

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

900 Bay St., 24<sup>th</sup> floor  
Mowat Block  
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: EYCC8

**MEMORANDUM TO:**

Children's Services Leads  
Consolidated Municipal Service Managers and  
District Social Service Administration Boards

**FROM:**

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

**DATE:**

July 14, 2017

**SUBJECT:**

**2018 Ontario Early Years Child and Family Centres:  
Business Practices and Funding Guidelines**

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We are pleased to provide the *2018 Ontario Early Years Child and Family Centre Funding and Business Practices Guideline for Service System Managers*. Building on the 2016 Planning Guidelines, these guidelines support Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) in managing local systems of Ontario Early Years Child and Family Centres (Child and Family Centres).

**Key Highlights**

The guidelines provide a summary of program expectations, eligible expenditures and reporting requirements to the Ministry. CMSMs and DSSABs are encouraged to review the guidelines in its entirety. Highlights include:

- **An Allocation/Expense Model** that provides CMSMs and DSSABs with flexibility to respond to the needs of their local system of Child and Family Centres (page 8);
- **A staffing exemption policy** that provides staff with time to work towards obtaining an Early Childhood Education diploma (page 14);
- Flexibility for CMSMs and DSSABs to use funding to support service providers involved in **transformation activities** (page 17); and
- **An overview of policies and procedures** to be in place to ensure that Child and Family Centres are delivered in a way that promote the health, safety and well-being of children and families being served (page 15);
- **A two-year contract cycle for 2018-2019** with the Ministry to support continuity in planning and reduce the administrative burden of annual sign-offs (page 28).

## **Data Analysis and Planning**

Recognizing the role of CMSMs and DSSABs as service system managers, please note that the guidelines include a ***minimum expenditure requirement*** for Child Care and Early Years Planning and Data Analysis Services.

Provincial funding for the purposes of data analysis and planning is included in your child and family centre allocation (which combines funding that was previously provided for data analysis and early years child development planning). This funding is intended to support local service system planning for child care and early years programs and services for children 0-12 and their families.

## **Plan for Ontario Early Years Child and Family Centres**

Service system managers must submit their initial plans for Child and Family Centres to the Ministry by September 29, 2017.

The Ministry recognizes that 2018 will be a year of transition as CMSMs/DSSABs work towards program transformation while minimizing disruptions to service.

As a reminder, as service system managers continue to work towards finalizing their initial plans, submissions must include a summary of the needs assessment, and describe how programs and services will be delivered beginning January 2018 and how the system may be shifted over the course of the year (e.g. in May, at the start of the school year, by December 2018). Service system managers may wish to refer to the 2016 Planning Guidelines and the questions for reflection that were provided in the April 12, 2017 memo for further guidance on the development of initial plans.

The initial plans should be emailed to [tpa.edu.EarlyLearning@ontario.ca](mailto:tpa.edu.EarlyLearning@ontario.ca) with a copy to your regional contact in the Early Years and Child Care Programs and Service Integration Branch.

## **Canada-Ontario Bilateral Agreement on Early Learning and Child Care**

As outlined in the EYCC6 memo (June 16, 2017), the investment in Ontario Early Years Child and Family Centres includes an additional \$40 million through the *Canada-Ontario Early Learning and Child Care Agreement*.

This funding will support the transformation of the existing system, grow the positive impacts of child and family programs province-wide, and expand service in areas that have relatively few available services and/or have experienced significant population growth.

It is anticipated that this additional investment will support the creation of 100 new Child and Family Centres, as well as 100,000 additional visits by parents and children across the province over the next three years.

## **June 2018 Update on Implementation of Child and Family Centre Plans**

Recognizing that 2018 will be a transition year as CMSMs/DSSABs continue to finalize plans for Child and Family Centres, the Ministry will request a mid-year report back in

June 2018 to obtain an update on the implementation of child and family centre plans, and track progress on Ontario's commitments under the *Canada-Ontario Bilateral Agreement and Action Plan on Early Learning and Child Care*.

The update will build on initial plans that service system managers will submit to the Ministry in September 2017. Additional information will be provided following submission of initial plans in September 2017.

### **Next Steps**

Considerable work is underway to transform child and family programs into an increasingly integrated system of services and supports for children aged 0-6 and their families.

- Service agreements: agreements will be distributed in Summer 2017 to ensure timely payments are made and local funding approaches are in place for January 1, 2018. As a reminder, existing service agreements between the Ministry and organizations delivering child and family programs will remain in place until December 31, 2017.
- Branding and Public Awareness Campaign: information about the branding strategy, visual identity project as well as processes to ensure up to date information is available online will be released in Fall 2017.
- Outcomes and Measurement and Accountability Strategy: as part of its Renewed Early Years & Child Care Policy Framework and Expansion Strategy, the Ministry is developing an outcome measurement strategy to monitor the impact of child care and child and family centres. More information on this strategy will be provided in the future.

If you have any questions or concerns about the attached business practices and funding guidelines please contact your regional contact in the Early Years and Child Care Programs and Service Integration Branch.

Sincerely,

*Original signed by:*

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

c.  
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 Analyst, Early Years and Child Care Business Planning, Outcomes and Assessments Branch, Early Years and Child Care Division, Ministry of Education  
Ontario Municipal Social Services Association