour RECE wage increase and the RECE wage floor if their hourly wage is eligible.

Note:
Program staff positions in place to support higher adult-child ratios than required under the CCEYA qualify for these wage programs if they meet the additional eligibility requirements such as hourly wage eligibility and qualifications.

Enhancements for program staff and centre supervisors apply to all hours worked

This includes:

- Paid time in program supporting ratios for children 6 to 12 years old.
- Paid planning time hours and professional learning time.
- Paid set-up time.
- Paid time spent in meetings mandated by the organization.
- Paid closure days that are not statutory holidays, vacation, or sick days.

Review Section 4.10 for requirements related to statutory holidays, vacation time, and paid sick days.

Non-program staff who spend at least 25% of their time supporting ratio requirements only qualify for hours worked supporting ratios

Non-program staff, such as assistant supervisors, bus drivers, cooks, and administration staff, who spend at least 25% of their time supporting ratio requirements qualify for hours worked supporting ratio requirements or supervision of children 6 to 12 years old. Eligible wage enhancements are as follows:

- Hourly GOF wage enhancement received in 2024 including Staff Wages and Benefits, historical, and pay equity as applicable.
- 2026 WEG if hourly wage is eligible.
- If they have a RECE designation, they are eligible for the 2026 WCF wage increase and wage floor for program staff.

Hours worked outside of ratio do not qualify.

For example, if a cook is scheduled to work 8 hours a day and is scheduled to work 2 of those hours to support rest time or cover program staff breaks, then that position is working in a program for 25% of the time and may qualify for the enhancements above for 2 hours a day (10 hours a week).

4.3 Ineligible positions

Requirements related to 2024 GOF maintenance, 2026 WEG, 2026 WCF, Wage Stability do not apply to the following positions:

- Non-program staff, such as bus drivers, cooks, housekeeping, custodian or janitorial, and clerical or administrator[1]. Exception: See non-program staff who spend at least 25% of their time supporting ratio requirements.
- Assistant supervisors who do not qualify for the 2026, WEG or WCF.
- Enhanced Program Support (EPS) staff, Special Needs Resourcing resource teachers or consultants, and supplemental staff[2]. Exception: See non-program staff who spend at least 25% of their time supporting ratio requirements.
- Unpaid students and volunteers.
- Students not in a permanent position.
- Owners and operators who do not occupy an eligible position.
- Individuals hired through a third party such as a temporary staffing agency.
- Fee for service contracts.

2026 Workforce Compensation Funding (WCF) does not apply to program staff and supervisors who are not Registered Early Childhood Educators (RECE), like:

- Director approved staff.
- Non- RECE Montessori teachers.
- Non-RECE supervisors.

4.4 Order of operations

To help you determine staff financial eligibility and apply wage enhancements, use our 2026 Staff Wages Planning Tool and follow this order of operations for staff in eligible positions:

[1] If the position listed above spends at least 25% of their time supporting ratio requirements under the CCEYA, the position is eligible for hours worked supporting ratios and the supervision of children in the program.

[2] EPS funded staff cannot be counted towards ratio for supervision under the CCEYA. If you have used EPS funding to extend the hours of existing program staff, only the hours that staff supported ratio under the CCEYA can be eligible for GOF.

Program staff and centre supervisors

1. Start with your employer-paid base wage as of December 31, 2025.

   Note: If staff receive an increase to their base wage between January 1 and December 31, 2026, you do not need to reassess their eligibility for 2026 workforce funding. You must apply any increase to the base wage in 2026 when determining eligibility for 2027 workforce funding.

2. Add (if applicable): 2024 General Operating Fund (GOF) staff hourly wage enhancements you provided to eligible staff in 2024.

3. Add: Wage Enhancement Grant (WEG). Full or partial WEG if the total from steps 1 and 2 is less than $33.81.

If staff in eligible positions are also RECEs:

4. Add: WCF annual wage increase of up to $4 an hour to RECE wage if the total from steps 1, 2, and 3 is less than $28 an hour for RECE program staff and $31 an hour for RECE supervisor. Staff must qualify for WEG before they qualify for WCF.

5. Add: WCF RECE wage floor, if the total from steps 1 to 4 is less than $25.86 an hour for RECE program staff or $26.86 an hour for RECE supervisors.

   If after step 3 (non-RECE) or 5 (RECE) staff's 2026 hourly wage is lower than their December 2024 hourly wage including enhancements due to the change in the GOF order of operations:

6. Add: Amount needed to keep staff's 2024 wage constant until they become eligible for additional increases. Review Section 4.8 for more details.

4.5 Maintain 2024 GOF regular wage enhancements

Child care providers who received GOF in 2024 must:

- Maintain the same General Operating Fund (GOF) hourly wage enhancement and employer mandatory benefit supports provided to staff in 2024 if the staff member continues to work in a GOF eligible position.
  - This includes hourly wage enhancement paid through the former Staff Wages and Benefits, historical, and pay equity wage enhancements (if applicable).
  - One-time top-up GOF amounts distributed to staff in 2024 are excluded from this requirement.
- Apply the GOF wage enhancement on top of staff's base wage, and before WEG and WCF.

Staff supported in 2024 should not experience a decrease in their hourly wages. Refer to Section 4.8 for details.

Pay equity

If you are eligible to receive Pay Equity Funding by the province, you must:

- Use your funding to meet pay equity obligations under the province's pay equity plan and the Pay Equity Act.
- Contact us in writing when you achieve your pay equity obligations.

4.6 2026 Wage Enhancement Grant (WEG)

WEG supports an increase of up to $2 an hour, plus incremental employer mandatory benefits or deductions for eligible staff.

You do not need to apply.

WEG funding is a budget category available through your School-age (6 to 12) Funding announcement.

WEG eligibility ceiling

The WEG eligibility ceiling is $33.81 an hour. The WEG eligibility ceiling is not a wage cap.

You must include the hourly base wage paid by you plus all General Operating Grant wage enhancements (Staff Wages and Benefits (SWB), historical Wage Subsidy, and pay equity) in the WEG ceiling. Do not include WEG enhancements from prior years.

If you need help determining if staff qualifies for WEG, please refer to Appendix 3.

4.7 Workforce Compensation Funding (WCF)

The WCF is a program that is supported through your School-age (6 to 12) Funding that improves wages for eligible staff employed in centres serving children 6 to 12 years old.

In 2026, the WCF includes:

1. **RECE wage increase**: You must increase the hourly wage of eligible RECE program staff and supervisors by up to $4 an hour in 2026, if their hourly wages are:
   - Below the wage ceiling of $28 an hour including GOF and WEG for RECE program staff.
   - $31 an hour including GOF and WEG for RECE supervisors.

The RECE wage increase is for staff continuing in their existing positions, filling an existing position (for example replacing a previous staff member), or filling a newly created position in 2026.

2. **RECE wage floor**: You must pay RECE program staff at least $25.86 an hour and RECE supervisors at least $26.86 an hour including the base wage, GOF, WEG, and WCF wage increase. To calculate the wage increase and wage floor for RECEs, follow Section 4.4: order of operations.

If you need help determining if staff qualify for WCF, please refer to Appendix 4.

Minimum Wage Offset (MWO)

MWO helps with the incremental cost pressures for providers to meet minimum wage increases for eligible non-RECE staff from 2022-2023, as applicable:

- January 1, 2022 (from $14.35 to $15).
- October 1, 2022, (from $15 to $15.50).
- October 1, 2023 (from $15.50 to $16.55).

You can also use MWO to cover your actual employer mandatory benefits and deductions associated with the minimum wage offsets.

MWO is tied to the position, not the individual staff. Positions must have existed on or before September 30, 2023.

MWO eligibility

To get the MWO, you must have reported MWO expenditures in 2024, continue to employ eligible positions, and serve school-aged children in 2026.

Eligible positions

Eligible positions include non-RECE program staff such us director approved, teacher assistant, Early Childhood Assistant (ECA), and non-RECE child care supervisors. Staff must be in receipt of a T4. These positions must have earned (before grants):

- Below $15 an hour on December 31, 2021.
- Below $15.50 an hour on September 30, 2022.
- Below $16.55 an hour on September 30, 2023.

Exception: Non-program staff without a RECE designation, who spend at least 25% of their time supporting ratios under the CCEYA qualify MWO for the hours they worked in ratio.

Important:

- You cannot use MWO to cover the minimum wage increases on October 1, 2024, October 1, 2025, and October 1, 2026. Child care providers are responsible for these costs.
- The MWO is not a staff payment; it is a reimbursement to providers to offset the costs already incurred by providers to meet the 2022 and 2023 minimum wage requirements under the Employment Standards Act.

4.8 Wage stability for employees affected by the change in the order of operations

Starting in 2025, the Ministry told us to include GOF in staff base wages when calculating eligibility for the WEG and WCF. Due to this change, some staff who qualified for WEG or WCF in 2024 may no longer qualify for all or part of these enhancements in 2025 and 2026.

To maintain current staff wages, you must hold constant the wage increases for these employees until they become eligible for additional increases.

This means that if staff continue to work in the same position, their 2026 hourly wage with wage enhancements cannot be less than their 2024 hourly wage with enhancements.

You must hold their wages at December 2024 levels until they qualify for an hourly wage increase in future years.

Wage stability calculation example

Mary is a RECE working in a school-age program. In 2024, she earned an hourly base wage of $22.

- She qualified for a full WEG enhancement ($2) because her hourly base wage was less than the 2024 WEG maximum ($30.59) = $24 an hour.
- She qualified for a full WCF RECE wage increase ($2) because her hourly wage with WEG was $24 and below the 2024 wage ceiling ($26) = $26 an hour.
- She also received $2.50 an hour in GOF, which was not included in the WEG or RECE wage increase calculation in 2024 = $28.50 an hour.
- Her 2024 hourly wage with wage enhancements is $28.50.

