



Ministry of Education

Ontario Early Years Child and Family Centres (2018)

***Business Practices and Funding
Guidelines for Service System Managers***

July 2017

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SECTION 1: INTRODUCTION

The Ministry of Education (“the Ministry”) is pleased to release the 2018 Ontario Early Years Child and Family Centres Business Practices and Funding Guidelines for Service System Managers.

This marks a significant milestone in the multi-year strategy to modernize and transform the child care and early years sector and stems from the collaborative work between the Government of Canada, the Province of Ontario, service system managers, school boards and community partners in supporting Ontario’s children and families.

In June 2017, the Province of Ontario announced 2018 allocations for Ontario Early Years Child and Family Centres (Child and Family Centres). This included an additional \$40 million in new funding through the Canada-Ontario Bilateral Agreement and Action Plan on Early Learning and Child Care.

These investments are intended to support up to 100,000 more child and family visits and up to 100 new centres province wide over the next three years, based on local needs assessment and planning so that services are responsive to community need.

Supported by:

- a new legislative framework that recognizes the role of service system managers;
- increased investments in child care and Child and Family Centres;
- a provincial pedagogy for the early years to guide programming; and
- a [Renewed Early Years and Child Care Framework](#) to support access to high quality, inclusive and affordable early years and child care programs and services;

Child and Family Centres will be part of an increasingly integrated and cohesive system of services and supports for children aged 0-6 and their families.

Consolidated Municipal Service Managers (CMSM) and District Social Service Administration Boards (DSSABs) are responsible for the local management of Child and Family Centres as part their responsibility for the service system management of child care and other human services.

These guidelines are intended to provide service system managers with an overview of program expectations, the Ministry’s funding methodology, and set out eligible expenditures, and reporting requirements for Child and Family Centres. These guidelines come into effect on January 1, 2018.

2018 TRANSITION YEAR FOR MINISTRY FUNDED CHILD AND FAMILY PROGRAMS

CMSMs and DSSABs continue to work with community partners to develop plans to integrate Ministry-funded child and family programs into a system of Ontario Early Years Child and Family Centres.

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

If you have any questions about this guideline, please contact your regional contact in the Early Years and Child Care Division.

OVERVIEW

In June 2017, the province released its [Renewed Early Years and Child Care Policy Framework](#) to guide transforming child care and the early years. The Framework sets out a seven point plan which includes increasing access to early years and child care programs and services, ensuring affordability for parents and families, and establishing a workforce strategy to support Ontario's world-class early years and child care professionals.

The Framework builds on the introduction of full-day kindergarten (FDK), the modernization of child care including the new *Child Care and Early Years Act, 2014* and the integration of child and family programs.

Transformation of Child and Family Programs

In February 2016, the Ministry announced its intention to transform Ministry-funded child and family programs into an integrated system of services and supports for children ages 0-6 and their parents¹ and caregivers². Child and Family Centres integrate four Ministry-funded child and family programs (Ontario Early Years Centres, Parenting and Family Literacy Centres, Child Care Resource Centres and Better Beginnings, Better Futures).

In July 2016, the Ministry released [Planning Guidelines for Service System Managers](#). The guidelines support service system managers, school boards and service providers as they work collaboratively to integrate and enhance programs and services across the province, while minimizing service disruption for families.

¹ Throughout this guideline, parents are defined as inclusive of both parents and legal guardians.

² Throughout this guideline, caregivers are broadly defined as all adults that care for young children including, but not limited to, home child care providers, nannies, grandparents and other family members.

The planning guidelines outlined the key elements of the core service and planning requirements, while providing flexibility for service system managers to determine how best to meet these requirements within individual communities. CMSMs and DSSABs have the discretion to determine how these services are delivered and by whom, through local service planning.

CHILD AND FAMILY CENTRES

Objectives:

Child and Family Centres must be designed and delivered to achieve the following key goals and objectives:

- Parents and caregivers have access to high quality services that support them in their role as their children’s first teachers, enhance their well-being, and enrich their knowledge about early learning and development.
- Children have access to play and inquiry-based learning opportunities and experience positive developmental health and well-being.
- Parents and caregivers have opportunities to strengthen their relationships with their children.
- Francophone children and families have access to French language programs and gain enhanced knowledge about language and identity acquisition.
- Indigenous children and families have access to culturally responsive programming.
- Parents and caregivers are provided with timely, relevant and up to date information about community and specialized services.
- Local service providers collaborate and integrate services to meet community needs in an efficient and accessible way.

