

**Ministry of Education  
Early Years and Child Care  
Programs and Service  
Integration Branch**

900 Bay St., 24<sup>th</sup> floor  
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Toronto ON M7A 1L2

**Ministère de l'Éducation Direction  
de l'intégration des programmes et  
des services pour la petite enfance  
et la garde d'enfants**

900, rue Bay, 24<sup>e</sup> étage  
Édifice Mowat  
Toronto ON M7A 1L2



**2017: EYCC10**

**MEMORANDUM TO:**

Children's Services Leads  
Consolidated Municipal Service Managers (CMSM) and  
District Social Service Administration Boards (DSSAB)

**FROM:**

Julia Danos, Director  
Early Years and Child Care Programs and Service  
Integration Branch

Maxx-Philippe Hollott, Director  
Financial Accountability and Data Analysis Branch

**DATE:**

September 5, 2017

**SUBJECT:** **2018-2019 Ontario Early Years Child and Family Centres:  
Service Agreement Package**

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We are pleased to provide you with your 2018-2019 Ontario Early Years Child and Family Centre (Child and Family Centre) Service Agreement Package.

We know that considerable work is underway as you continue to work towards finalizing your Child and Family Centre plans to submit to the ministry by September 29, 2017. Thank you for your ongoing commitment and partnership to transform Ontario's child and family programs, we look forward to reviewing your plans this Fall.

**2018-2019 Service Agreement for Child and Family Centres**

As previously communicated and set out in the *2018 Ontario Early Years Child and Family Centres: Business Practices and Funding Guidelines for Service System Managers*, the service agreement:

- Sets out a two-year contract cycle to support continuity in planning and reduce administrative burden.
- Includes a minimum expenditure requirement for child care and early years planning and data analysis services; and a maximum allowable expenditure of 10% of a service system manager's total Child and Family Centre allocation for administration costs (see Budget Schedule).

- Includes the payment plan based on your annual allocation divided across 12 months, and details about reporting requirements within the two-year period (see Payment Schedule and Reporting Schedule).
- Requires service system managers for areas designated under the *French Language Services Act (FLSA)* to provide French-language child and family programs and services in accordance with the Act and as outlined in their service agreement. Service system managers that are not at full French Language Services capacity, are required to submit a French Language Services Plan in June 2018. Details regarding this process will be released in early 2018.

### **Due Date for Service Agreement**

Service agreements are due to the Ministry no later than **October 31, 2017** in order to issue payment in January 2018. Please note that late filing of service agreements may result in delays in payments being issued.

Service system managers may submit their signed service agreement **by email** to [tpa.edu.earlylearning@ontario.ca](mailto:tpa.edu.earlylearning@ontario.ca).

Alternatively, if this is not possible, two original signed copies of the agreement can be submitted by regular mail to:

Julia Danos, Director  
 Early Years and Child Care Programs and Service Integration Branch  
 Ministry of Education  
 24th Floor, Mowat Block, 900 Bay Street  
 Toronto, Ontario M7A 1L2

A signed copy of the completed agreement will be provided back to the CMSM or DSSAB for your records via email or, by mail upon request.

If you have any questions or concerns about the service agreement, please reach out to your regional contact in the Early Years and Child Care Programs and Service Integration Branch.

### **Upcoming Key Dates:**

- Submission of needs assessment summaries and initial plans for Ontario Early Years Child and Family Centres including information on program locations, new sites, and how the system will be transformed, enhanced, and expanded over the course of the year are due by **September 29, 2017**.
- Signed service agreements submitted to the ministry by **October 31 2017**.
- Details regarding the branding strategy, visual identity project as well as processes to ensure up to date program information will be released in **Fall 2017**.
- Responsibility for service system management of Ontario Early Years Child and Family Centres transferred to CMSMs and DSSABs on **January 1, 2018**.

## 2018 Interim Report

The Interim Report submission for 2018 is due on August 31, 2018. Service system managers will continue to submit financial reports in the Education Finance Information System (EFIS) 2.0. Further information about this submission will be provided in the summer 2018 through the Financial Accountability & Data Analysis Branch. For more information on Ministry business practice requirements, refer to the *2018 Ontario Early Years Child and Family Centres: Business Practices and Funding Guidelines for Service System Managers*.

As a reminder, communications from the Ministry of Education regarding funding, contracting and financial reporting are posted on the [Financial Analysis and Accountability Branch website](#).

Thank you for your continued leadership in delivering high quality early years programs and services in communities across Ontario. We are excited to work with you on this transformation to support an increasingly integrated system of early years programs and services.

Sincerely,

*Original signed by:*

Julia Danos  
Director, Programs and Service Integration  
Branch  
Early Years and Child Care Division

*Original signed by:*

Maxx-Phillippe Hollott  
Director, Financial Accountability and Data  
Analysis Branch  
Early Years and Child Care Division

Enclosed

- 2018-2019 Ontario Early Years Child and Family Centres Service Agreement

Copy:

Child Care Advisors and Education Officers, Early Years and Child Care Programs and Service Integration Branch, Early Years and Child Care Division, Ministry of Education

Financial Analysts, Financial Accountability & Data Analysis Branch, Early Years and Child Care Division, Ministry of Education