In 2025, the order of operations changed, and her GOF wage enhancement was included in the WEG and RECE wage increase calculations. She did not get an employer paid wage increase in 2024 or 2025.

- Her hourly base wage ($22) plus GOF ($2.50 an hour) is $24.50 an hour.

- She qualifies for a full WEG enhancement ($2) because her hourly base wage was less than the 2026 WEG maximum ($33.81) = $26.50 an hour.
- In 2026, the WCF RECE wage ceiling is $28 an hour. This means that she only qualifies for a WCF RECE wage increase of $1.50 an hour.
- As her employer must maintain her 2024 hourly wage, Mary must receive at least $28.50 an hour in 2026.

Since Mary's hourly wage with enhancements is lower in 2026 due to the change in the order of operations, her employer must hold her hourly wage constant at 2024 levels. This means that in 2026, her employer must pay her at least $28.50 an hour until she qualifies for an additional wage increase.

Note: In this example, wage stability supports are reduced from $1.50 an hour in 2025 to $0.50 in 2026 due to the increase in the WCF wage eligibility ceiling from $27 an hour to $28 an hour for RECE program staff.

Notations on paystubs for impacted staff

Staff whose 2024 hourly wage are higher than their 2026 hourly wages under the new order of operations will receive a "wage stability" amount to keep their wages constant with 2024 levels.

You can calculate the wage stability amount by taking the difference between a staff member's 2024 hourly wage with enhancements as of December 31, 2024, and the 2026 hourly wage under the order of operations. Using the example above, the wage stability amount for Mary is $.50, which is the difference between $28.50 an hour (what she received in 2024) and $28 an hour (what she was entitled to receive in 2026).

You must report the stability amount under the "CWELCC" notation on a staff member's paystub and as an expense under WCF. A tool is available to help you calculate the wage stability amount that your staff are eligible to receive.

4.9 Benefits

You must apply the employer mandatory benefits and deductions associated with each of the wage enhancements (GOF, WEG, and WCF) for eligible staff.

Employer mandatory benefits

You must comply with your statutory obligations, including the payment of employer mandatory benefits. This includes:

- Employer contributions to the Canada Pension Plan (CPP), Employment Insurance (EI), Workers Safety Insurance Board (WSIB), and Employer Health Tax (EHT) as applicable.
- Employee benefits such as vacation pay and public holiday pay (9 statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas, and Boxing Day).

We encourage you to:

- Seek professional financial guidance regarding mandatory benefit payments to staff.
- Keep your Human Resources Policy up to date.
- Monitor your budget to ensure that you have enough funding within your allocations to meet all your mandatory obligations, including the incremental cost of the wage enhancement programs (GOF, WEG, and WCF).

For more information, visit the Canada Revenue Agency website Employers' Guide – Payroll Deductions and Remittances.

4.10 Requirements that apply for all workforce wage enhancements

The hourly wage enhancements, including 2024 GOF (Staff Wages and Benefits, historical, and pay equity), 2026 WEG, and 2026 WCF:

- Are over and above Ontario's minimum wage and in addition to your planned salary increases. You cannot use hourly wage enhancements to reduce and/or offset other planned compensation increases for eligible staff, including, but not limited to merit increases.
- Should not interfere with your salary and compensation decisions or practices, including obligations under collective agreements. If you are subject to the terms of a collective agreement, you must seek independent legal advice on the implementation of wage enhancements.
- Must be paid for statutory holidays, vacation time, paid sick days, and centre closures if staff get paid for these days. Workforce wage enhancements for these hours are considered benefits.

Owners and operators employed by your agency (who receive a T4) qualify for the wage enhancements if they meet the position and financial eligibility requirements of the funding.

Staff communication requirements

You must share the Peel Region staff letters as follows:

- Appendix 6 with your existing program staff and supervisors by **January 9, 2026**.
- Appendix 7 with new staff eligible for workforce funding.

We may ask for proof of communication at any time.

Payments to staff requirements

You must do all the following:

- Pay hourly wage enhancements (GOF, WEG, WCF, wage stability amount) to eligible staff with each pay cheque or payment made. This means that you must pay the wage enhancements at the same time you pay the hourly base wage they enhance. One-time, year-end payments of wage enhancements are not allowed.
- Pay hourly wage enhancements for hours worked between January 1 and December 31, 2026, including overtime hours.
- Pay wage enhancement grants for overtime hours at the same hourly rate of pay.

  When staff work overtime, they should receive their wage grants for WEG, GOF, and WCF, for those extra hours. You must pay these grants at the same hourly amount as regular hours, not at the overtime rate. So even though their base wage is multiplied by the overtime ratio (like 1.5×), the grants stay at the same hourly rate for each hour worked.

  For example, if a staff qualifies for full WEG of $2 an hour, they get paid $2 for a regular hour and the same $2 for an overtime hour.
- Include a notation for each program with the associated amounts payable on each paystub for: GOF, WEG, and CWELCC (WCF).

  Important: if your staff require stability funding, you must include this amount on the CWELCC (WCF) notation on their paystub.
- Keep appropriate records verifying payments and distribution of GOF, WEG, WCF, and wage stability, paid to staff.
- Cash, or gift card payments are not allowed.

Section 5: BASP fee reduction requirements

Use your Child Care Fee budget to lower child care fees for families with children 6 to 12 years old who attend before, after, before and after school, PD days and breaks in licensed child care, and who are not eligible for CWELCC. Summer break is not eligible.

We provide you with funding to replace the revenue you would have otherwise received from those base fees.

To meet your child care fee reduction requirements, you must:

- Communicate your annual BASP fees to families.
- Provide upfront fee reductions.

5.1 Communicate the BASP fee reduction to families

To ensure families of children enrolled in your BASP know about the fee reduction, you must share the following information with families:

Reduced fee schedule

Post your fee schedule for the 2026-27 school year by August 1, 2026. Your updated fee schedule must include:

- Your regular fees.
- The dollar amount of the fee reduction we are covering.
- The start and end dates of the fee reduction.
- You must provide upfront fee reductions. We do not permit refunds.
- Include a note that says Peel Region provides the fee reduction funding and applies only to before and after school programs (BASP) in Peel, and future reductions will depend on funding being available.

You must use at least one of your regular communication channels, such as email, letter, or the parent boards in your centre(s). You must also make your fee schedule publicly available in your Parent Handbook.

We recommend that you also post your fee schedule on your website.

Peel Region letter for families

We provided you with a letter to share with families. You must share this memo with families no later than July 28, 2026, using your regular communication channels.

Providers that become eligible for this funding after June 18, 2026, must share this memo within 30 days of receiving the funding.

You are responsible for distributing any communications we provide to families of school-aged children.

Reduce your BASP fees

You must use your Child Care Fee funding from January 1 to December 31, 2026, to reduce your licensed before and after school program base fees upfront for eligible children. This means that you must charge families the reduced fee directly, rather than charging them the full fee and issuing a refund later.

- You must reduce licensed before, after, and before and after school program fees by 50%.
- You must reduce fees for Ministry of Education approved PA days and breaks, as noted in your Parent Handbook by 50%. For example, if your PA day full-day fee is $60, you must reduce it to $30.
- If your program offers discounts such as multiple children discount, or early-bird discounts, and the like, you must apply your discount before the BASP fee reduction.

Fee reduction for children who receive Child Care Subsidy

Families that receive Child Care Subsidy must receive a 50% reduction on their parent contribution for eligible children, even if the contribution is under $12 a day.

For example, if a family has an approved parent contribution amount of $16 a day for their child who attends BASP, you must reduce their parent contribution amount to $8 a day. This example is for information purposes and will vary according to the family's parent contribution for eligible children.

The Child Care Subsidy program will continue to pay the subsidy portion of your fees separately.

Families who do not pay a parent contribution are not eligible for the fee reduction as their fee is already covered through the subsidy program.

BASP fee reduction for eligible children

The BASP fee reduction is for children who are not eligible for the CWELCC fee reduction program based on their age. Children qualify for the BASP fee reduction if they meet all the following criteria:

- They are enrolled in an eligible licensed primary or junior school-age program.
- They pay a fee for licensed before, after, PA Day, or school break care. They are at least 6 years old and no longer eligible for CWELCC.

We do not provide you with School-age child care fee funding for kindergarten spaces being used by children who are not eligible for CWELCC because they are 6 years old or older. You can use your funding flexibility to cover the fee reduction for

these children if you meet all the mandatory school-age requirements and do not exceed your school-age funding allocation.

Market fee requirement

We collect your market rate information to support service planning and funding decisions. We will share details later in 2026.

Section 6: BASP Enrichment Funding requirement

The purpose of this funding is to improve children's experiences in school-age programs by providing activities that meet children's needs and interests.

Enrichment programs include new (full cost) or enhanced (additional cost) accessible and inclusive extracurricular activities delivered to children based on their interests. The activities can be artistic, educational, athletic, or support independence, such as sports, robotics, coding, dance, crafts, music, science, homework help, and babysitting certification.



Enrichment activities need to meet the criteria below:

- Provided to children enrolled in primary or junior school-age programs.
- Child participation must be voluntary for all enrichment activities, and you should provide alternative activities to children who opt-out of enrichment.
- Occur during the school year between January 1, 2026, and December 31, 2026. You cannot use enrichment funding to cover activities during summer break.
- Provided on average once a week for each group of children and take place primarily during after-school hours (3 to 6 p.m.) and on PA days and school breaks. All children must have the opportunity to benefit from enrichment activities so you must consider a range of offerings during after-school, school breaks, and PA Day programs.

- Held primarily at the program's regular location. You can also offer cost-effective educational enrichment programs outside of the BASP premises when necessary.
- Selected based on families' needs and children's interests, which you can identify through surveys with families and children.
- For school-based providers, you must work with your school(s) to make sure the activities you are planning are feasible.
- You must ensure that all third-party providers who are delivering enrichment programs meet any applicable licensing or regulatory requirements and have appropriate insurance coverage, and that families sign participation waivers where necessary.
- If you operate multiple BASP centres, you must prioritize the centre(s) with the highest number of children receiving child care subsidy for enrichment activities.

Refer to Appendix 14 for best practices on working with vendors and examples of enrichment activities.

6.1 Eligible enrichment costs

You can use your enrichment funding to cover the following costs:

1. Costs of procuring a qualified provider to deliver the program.
2. Costs of materials necessary to deliver the enrichment program charged by the third-party provider (when an additional materials fee applies).
3. Transportation costs for children if enrichment programs take place outside the BASP premises.

Section 7: Enhanced Program Support Funding requirements

Enhanced Program Support (EPS) is a short-term funding support that allows you to hire extra staff, extend the hours of existing staff, or both, when needs are present in your classrooms. Program support staff that will be added to classrooms must be above child care ratio requirements.

7.1 How to use your EPS funding

You can use EPS funding to pay for program support staff wages and benefits, based on your program needs. After you meet all School-age (6 to 12) funding

requirements, you can use any leftover funding for eligible EPS costs. Review Section 3: Funding Components, Requirements and Budget Management for details.

Using your EPS allocation for other eligible expenses

You may use up to 10% of your total EPS funding for other eligible expenses for children ages 6 to 12. If you need to use more than 10%, you must request approval from Peel Region by emailing PIRS@peelregion.ca before October 1 of the current calendar year. We will review your request and decide if we can approve additional flexibility.

We will not review or approve late requests.

7.2 EPS requirements

You are responsible for using your EPS funding appropriately and must meet the following requirements:

Minimum and maximum allowable wages

You have the flexibility to choose how you compensate your program support staff within the limits below:

- Minimum: You must pay your program support staff at least Ontario's current minimum wage.
- Maximum: You cannot pay program support staff an hourly wage that is higher than the hourly wage of the highest-earning non-supervisory RECE employed at your centre, including wage enhancements.

  For example, if the highest earning non-supervisory RECE in your centre earns $27 an hour (including wage enhancements), the maximum hourly amount you can pay your program support staff is $27 an hour.

Program support staff requirements

Program support staff:

1. Cannot be included in child care ratio requirements.
   - Program support staff cannot be included in the minimum Child Care and Early Years Act, 2014 ratio requirements. For this reason, program support staff are not eligible for wage enhancement grants, such as GOF, WEG, and WCF.
2. Cannot provide 1:1 supports:
   - EPS is a support for the entire classroom and program support staff cannot provide 1:1 support for an individual child or support specific children only.

- Program support staff and educators are expected to work together to support all children in the classroom and must share the responsibility of providing individual support to a child.

3. Must have the following qualifications:

   - A current police record check, including vulnerable sector screening as outlined in section 59 of Ontario Regulation 137/15 made under the Child Care and Early Years Act, 2014.
   - Standard First Aid including infant and child CPR certificate as outlined in section 58 of Ontario Regulation 137/15 made under the Child Care and Early Years Act, 2014.

Other recommended program support staff qualifications include:

- Previous experience working or volunteering with children with cognitive, physical, social, emotional, or communicative needs.
- Diploma in Early Childhood Education, Child and Youth, Developmental Support, Educational Assistant, or Recreation and Leisure.

Training requirements

You must ensure that all staff (supervisors, educators, and program support staff) working in classrooms planning to use EPS complete the Together We Are One training offered through Child Development Resource Connection Peel (CDRCP). We may ask you to verify that staff have taken the training.

We strongly encourage all staff to complete this training and will ask you to review the training if we update the content. Any new staff you hire must view the webinar as part of their orientation.

General inclusive practice requirements

You must be authentically participating to apply inclusive practices in your program. Inclusive practices are evident when:

- All families have equitable access to your child care program.
- You are not limiting days and hours of care of any children and are committed to supporting placements for all children.
- You are carrying out ongoing environmental assessments and adjustments to meet the needs of all children in your program.
- Your program staff are sharing responsibilities of providing individual support and including other children in activities when possible.
- Your program staff are working together with your Peel Inclusion Resource Services (PIRS) Resource Consultant (RC), including allowing them full access to

your program and engaging in discussions about classroom needs and goals for EPS support.

- Your program staff carry out strategies that your RC recommends as it relates to using EPS support and are participating in professional development opportunities related to your program needs, goals, and inclusive practices.
- You are adjusting EPS hours and staffing in response to changing program dynamics and as you achieve goals, including a plan to fade out support.

Section 8: Operations funding requirements

8.1 Overview

The operations funding supports eligible costs in school-age programs. The goals of this funding are to help you:

- Increase access and stabilize fees.
- Meet the requirements of local authorities such as public health, building and protection, and licensing requirements.
- Address one-time repairs and maintenance costs.
- Transform business operations.
- Enhance program quality and staff recruitment and retention.

This funding depends on budget availability and may change or end in the future. You must plan so that your school-age program can operate without relying on this funding.

8.2 Funding conditions

You must meet the following funding conditions:

- You must give priority to expenses that are necessary to:
  - Comply with Ontario codes and licensing requirements, where necessary.
  - Cover the school-age portion of costs for projects approved through one-time emergency funding, if applicable.
- You must use this funding to cover expenses where other funding is not available within your budget or reserves for 2026.
- Expenses must be appropriate, reasonable, and attributable to school-age program delivery between January 1, 2026, and December 31, 2026.

8.3 Operations eligible expenses

Review Table 1 for a list of operations eligible expenses.

Table 1. List of operations eligible expenses.

Description	Eligible expenses

Staffing costs	Costs for:
	• Educators in classrooms temporarily running at a financial loss due to insufficient enrolment.
	• Paid set-up and take-down time for program staff.
	• Paid travel time between program locations for program-staff.
	• Additional program staff above ratio requirements to support ongoing health, safety, and quality, including:
	  • activities when small group experiences will enhance children's learning, engagement, and well-being.
	  • Second staff persons required to be in the program as identified in the CCEYA for programs with enrolment between 6 to 14 children.
	
	Reminder: Providers can use funding flexibility to use their Operating funding to cover additional EPS expenses. EPS expenses must be reported in the EPS budget line and can be used to hire extra staff, extend the hours of existing staff, or both, when needs are present in your classrooms. Refer to Section 7 for EPS requirements. Refer to section 3 for an example on how to use funding flexibility.

Staff recognition and professional growth	Non-monetary staff recognition activities, including: • Materials for recognition, such as framed awards, certificates, or appreciation boards. • Books or learning resources for professional growth. • Salaries and benefits for a paid vacation day in support of staff wellness for program staff. • Meeting and event space costs for professional learning.
Occupancy	Costs for lease, utilities, insurance, cleaning staff and contracts, equipment, pest management and facility or school permits.
Transportation	• Costs for gas, insurance, and maintenance only for a vehicle used to transport school-age children. • Mileage at the CRA recommended rate for program staff who use their personal vehicle for travel between programs within the workday.

Description	Eligible expenses
Resources and supplies	Costs for: • Attendance tracking tools, such as binders and sign-in sheets. • Program binders, DEI program materials, and training materials. • Family communication or interactive apps, and technology platforms to support attendance tracking tools. • First aid kits and emergency preparedness supplies, such as flashlights, blankets, and emergency contact binders. • Laminating tools or organizational storage to support long-term material use. • Pre-assembled kits that enhance programs, support learning extensions, and reduce prep time for staff. For example: theme-kits such as STEM, sensory play or literacy, seasonal, or cultural activity kits.
Nutrition	• Child size serving and eating utensils. • Child friendly cooking kits that could include simple tasks, such as spreading, mixing, and assembling. • Age-appropriate snacks for children 6 to 12 considering portion sizes and variety. Refer to O. Reg. 137/15:General, section 42 Nutrition requirements in the CCEYA for more details on these requirements. • Safe food storage solutions, such as coolers, labeled bins, or reusable containers to reduce waste. • Allergy management tools such as allergy chart templates, or color-coded utensils.

Description	Eligible expenses
Repairs and maintenance	• Kitchen sinks, cupboards, counters, or commercial appliances, such as gas or electric stoves, range hoods, food processors, fridges, freezers, dishwashers, washers, or dryers. • Washroom flooring, sinks, toilets, taps, mirrors, partitions, or soap dispensers. • Major systems including building foundation, sump pump, emergency lighting, secure entrances, HVAC, leaking roof, asbestos removal, wiring upgrades, windows and doors, accessibility, ventilation systems, and air purifiers if ventilation is insufficient or where outdoor or fresh air introduction cannot be achieved by other means. • Play areas including fencing to meet licensing or playground inspection requirements, damaged or worn outdoor safety surfacing, drinking water systems, shade structures, damaged or worn flooring material, damaged or worn ceiling, and indoor painting where paint has faded due to frequent cleaning. • Furnishings and equipment including chairs, toy shelves, movable storage solutions, tables, coat hooks, or hangers. • Secure entrances for each site, including surveillance enhancements that prevent unauthorized individuals from entering the program during operating hours.
Technology	• IT equipment or upgrades to support internet connection for business purposes and participation in virtual consultations with Peel Inclusion Resource Services (PIRS) Resource Consultants (RC), Quality Initiatives (QI) Mentors, and Early Years Specialists (EYS). • Cellphones, computers, tablets, all-in-one printers, scanners, copiers, modem, router, wi-fi extender, 2-way radios, projector, and projector screen (1 for each site). • Child care management software subscriptions. • Technology to reduce admin burden, such as automated payroll and accounting setup like Sage or QuickBooks. Note: Flat-screen televisions are not eligible, environmental fees are eligible at time of purchase, and subscriptions can be covered until Dec 31, 2026.

Description	Eligible expenses
Marketing	• Website development or upgrades, including mobile capabilities and online social media presence. • Online marketing and marketing for recruitment, such as email marketing, social media marketing, and search Engine Optimization (SEO). • Display advertising, search engine marketing (SEM) and content marketing, radio commercials to support enrollment or staffing, print materials such as flyers and posters, and signage such as outdoor neon signs and property signs.
Play-based materials and equipment	• Non-consumable materials including blocks and construction materials, dramatic play items, art materials, gross motor or outdoor toys, table toys, and cognitive play. • Items that extend learning and socialization from an enrichment activity. • Montessori programs may use funds to purchase items for Montessori school-age classrooms.
One-time Emergency Funding (OTEF)	• Supports urgent one-time, non-discretionary costs attributed to serving children 6 to12 years old as approved under the CWELCC OTEF. • The expense is only eligible if not reimbursed by insurance or not covered under other funding sources and is an approved CWELCC OTEF expense. • More information about the CWELCC OTEF, refer to the 2026 CWELCC Funding Guideline. • Example: If you experience a burst pipe. 1. Cost of a burst pipe after insurance payment: $8,000. 2. Child care centre CWELCC vs. school-age ratio: 80/20. 3. CWELCC OTEF approved payment: $6,400. 4. Eligible school-age operations amount: $1,600.
Audit financial statements	Support costs of audited financial statements, as required by Peel Region, for the licensed school-age child care portion of your business.

Section 9: Workforce Innovation Funding (WIF) requirements

This section outlines what you must do to meet planning time and professional learning requirements.

In 2026, Workforce Innovation Funding (WIF) is available to eligible centre-based child care providers who provide licensed child care for school-aged children (6 to 12 years old) in Peel. WIF supports planning time and professional learning.

We will determine this funding based on budget availability and could be reduced or eliminated in future years.

9.1. Planning time

Planning time gives educators the chance to align pedagogy, reflect on what they have learned from professional development experiences, consider children's interests and goals, and organize materials and activities.

These efforts support quality care and learning, following How Does Learning Happen?, Ontario's pedagogy for the early years and child care sector.

Funding requirements

To meet planning time requirements, you must:

1. **From January 1 to December 31, 2026:** Provide eligible staff with a minimum of 4 hours of paid planning time each month based on operational needs outside of staff ratio responsibilities. Paid planning hours cannot be accumulated for more than 4 weeks.

You have the flexibility to schedule planning time based on your operational needs and staff availability. You can schedule planning time on a weekly, bi-weekly, or monthly basis. However, we strongly recommend that you:

- Maintain a consistent planning time schedule, as it supports staff preparation and reflection.
- Schedule planning time during staff's regular hours, with coverage provided by other staff to maintain ratios.

2. Use the funding to pay wages and employer mandatory benefits for:
    - Staff providing coverage for eligible staff engaged in planning time during their regular work hours.
    - Eligible staff completing planning time outside of their regular hours.

3. **By January 30, 2026:** Inform all eligible staff of the availability of planning time using the template provided in Appendix 9 and keep proof of your communication.
4. **By February 13, 2026:** Send us a copy of your communication to EarlyYearsSystemDivision@peelregion.ca. This can include a copy of the email sent to eligible staff (with personal email addresses blocked) or a photo of a notice posted on a staff bulletin board.

Staff eligible for planning time

Program staff who work a minimum of 20 hours a week supporting ratio requirements as outlined in the CCEYA in any one-week period (Monday to Sunday) within a consistent classroom or cohort of children.

Eligible planning time activities

Eligible staff can use their planning time to conduct the following planning time activities individually or as a group:

- Engaging in reflective practice and collaborative inquiry around pedagogical approaches.
- Researching, planning, and documenting, based on child observations, interests, goals, teaching practices, and the 4 foundations of How Does Learning Happen?
- Applying learning from courses or training in the classroom.
- Setting up inclusive and engaging learning environments.
- Reflecting and documenting the impact of current practices and approaches on children, families, and others.

9.2. Professional learning costs and time

Professional learning provides eligible full-time equivalent (FTE) staff with opportunities to strengthen knowledge and skills, enhance their pedagogical knowledge, apply new strategies in practice, and reflect on their approaches to supporting children's learning and development. Professional learning opportunities must:

- Be relevant to child care.
- Support staff in their work with children.

Review Appendix 10 for resources outlining professional learning topics and activities, and Appendix 11 for a general list of agencies or examples of eligible training.

Funding requirements

We encourage you to accommodate staff professional learning requests whenever possible. When operational needs prevent participation at the requested time, we encourage you to provide an alternative time or comparable learning opportunity.

To ensure professional learning is fully supported and accessible for eligible staff, you must:

1. Develop (if you do not have one) or update your existing internal professional learning policy and share your new/updated policy with staff. Your policy must outline:
    - How eligible staff can access professional learning.
    - The processes for requests and approvals.
    - Key timelines.

    We may ask you to provide a copy of your policy upon request.
2. **By January 30, 2026:** Inform eligible staff that they can access up to $500 for professional learning costs or time using the template in Appendix 9 and keep proof of your communication.
3. **By February 13, 2026:** Send us a copy of your communication to EarlyYearsSystemDivision@peelregion.ca. This can include a copy of the email sent to eligible staff (with personal email addresses blocked) or a photo of a notice posted on a staff bulletin board.
4. Use your 2026 School-age (6 to 12) funding to offer eligible staff access to up to $500 in 2026 for:
    - **Professional learning costs**: Reimburse or cover registration costs and fees for approved professional learning opportunities for eligible staff from January 1 to December 31, 2026.
    - **Paid professional learning time:** Encourage staff participation in eligible professional learning activities by supporting:
        - **Staff coverage (release time):** Pay supply staff wages and employer mandatory benefits for hours worked covering eligible staff while they participate in eligible professional learning activities during their regular hours.
        - **Extra hours worked:** Pay eligible staff wages and employer mandatory benefits for extra hours worked participating in eligible professional learning activities outside their regular working hours.

For example, a staff works 7:00 AM to 3:00 PM, then participates in professional learning from 3:30 PM to 5:30 PM. You must pay this staff for the extra hours worked from 3:30 PM to 5:30 PM.

- **Travel time and mileage:** Pay eligible participating staff up to one hour of travel time (round-trip) and mileage at the CRA recommended rate for 2026, for in-person professional learning outside of regular working hours. For reference, the mileage rate for 2025 was 72 cents a kilometer.

Staff eligible for professional learning

Program staff and supervisors who work a minimum of 20 hours a week supporting ratio requirements as outlined in the CCEYA (excluding supply and casual staff). We calculate Professional learning funding by Full-time equivalent (FTE). This means that:

- Eligible staff with a 1.0 FTE status can receive up to $500 for professional learning.
- Eligible part-time staff can receive a prorated professional learning amount based on their FTE status.

  For example: Staff and/or supervisor with an FTE status of 0.75 can receive a prorated professional learning amount of up to $375 (0.75 FTE x $500).

These amounts are a minimum, not a maximum. After you meet the minimum requirements, using funding flexibility you can provide additional professional learning opportunities to eligible staff in alignment with your professional learning policy. Refer to Section 3 for more details.

Section 10: Administration funding requirements

You can use your administration budget for administration costs to implement Peel's school-age (6 to 12) programs and meet reporting and reconciliation requirements. Follow these rules for your administration budget:

- Your administration expenditures must not exceed the amount in your administration budget category in GovGrants.
- Costs for administration such as bookkeeping or accounting with an external company or a third-party company are eligible if receipts and invoicing support expenses claimed.

- We may request documentation, including T4s and payroll records, logs of time spent on administration, receipts, or itemized invoices.
- Get a minimum of 2 quotes from non-arm's length transactions. Non-arm's length transactions are transactions between:
    - Parties who are related and have a close relationship, such as family members or friends.
    - Related companies: For example, when the owner of the leased property is the same owner as the school-age program, when the transaction occurs between subsidiary companies of the same corporate group, or between subsidiary and parent companies that are part of the same corporate group.
- Non-arms length transaction costs are only eligible when conducted at fair market value. Fair market value is the price that a good or service would sell for in an open and competitive market, and should not exceed what an ordinary, typical person would reasonably incur in operating a comparable business providing child care to eligible children.

We fund administration based on our annual budget so the amount may change or end. You must keep your school-age programs viable without relying on this funding.

10.1 Owners and operators responsible for administration who are on payroll

Owners and operators responsible for administration, who are on payroll as of January 1, 2026, are eligible to claim salaries and benefits only for time spent on the administration of School-age (6 to 12) Funding and completion of regional reporting requirements. The time spent on administrative tasks can be determined in the following ways:

- A percentage of total paid time spent on school-age administration. For example, if you spend 5% of your time completing regional reporting, you can use your administration budget to cover 5% of your wages.
- The number of paid hours spent on school-age administration. For example, if you spend 2 hours a week completing regional reporting, you can use your administration budget to cover 2 hours worked and paid at your regular salary rates.

Section 11: Reporting and reconciliation requirements

You are responsible for meeting your accountability requirements for the funding we provide you with, including submitting reconciliation report(s). Your financial reporting requirements may vary, depending upon the amount of funding received and your participation in programs.

Refer to the EYCC Service Provider Handbook and the Accounting and Note Disclosure Guideline for details on our accountability framework and applicable financial reporting requirements. All policies in the Service Provider Handbook apply to School-age (6 to 12) Funding.

11.1 Reporting School-age (6 to 12) Funding expenditures in GovGrants

You will use GovGrants to report your expenditures under the School-age (6 to 12) Programs – Centres announcement. In your reconciliation report, you will report your annual spending for each budget category. Table 2 shows you an example reconciliation.

Table 2. Example of a reconciliation.

Budget category	Awarded budget	Spent this period
Wage Enhancement Grant	$17,500	$17,500
Workforce Compensation	$20,000	$20,000
Minimum Wage Offset	$5,000	$4,500
General Operating – SWB	$17,500	$17,500
Operations	$0	$500
Planning time	$50,000	$50,000
Professional learning costs	$18,000	$18,000
Child care fees	$22,500	$20,000
Enrichment	$5,000	$7,000
Enhanced Program Support[3]	$7,500	$8,000
Administration	$5,000	$5,000
Operations Top-up	$6,000	$6,000
Total	**$174,000**	**$174,000**

Note: In the example above:

[3] Note, a maximum of 10% of your total EPS allocation can be used for other expenses. If you need more flexibility, you must submit your approval request from Peel Region by October 1st for the current calendar year.

- The provider only required $20,000 of their $22,500 budget for Child Care Fees. The provider used the unspent $2,500 towards Enrichment and Operations.
- The provider only required $4,500 of their $5,000 budget for Minimum Wage Offset. The provider used the unspent $500 towards Enhanced Program Support.
- This resulted in a balanced budget.

We will provide an Excel template for you to provide more detailed expenditure reporting as part of the reconciliation process.

11.2 Proration of expenses

When reporting expenses as part of school-age (6 to 12) reconciliation, you will need to prorate and report only the school-age (6 to 12) eligible amounts. You may use the methodology outlined in the provincial guidelines or establish an alternate reasonable method.

You must consistently apply alternate methods year over year and support them with clear documentation explaining the rationale and calculation details. Please refer to the Accounting and Note Disclosure Guideline.

11.3 Reporting Key Performance Indicators (KPIs)

We use KPIs to create and update allocations, monitor the impact of school-age programs and make sure there is accountability for funding.

You will report key performance indicators for the School-age (6 to 12) Funding to us through an Excel school-age (6 to 12) reconciliation template. Refer to Appendix 12: Key Performance Indicators (KPI) for the KPIs you need to report to us. We will share details of how you will report KPIs as part of your reconciliation.

In addition to monthly reporting in OCCMS, you will also report KPIs to us for school-age (6 to12) programs through update tasks in GovGrants. A guide that includes information about the data being collected is being created for you. We will share this guide with you in 2026.

11.4 Documentation and receipts

You must maintain documentation for 7 years, including receipts, invoices, quotations, and financial schedules for your School-age (6 to 12) Funding expenses. There is no need to upload your documentation during the reconciliation process unless we tell you to do so. If we ask you to upload documentation, we will provide specific instructions.

11.5 Accountability, audits, and recoveries

As part of Peel Region's Accountability Framework, we, or an authorized agent, will conduct on-site or virtual funding inspections and reviews to ensure you follow guidelines and policies. If selected for one of these reviews, we will ask for and review supporting documents including receipts invoices, quotations, and financial schedules. These documents help verify expenses and demonstrate compliance with funding requirements.

Review the EYCC Service Provider Handbook and your 2026 EYCC Funding Agreement for further details on Peel Region's Accountability Framework, including information about audits and our recoveries policy.

Contact us

If you have questions about your School-Age (6 to 12) Funding, email your Early Years Specialist or EarlyYearsSystemDivision@peelregion.ca.

Appendix 1: Key terms

Attributable: Costs are directly or indirectly related to the delivery of child care for eligible school-age children and included in the base fee.

Appropriate: Costs are necessary for children care and are sound and practical to meet the operating needs of a child care program; required for health and safety, and cultural or religious purposes.

Base fees: The fee that families must pay for a child to receive child care that meets the requirements under the Child Care and Early Years Act, 2014 (CCEYA).

Base hourly wage: Hourly rate paid to the position by the agency before any regional funding. If the position is paid an annual salary, use an online salary calculator to convert to hourly rate.

Child Care and Early Years Act, 2014 (CCEYA): sets the rules and regulations for child care programs, including licensing requirements, staff qualifications, health and safety standards, and the types of services that child care providers must provide to children. As a child care provider, you must follow the CCEYA to maintain your program's licence and to ensure you meet legal and regulatory requirements in your daily operations.

Enhanced Program Support (EPS): short-term funding to hire new staff or extend the hours of existing staff to support classrooms when needs are present. Staff employed in this position cannot be included in child care ratio requirements.

Non-arm's length transaction: transactions that are between parties who are related and have a close relationship such as family members or friends or between related companies who are related. For example, when the owner of the leased property is the same owner as the child care centre, or when the transaction occurs between subsidiary companies of the same corporate group or between subsidiary and parent companies that are part of the same corporate group.

Operating capacity: the number of spaces you are serving for your staffing complement and budget. The number reported must be reasonable and consistent with your licence and staffing. You cannot report an operating capacity higher than your licensed capacity or the capacity you are staffed for.

Peel Inclusion Resource Services (PIRS): A model that connects participating licensed child care providers with a dedicated Resource Consultant who offers capacity building, brief and ongoing consultation supports to program staff.

Program staff: Staff employed in a position that supports child care ratio requirements as outlined in the CCEYA and the O. Reg. 137/15. Program staff may be RECE or not RECE depending on whether they meet the definition below.

Reasonable: The cost or quality of the goods or service aligns with your program needs (for example, operating capacity, needs of individual children, fair market value). Cost may be eligible in full or only partially eligible.

RECE supervisor: A RECE who is in a supervisor position as indicated on the license (O. Reg. 137/15 s. 53).

Registered Early Childhood Educator (RECE): A member in good standing of the College of Early Childhood Educators (CECE) as outlined on the Early Childhood Educators Act.

Resource Consultant (RC): An experienced early childhood educator with specialized knowledge of child development, early intervention, children who need extra support and inclusive practices.

Wage floor: The minimum that a service provider participating in the CWELCC program must pay eligible RECE staff (each hour).

Wage stability: The amount of funding a staff is eligible to receive to maintain their hourly wage in 2026.

Statutory benefits: The mandatory employer benefits that you must provide to your staff by the law such as up to 2 weeks of vacation days, 9 statutory holidays, Canada Pension Plan (CPP), Employment Insurance (EI), and if applicable, the Employer Health Tax (EHT) and Workforce Safety and Insurance Board (WSIB).

Appendix 2: Funding approach and data

This section explains how your 2026 allocations in the "2026 School-age (6 to 12) Programs – Centres" announcement are calculated.

To receive an allocation for any school-age program, providers must have reported operating capacity in OCCMS as of February 27, 2026, and be actively offering a primary or junior program.

Table 3. 2026 Allocation Methodology and Data Source.

Funding	Methodology	Source
Wage Enhancement Grant And Workforce Compensation Funding	We used your 2025 spending and added your operating capacity growth and a 5% contingency to come up with an adjusted allocation. If your adjusted allocation resulted in a decrease of: • Less than 35% (0–34%): your 2026 funding remained the same. • 35% or more: we reduced your funding to the adjusted amount	2025 approved reconciliation reports, OCCMS operating capacity reported in February 2025 and February 2026.
General Operating	We used your 2025 spending and added a 5% contingency to come up with an adjusted allocation. If the adjusted allocation was lower than the 2026 award, no adjustment was made.	2025 approved reconciliation reports
Minimum Wage Offset	We carried over your 2025 allocation with no adjustments for 2026.	
Enhanced Program Support	If your 6 to 12 operating capacity was the same or lower than in 2024, we used your 2025 allocations and added 3% for inflation. If your 6 years and younger operating capacity was higher than in 2024, we updated your allocation based on your updated operating capacity and added 3% for inflation. Note: your EPS allocation for children younger than 6 years of age is included in your CWELCC funding.	OCCMS Operating Capacity reported for May 2025.

Funding	Methodology	Source
Child Care Fees	We used your 2025 spending and added enrolment growth and a 3% increase for cost of living to come up with an adjusted allocation. If your adjusted allocation resulted in a decrease of: • Less than 35% (0–34%): your 2026 funding remained the same. • 35% or more: we reduced your funding to the adjusted amount.	2025 approved reconciliation reports, OCCMS enrolment reported in February 2025 and February 2026.
Enrichment	We used your enrichment allocation from September 2025 to December 2025 and adjusted it for 10 months.	
Operations	We calculated your allocation using $315 per space multiplied by the total primary/junior operating capacity.	Reported and validated OCCMS operating capacity as of February 2026.
Operations Top-up	We calculated your allocation using $367 per space multiplied by the total primary/junior operating capacity.	Reported and validated OCCMS operating capacity as of February 2026.
Planning Time	We used your 2025 allocation from April 2025 to December 2025 and adjusted it for 12 months. Note: Your WIF allocation for children younger than 6 years of age is included in your CWELCC funding.	
Professional Learning	We used your 2025 allocation from April 2025 to December 2025 and adjusted it for 12 months. Note: Your WIF allocation for children younger than 6 years of age is included in your CWELCC funding.	
Administration	You received $5,000 for each licensed school-age site.	Licensing information as of September 30, 2025.

Allocation concerns and adjustments

For all funding types, you need to meet the eligibility criteria. If you did not receive the 6 to 12 Program Funding that you expected to receive, review Section 2: Who qualifies and verify that you meet the eligibility criteria outlined.

If you believe you are eligible and should have received funding, or you did not receive the funding you expected, contact us with the subject line "School-age (6 to 12) Funding review".

For any concerns about your allocations, contact us.

Appendix 3: How to determine if staff qualify for WEG

To determine if staff qualify for WEG and the amount they qualify for, follow the steps:

Step 1. Confirm staff eligibility

Staff eligibility is based on staff position. To be eligible, staff must receive a T4 and hold one of the following positions:

- Program staff (position counted towards adult-child ratios under the CCEYA).
- RECE supervisor position serving school-aged children 6 to 12 years old.

Refer to the list of eligible positions and ineligible positions.

Step 2. Determine staff's hourly wage

To determine if a staff member's hourly wage qualifies, add together (as applicable):

- Base hourly wage paid by the employer as of December 31, 2025. For clarity, this includes any employer paid wage increases that took place from January 1 to December 31, 2025.
- 2024 General Operating Fund (GOF) hourly wage enhancement. This includes the former Staff, Wages, and Benefits (SWB), historical, and pay equity payments.

If the total is less than $33.81 an hour, their hourly wage qualifies for WEG.

Step 3. Determine the hourly WEG amount

Using the hourly wage determined in Step 2:

- If the hourly wage is $31.81 an hour or less, then the staff qualifies for the full WEG wage enhancement of $2 an hour.
- If the hourly wage is between $31.82 and $33.80, then the staff qualifies for the incremental amount needed to bring staff's hourly wage up to $33.81. This is called partial WEG.
- If the hourly wage is $32.82 or more, then the staff does not qualify for WEG.

Salary increases for WEG cannot exceed $2 an hour or the wage maximum of $33.81 an hour.

Step 4. Apply WEG wage increase

Apply the amount assessed in Step 3 to the hourly wage calculated in Step 2. You must apply this amount to all supported hours. Review the eligible positions and

hours supported section to determine the hours you must support for different staff positions.

Appendix 4: How to determine if staff qualify for WCF

To determine whether staff qualify and the amount they qualify for, follow these steps:

Step 1. Confirm staff eligibility

Staff eligibility is based on staff position and qualifications. In general, RECEs employed (receiving a T4) in a RECE program staff or RECE supervisor position serving school-aged children 6 to 12 years old qualify. Review the list of eligible positions and ineligible positions.

Step 2. Determine staff's hourly wage

To determine if staff's hourly wage qualifies, add together (as applicable) staff's:

- Base hourly wage paid by the employer as of December 31, 2025. This includes any employer paid wage increases that took place from January 1 to December 31, 2025, and provincial increases to minimum wage in 2025.
- 2024 General Operating Fund (GOF) hourly wage enhancement. This includes the former Staff Wages and Benefits (SWB), historical, and pay equity payments.
- Wage Enhancement Grant (WEG): up to $2 an hour. As a reminder, to get WCF, staff must get WEG first.

If the total is less than $28 an hour for RECE program staff or $31 an hour for RECE supervisors, their hourly wage qualifies for the RECE wage increase.

Step 3. Determine the amount of the 2026 RECE wage increase

Using the hourly wage determined in Step 2:

- If the wage is $24 an hour or less for RECE; and if wage is $27 an hour or less for RECE supervisor, then the staff qualifies for the $4 an hour wage increase.
- If the wage is more than $24 an hour, but less than $28 an hour for RECE program staff; and if the wage is more than $27 an hour but less than $31 an hour for RECE supervisor, then the staff qualifies for the incremental amount needed to bring staff's hourly wage up to $28 an hour (for RECE program staff) or $31 an hour (for RECE supervisor).

- If the hourly wage is $28 or more (RECE program staff) or $31 or more (RECE supervisor), then the staff does not qualify for the wage increase. You do not need to take any further action.

Note: The 2026 provincial wage ceiling for the annual wage increase is $28 an hour for RECE program staff and $31 an hour for RECE supervisors.

Step 4. Apply 2026 wage increase to determine staff's revised hourly wage

To calculate staff's revised hourly wage, including the annual wage increase, take the staff hourly wage from Step 2, and add the annual wage increase amount from Step 3.

Step 5. Determine staff eligibility for the RECE wage floor

The 2026 wage floor is $25.86 an hour for RECE program staff and $26.86 an hour for RECE supervisors. If after Step 4, the staff earns:

- Less than the wage floor: they qualify for the amount needed to bring their hourly wage to the 2026 wage floor.
- The wage floor or more: they do not qualify for the wage floor. Skip to step 7.

Step 6. Apply 2026 wage floor

Pay eligible staff at least the wage floor. To calculate the funding needed to bring up staff wages to the wage floor, subtract the staff's revised hourly wage (Step 4) from the 2026 wage floor (Step 5).

Step 7. Apply 2026 employer wage increases, if applicable

Apply 2026 employer wage increases after you applied the applicable WCF wage increases. Note: 2026 employer wage increases impact WEG and WCF calculations for 2027.

Appendix 5: How to determine if a staff is eligible for Minimum Wage Offset

Minimum Wage Offset (MWO) covers the difference between actual base wages and the minimum wage increases in 2022 and 2023.

In this example, the staff was making $14.35 an hour on December 31, 2021, and did not get wage increases other than Ontario's minimum wage increases. Actual amounts may change depending on each staff member's hourly base wage at the time of each minimum wage increase.

Table 4. Example of MWO.

Wage component	Amount (an hour)	Calculation
Base wage Dec 31, 2021	$14.35	
Minimum wage Jan 1, 2022	$15	
Eligible wage offset	$0.65	$15−$14.35
Base wage Sep 30, 2022	$15	
Minimum wage Oct 1, 2022	$15.50	
Eligible wage offset	$0.50	$15.50−$15
Total MWO in 2022	Up to $1.15	$0.65+$0.50
Base wage Sep 30, 2023	$15.50	
Minimum wage Oct. 1, 2023	$16.55	
Eligible wage offset	$1.05	$16.55 – $15.50
Total eligible MWO hourly offset (2022-2023)	**Up to $2.20**	**$0.65+$0.50+$1.05**

Appendix 6: Peel Region memo to existing child care staff affected by the 2025 change in the GOF order of operations

<date>

Dear program staff,

We are writing to provide you with an update regarding your wages in 2026.

Here is what you need to know

In 2026, child care providers must continue to apply the General Operating Funding (GOF)[4] before adding any other wage enhancements, such as the Wage Enhancement Grant (WEG) and Workforce Compensation Funding (WCF).

This means that GOF funding supports may make some staff not eligible for new WEG or WCF enhancements. If this happens, staff wages cannot go down.

The 2026 wage eligibility ceiling and wage floor are:

- WEG wage eligibility ceiling is $33.81.
- WCF wage floor is $25.86 for registered early childhood educator (RECE) program staff and $26.86 for RECE child care supervisors.
- WCF wage ceiling is $28 for RECE program staff and $31 for RECE child care supervisors.

> If your GOF funding pushes your hourly wage over the 2026 WEG or WCF wage eligibility ceilings, you must hold hourly wage at the December 31, 2024, amount, ensuring that your staff's pay does not decrease.

Wage tool: Your employer will receive a tool that will help them estimate your 2026 wages.

Questions: If you have questions or concerns about your workforce funding amount, please speak to your employer.

If you still have concerns, please email: EarlyYearsSystemDivision@peelregion.ca using the subject line "Staff Workforce Compensation Inquiry" and include your employer's name.

[4] The GOF includes Staff Wages and Benefits (SWB), historical funding, and pay equity.

Thank you for your continued dedication to support children and families in Peel Region.

Examples

To illustrate the change, and its impacts on staff wages for 2025 and 2026 review the example on Tables 5, 6, and 7. In this example, you must hold a RECE program staff at the higher 2024 total hourly wage.

Table 5. Example of 2024 wage calculation.

2024 wage item	2024 hourly wage amount
Base wage	$17.20
Wage Enhancement Grant (WEG)	$2
Subtotal of base wage and WEG	**$19.20**
Workforce Compensation Fund (WCF) annual increase	$2
WCF wage floor	$2.66
Subtotal with WCF	**$23.86**
GOF (SWB, historical, pay equity)	$3
2024 total hourly wage	**$26.86**

Table 6. Example of 2025 wage calculation.

2025 wage item	2025 hourly wage amount
Base wage	$17.20
GOF (SWB, historical, pay Equity)	$3
Subtotal of base wage including GOF	**$20.20**
WEG	$2
WCF annual increase	$3
Subtotal with WEG and WCF annual increase	**$25.20**
WCF wage floor	$0.00
2025 total hourly wage	**$25.20**
Hourly wage to be paid in 2025	**$26.86**

Table 7. Example of 2026 wage calculation.

2026 wage item	2026 hourly wage amount
Base wage (increased due to increase in minimum wage)	$17.60
GOF (SWB, historical, pay equity)	$3
Subtotal of base wage including GOF	**$20.60**
WEG	$2
WCF annual increase	$4

2026 wage item	2026 hourly wage amount
Subtotal with WEG and WCF annual increase	**$26.60**
WCF wage floor ($25.86)	$0.00
2025 total hourly wage	**$26.60**
Hourly wage to be paid in 2026	**$26.86**

When you compare these tables, the 2025 total hourly wage is $1.66 lower than the 2024 total hourly wage and the 2026 total hourly wage is $0.26 lower than the 2024 total hourly wage. In this example, you must hold the staff at the higher 2024 hourly wage ($26.86) until they become eligible for more increases.

Appendix 7: Peel Region memo to new RECE child care staff

<date>

Dear program staff,

Thank you for playing a fundamental role in shaping the future of children in Peel.

RECEs who work in licensed child care programs that are taking part in CWELCC, may receive higher wage increases through 2 key provincial workforce funding sources: the wage floor and wage ceiling.

Here is what you need to know.

Wage floor

In 2026, the starting wages for eligible RECE program staff increased to $25.86 an hour. The starting wage for eligible RECE supervisors and RECE home child care visitors is $26.86 an hour. This means if you earn less than the wage floor (including Wage Enhancement Grant (WEG), and the RECE annual wage increase), you will receive workforce funds to bring your pay up to the floor.

Table 8. RECE wage floor from 2022 to 2026.

Wage floor 2022 to 2026[5]	2022	2023	2024	2025	2026
RECE program staff	$18	$19	$23.86	$24.86	$25.86
RECE supervisors	$20	$21	$24.86	$25.86	$26.86

Increase to the wage eligibility ceiling

The wage eligibility ceiling is the maximum wage that you can pay staff using workforce funding for the given year. The new provincial wage ceiling is in Table 8.

Table 9. RECE wage eligibility ceiling from 2022 to 2026.

Wage ceiling 2022 to 2026[6]	2022	2023	2024	2025	2026
RECE program staff	$25	$25	$26	$27	$28
RECE supervisors	$25	$25	$29	$30	$31

[5] In addition to the hourly wage, staff must receive the associated benefits.

[6] In addition to the hourly wage, staff must receive the associated benefits.

In 2026, RECE staff earning less than $28 an hour (including WEG) and RECE supervisor and RECE home visitors earning less than $31 an hour (including WEG) will receive the workforce wage increase funding up to $4 an hour.

Please note that this is not a wage cap. Employers can choose to pay RECE wages above the ceiling.

You will receive the applicable wage increases as part of your regular paystubs.

Questions

Please refer to the examples below of how you calculate the provincial workforce funding for eligible staff.

If you have questions or concerns about your workforce funding amount, please speak to your employer.

If you still have concerns, please email: EarlyYearsSystemDivision@peelregion.ca using the subject line "Staff Workforce Compensation Inquiry" and include your employer's name.

Thank you for your dedication to support children and families in Peel Region.

Sincerely,

Early Years and Child Care Services

Peel Region

CWELCC workforce funding examples for new staff

We have included examples in this memo to show how to calculate the Workforce Compensation Funding (WCF) for different staff. These examples are for informational purposes only.

Table 10. Example of a RECE program staff with a base wage of $17.60 an hour.

Workforce compensation	Eligibility	Amount
Base wage (employer paid)	NA	$17.60
2024 GOF	NA	$0
Subtotal		**$17.60**
WEG	Yes, base wage is less than the WEG maximum of $33.81.	$19.6
Subtotal		**$19.60**
Annual wage increase (WCF)	Yes, base wage plus WEG is $19.6, which is less than the 2026 wage ceiling of $28.	$4
Subtotal		**$23.60**

Workforce compensation	Eligibility	Amount
Wage floor (WCF)	Yes, base wage plus WEG, plus the Annual Wage Increase is $23.6, which is less than the 2026 wage floor of $25.86.	$2.26
Total		**$25.86**

Table 11. Example of a RECE supervisor with a base wage of $21 an hour.

Workforce compensation	Eligibility	Amount
Base wage (employer paid)	NA	$21
2024 GOF	NA	$0
Subtotal		**$21**
WEG	Yes, base wage is less than the $33.81 WEG maximum.	$2
Subtotal		**$23**
Annual wage increase (WCF)	Yes, base wage plus WEG is $23, which is less than the 2026 Wage Eligibility Ceiling of $31.	$4
Subtotal		**$27**
Wage floor (WCF)	No, base wage plus WEG, plus the Annual Wage Increase is $27, which is over the 2026 Wage Floor of $26.86.	$0.00
Total		**$27**

Appendix 8: Fee reduction examples

Tables 12 and 13 show a fee reduction example. Your actual reduction may be different because it is calculated using your fees and service offerings.

Table 12. Before and after school care.

Service	Base fee	Daily rate with 50% reduction
Before school only	$12 a day	$6 a day
After school only	$17 a day	$8.50 a day
Before and after school	$26 a day	$13 a day
Before and after school with 25% multiple children discount	$26 a day−$6.50 (25% discount) = $19.50 a day	$9.75 a day

Table 13. PA days and winter break.

Service	Daily base fee	Daily rate with 50% reduction
PA day	$60 a day	$30 a day
Winter break	$50 a day	$25 a day

PA days and breaks follow the school year calendar by school boards in Peel:

Conseil scolaire catholique MonAvenir

Conseil scolaire Viamonde

Dufferin-Peel Catholic District School Board

Peel District School Board

Appendix 9: WIF - Planning time and professional learning communication to eligible staff

<Date>

Dear Early Years and Child Care Professional,

We are pleased to share that we are providing funding this year to support planning time and professional learning.

As professionals supporting young children, your work is valued. This funding is one way to recognize your role and support your professional growth.

Planning time available from January 1 to December 31, 2026

Eligible staff will receive up to 4 hours of planning time every month. You can schedule planning time weekly, bi-weekly, or monthly. This time is meant to support you in planning thoughtful and engaging activities based on the interests and needs of the children in your care and can include reflective practices.

Program staff that work a minimum of 20 hours per week supporting ratio requirements as outlined in the CCEYA in any one-week period (Monday to Sunday), within a consistent classroom or cohort of children are eligible.

Professional learning available from January 1 to December 31, 2026

Your organization's funding includes up to $500 for each eligible full-time staff member to support participation in professional learning, based on your organization's discretion. You can use this funding to cover the cost of eligible sessions, courses, release time, or training that are relevant to your work and professional interests in the child care field.

Your organization decides and approves the format and delivery of eligible professional learning. Eligible staff may participate individually, or in groups, either in person or online, as approved.

Program staff and supervisors, who work a minimum of 20 hours a week supporting ratio requirements as outlined in the CCEYA qualify (excluding supply and casual staff).

The amount you can receive is prorated based on your employment status. For example, a staff with a 0.75 FTE status can receive a prorated professional leaning amount of up to $375 (0.75 x $500).

Important: Before signing up or paying for any professional learning activity, you must first get approval from your employer.

If you have any questions regarding the information in this letter, please contact your <add supervisor Name>.

Appendix 10: WIF Professional learning topics and activities

You can use the funding to cover the costs of registration, fees, release time, or extra hours worked to participate in eligible training courses and professional learning sessions on the following topics:

- Early years and child care pedagogical practices aligned with How Does Learning Happen?.
- Supporting children with additional needs in an inclusive class-wide model and strategies that support the inclusion of all children.
- Health, safety, and well-being of children such as nutrition, environmental health, communicable diseases, and duty to report.
- Mental health and well-being of staff such as Compassion Fatigue, Personal Resilience, Addressing Burnout, and Emotional Intelligence.
- Diversity, Equity, and Inclusion.
- The CCEYA, its regulations, and ministry policy.
- Early years and child care leadership practices to support current and aspiring leaders seeking to learn more about management, administration, and leadership.
- Business administration such as financial literacy, human resource management, policy development, and business software skills.
- Accessibility for Ontarians with Disabilities Act, 2005 training requirements.
- ECE diploma courses (if paid out of pocket and not eligible for other grants such as the Qualification Upgrade Program (QUP)), course work, and field placement completion.
- Certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board. Note: This is only eligible if the courses offered by CDRCP were not available at the time of their hiring.
- Completing the Continuous Professional Learning (CPL) program of the College of Early Childhood Educators Ontario (CECE) for RECEs only.
- CDRCP professional learning opportunities.
- Meeting with Peel Inclusion Resource Services (PIRS) staff about Individual Program Plans (IPP).

- Adapting activities and materials to support goals or strategies outlined in a child's IPP.

Appendix 11: Professional learning resources

There is flexibility to participate in eligible professional learning in a format that best suits your needs. Eligible staff may complete sessions individually or in groups, either in -person or online.

Examples of ways to engage in professional learning include, but are not limited to:

- Continuing education courses.
- Online learning such as courses, webinars, videos, podcasts, presentations, or articles.
- Facilitator-led training sessions.

Below is a general list of agencies and examples of eligible training. Offerings change occasionally so you must ensure that the training or learning that you engage in is aligned with the topics in the guideline.

Note: This is not an exhaustive list. You may engage in other eligible learning opportunities that meet guideline criteria.

- Child Development Resource Connection Peel (CDRCP).
- College of Early Childhood Educators of Ontario: The Continuous Professional Learning (CPL) Program | Welcome to the College of Early Childhood Educators.
- Canada Child Care Federation (CCCF): ELCC Professional Development | Canadian Child Care Federation.
- Association francophone a l'education des services a l'enfance (AEFESO): Learning Activities | Services | AFESEO.
- Association of Early Childhood Educators of Ontario (AECEO): Professional Learning - Association Early Childhood Educators Ontario.
- Atkinson Centre for Society and Child Development: Atkinson Centre for Society and Child Development | Ontario Institute for Studies in Education.
- Child Care Resource and Research Unit: About CRRU | childcarecanada.org.
- Métis Nation of Ontario: Education and Training - Métis Nation of Ontario.
- Harvard Business Review: Harvard Business Review - Ideas and Advice for Leaders.
- Geneva Centre: Learning - Geneva Centre for Autism.
- The Hanen Centre: The Hanen Centre - The Hanen Centre.

- Ontario Aboriginal Head Start Association: Professional Development – Ontario Aboriginal Head Start Association.
- Big Ideas for the Care of Tiny Humans: A Resource for Early Childhood Educators on Infant Mental Health.
- Training aligned with your "Raising the Bar" goals.
- Physical literacy, like Sports for Life:
  - On-Demand Learning
  - Certifications

Appendix 12: Key Performance Indicators (KPI)

Make sure you only include school-age (6 to12) information.

For example:

If you are reporting on grants like WEG, WCF, GOF, or WIF, you should only include staff who spend most of their time supporting school-age programs (6 to 12).

If you are reporting on enrichment, and EPS, you should only include the information for school-age programs.

You must report on the KPIs below for School-age Funding.

Wage Enhancement Grant (WEG)

Number of full-time equivalent (FTE) staff eligible for WEG. One FTE is equivalent to 1,754.5 hours for the year: The number of full-time equivalent staff working in licensed school-age programs who received a WEG.

Wage stability

Number of staff supported by wage stability: Total number of program staff and supervisors working in a licenced school-age program whose wages were held constant in 2026 because their 2026 hourly wages were less than their 2024 hourly wages due to the change in the wage calculation order of operations (Section 4.8 of this guideline).

Workforce Compensation Fund (WCF)

WCF KPIs include:

- **Number of RECE program staff supported by WCF.** The number of RECE staff (head count) working in a licenced school-age program who received Workforce Compensation Funding.
- **Number of RECE supervisors supported by WCF.** The number of RECE supervisors (head count) working in a licenced school-age program who received Workforce Compensation Funding.
- **Number of non-RECE program staff supported by the minimum wage offset:** The number of non-RECE program staff (head count) positions

supporting licenced school-age programs that received a minimum wage offset.

- **Number of non-RECE supervisors supported by the minimum wage offset:** The number of non-RECE supervisors (head count) positions supporting licenced school-age programs that received a minimum wage offset.

BASP enrichment hours

Total number of enriched program hours: The total number of enrichment hours you provide for children. Count all the hours of enrichment provided on instructional days, PA days and breaks in all your programs.

Workforce Innovation Funding

WIF KPIs include:

- **Number of program staff supported with planning time:** The number of program staff who were supported using funded planning time. Count each program staff only once.
- **Number of program staff supported with paid professional learning costs:** The number of program staff who were supported using funded professional learning costs. Count each program staff only once.

Enhanced Program Support for school-age (6 to 12) programs only

EPS KPIs include:

- **Number of school-aged children who need extra support[7] served (cumulative):** Total number of school-aged children (72 months up to and including 144 months) with extra support needs in the classrooms that were supported by program support staff. Count each child only once in a calendar year.
- **Average monthly number of school-aged children who need extra support served (cumulative):** Actual number of school-aged children (72 months up to and including 144 months) with extra support needs in the classroom that were

[7] In Peel, children who need extra support replaces the term "children with special needs" which is defined under the Child Care and Early Years Act, 2014 (CCEYA), as a child whose cognitive, physical, social, emotional, or communicative needs, or whose needs relating to overall development, are of such a nature that the child needs additional supports.

served each month, added together, and divided by the total number of months. Count each child only once every month.

- **Number of hours of enhanced program support provided in school-age programs:** Total number of hours of enhanced program support you provide. The number of hours must align with the amount of funding spent on enhanced program support.
- **Number of school-age programs supported by EPS:** Total number of school-age programs (for children 72 months up to and including 144 months) supported by program support staff. Each program is counted only once in a calendar year.

Appendix 13: Letter to families

July 2026

Dear families,

We are pleased to let you know that Peel Region will continue to offer the Before and After School Affordability Program for the 2026-2027 school year.

This program helps families by:

- Lowering the cost of child care for children ages 6 to 12.
- Adding engaging activities like sports, arts, and music to your child's before and after school program.

What this means for you

- You will pay 50% less for before and after school care.
- You will get 50% off full-day care on Professional Activity (PA) Days and school breaks, not including summer camp.
- Your child care fee for before and after school, PA days, and school breaks will be lowered by 50% if you receive child care subsidy.
- Your child can take part in engaging activities such as sports, arts and music during after-school, PA days and school break programs at no extra cost.

You do not need to apply to receive these benefits. Your child care provider will apply the fee reductions for eligible children and organize the extra activities for the upcoming school year.

If you have any questions, please speak to your child care provider directly.

If you need more help paying for child care, visit Peel's child care subsidy webpage to find out if you are eligible to apply.

Sincerely,

Early Years and Child Care Services

Peel Region

Appendix 14: Guide for working with enrichment vendors

Enrichment activities help children build confidence, feel a sense of belonging, spark new interests, and build important skills that prepare them for future success.

This guide helps you plan, select, and work with enrichment vendors (the "vendors") in a way that supports positive outcomes for children and families. It is not meant to replace any of your own policies or procedures for working with vendors.

Disclaimer

All examples of enrichment activities included are for informational purposes only. We do not endorse, recommend, or validate any specific Vendor, product, or service. You must make sure that any Vendors you hire can meet your internal policies and program needs, and applicable legal requirements.

Guide for planning and working with enrichment vendors

Thinking and planning ahead

Before you book a vendor, take time to think about your enrichment needs. Share these needs with the vendors. To plan effectively:

- Find out what activities children and families are interested in through a family survey or feedback from children.
- Set learning goals and make sure the activity supports these goals.
- Decide the number of sessions or weeks the enrichment will take place and the time you have for the individual sessions. Vendors may have group size limits, so they may require multiple sessions to support all enrolled children.
- Estimate the group size and ages of the children.
- Identify what space you have or will need and what materials you will need.
- Make sure accessibility or inclusion needs are considered.
- Keep in mind any school-based considerations if the program is located inside a school.

Choosing a vendor

Choosing the right Vendor helps give children a positive experience and makes sure you get good value for money. Consider the following:

- Discuss your goals and expectations with prospective Vendors.
- Get multiple quotes from Vendors, if available, to make sure costs are reasonable.

- Ask what the quotes include such as labour, supplies or equipment, travel expenses, tax, and any other additional costs.
- Ask about their experience working with groups of children.
- Ask if the Vendor has a maximum group size of children for the activity.
- Ask how they adapt activities for children with diverse experiences and needs.
- Ask for references or examples of similar work.
- Make sure they can follow any of your organization's policies.
- You must make sure all required documentation and legal requirements are met.

Health and safety requirements

Once a vendor is chosen, be sure to follow and share any health and safety requirements. Make sure you:

- Complete the necessary background screening prior to vendors interacting with children. Refer to the Child Care and Early Years Act O.Reg.137/15 for more information and internal provider policies.
- Discuss liability insurance coverage for the programs they offer.
- Share any health and safety policies or procedures that the vendor should know about such as allergen policies and entry instructions. This includes procedures of a lock down, hold and secure, fire, fire drill, or evacuation.

Vendor best practices

To support smooth program delivery, consider the following best practices when partnering with Vendors.

- Check Vendor experiences or background screening as early as possible.
- Clearly communicate expectations between educators and Vendors.
- Plan programs with Vendors who can adapt to group size and available space.
- Build in time for planning, approvals, and vulnerability checks.
- Use a variety of Vendors to support diversity in experiences.
- You must make sure all required documentation and legal requirements are met.
- Check how the vendor wants to you to pay them and when they expect payment (before, during, or after the session).
- Allow time for educators and vendors to check in during enrichment activities, including with children.

- Gather feedback and reflections on enrichment experiences:
    - Use child-friendly methods to ask children for their feedback after an activity.
    - Use brief surveys or forms to gather educator feedback and lessons learned about enrichment experiences.
    - Have educators reflect on how to extend the enrichment learning into the classroom.

Enrichment activity examples

To support engaging and varied enrichment, some examples of activities include:

- Martial arts such as taekwondo.
- Movement activities such as yoga, Zumba, dance fitness, gymnastics, Bollywood dancing, and mindfulness.
- Sports and skills building such as basketball, soccer, or floor hockey.
- Music such singing, cardio, or indigenous drumming, and live piano.
- Science, technology, engineering and mathematics (STEM) and technology-based activities such as 3-dimensional printing, coding, math, science, and sensory and Lego-based engineering.
- Performing arts such as drama, acting, costume design, and puppet workshops.
- Specialized skill building such as gardening, cooking, knitting, sewing, and cross-stitching.
- Art activities such as painting, crafts, face painting, and pottery.

Community-submitted vendor information

The following Vendors responded to Peel Region's voluntary Request for Expression of Interest for providing enrichment for school-age children. We provide this list for awareness and information purposes only and it is not an endorsement or approval of the Vendors by Peel Region. Contact the Vendors directly for more information and to conduct your own evaluation.

Aspire for Higher

Aspire for Higher provides after-school enrichment programs that build physical literacy, academic skills, creativity, and social-emotional development for students in Grades 1 to 6. All lesson planning, equipment, materials, and staffing are provided. Vendor contact: aspireforhigher.ca.

Canturberry

Canturberry Family Services provides high-quality enrichment programs designed specifically for children and youth in Peel Region. Some activities offered are sports, science, technology, engineering, arts and mathematics (STEAM), math masters, and chess champs. All programs are culturally inclusive, trauma-informed, beginner-friendly, and aligned with the needs of children and youth. Vendor contact: Nafisah Umarji nafisa.umarji@hotmail.com.

Dixie Bloor Neighbourhood Centre (DBNC)

DBNC helps children build fundamental movement skills through beginner-friendly fitness and gymnastics activities that introduce new experiences and support success in any sport. Vendor contact: Priyanka Sheth priyankas@dixiebloor.ca.

Forward Education

Forward Education provides engaging, hands-on coding and robotics sessions for children ages 6 to 12. Activities are flexible, easy for educators to deliver, and designed to fit into 30-to-60-minute program blocks. Vendor contact: Jeremy Hedges jeremy@inksmith.ca.

Julia's Place Music Therapy Centre

Julia's Place offers recreation-based music programs and music therapy for children across Peel. Activities focus on music and creativity while developing communication skills, team building, self-expression and sensory exploration. Vendor contact: info@juliasplacemusictherapy.com.