Vision and Guiding Principles

Child and Family Centres are intended to support all children, parents and caregivers in learning, growing and connecting – together. This aligns with Ontario’s renewed vision for the early years and child care, where all children and families have access to a range of high-quality, inclusive and affordable early years and child care programs and services that are centred around the child and family and contribute to children’s learning, development and well-being.

To support this renewed vision, it is expected that CMSMs and DSSABs, school boards and local service providers will be guided by the following principles when developing, delivering and evaluating Child and Family Centre programs and services:

Child and Family Centred: All programs and services are designed and delivered to meet the unique needs of parents, caregivers and young children to support their learning, development and well-being.

- Welcoming:* Child and Family Centres provide a warm and welcoming environment based on the foundational conditions for supporting growth and long-term success (belonging, well-being, engagement and expression). See below for more information on *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
- High Quality:* Programs and services are designed to support positive experiences and outcomes and foster nurturing relationships between children, parents and caregivers and are based on the latest evidence and research.
- Inclusive:* Programs and services are accessible and responsive to children, parents and caregivers with varying abilities and cultural, language, socio-economic, sexual orientation and religious backgrounds.
- Integrated:* Programs and services are developed, coordinated and delivered in a cohesive manner in collaboration with broader community services, school boards, early years partners, primary care providers, parents and caregivers.
- Community Led:* Communities, educators, parents and caregivers are engaged in designing Child and Family Centre programs and services that embrace and build on their strengths, address identified gaps and meet their unique needs.

Pedagogical Framework for Child and Family Centres

Child and Family Centres are expected to provide programs that reflect the view of children, parents, caregivers and educators as competent, capable, curious and rich in potential and experience. Guided by [How Does Learning Happen? Ontario's Pedagogy for the Early Years \(HDLH\)](#), Child and Family Centres provide an environment that engages parents and caregivers as co-learners and leaders in influencing positive child, family and community experiences and outcomes.

CMSMs and DSSABs, local service providers and school boards offering Child and Family Centre programs and services are expected to use HDLH to guide the development and delivery of local programs. HDLH supports the adoption of a common pedagogical approach across early years settings, based on the four foundations for learning: belonging, well-being, engagement and expression. The following documents are available to help strengthen program quality in early years settings including Child and Family Centres:

- [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#)
- [Think, Feel Act: Lessons from Research about Young Children](#)

Child and Family Centres – Branding and Website

As we move forward with the implementation of Child and Family Centres, the Ministry understands that increasing public awareness is critical. A branding strategy and visual identity project is underway that will bring together the four programs under one strong brand designed to resonate with both parents and stakeholders.

In addition, an integrated marketing campaign is planned to help increase awareness of the child care and early years programs available to parents and caregivers. CMSMs and DSSABs will be encouraged to implement their own outreach and engagement strategies in their communities to increase local participation, aligned with the provincial branding strategy. The Ministry will release further information about the branding strategy and public awareness campaign in Fall 2017.

The Ministry will also launch an online hub for parents to easily access information, resources and tools connecting them to a range of government early years programs. More details, including processes to ensure information on Child and Family Centres is up to date on the website will follow in the Fall.

Confidentiality And Public Announcements

Announcements regarding Child and Family Centres are communications opportunities for the federal government, the provincial government and CMSMs and DSSABs. CMSM and DSSAB announcements related to funding received for Child and Family Centres must clearly acknowledge the contributions made by the Province of Ontario and the Government of Canada. In addition, any such communications opportunities should remain confidential until they are announced publicly by the Province of Ontario and the Government of Canada or jointly by the provincial government, federal government, and CMSMs and DSSABs. The intent is to help promote the role of the Government of Canada, the Ministry, CMSMs and DSSABs, and community partners in bringing new investments to local communities.

FRENCH LANGUAGE SERVICES

CMSMs and DSSABs located in areas designated under the *French Language Services Act* (FLSA) are required to provide French-language child and family programs and services in accordance with their legislated responsibilities. Ministry staff are available to discuss the various ways that CMSMs and DSSABs can fulfill their legislated responsibilities under the FLSA.

Additionally, all CMSMs and DSSABs are required to provide French-language services where there is an identified need.

Priority is given to French-language school boards or service providers that have the capacity to deliver high quality French language child and family programs and services wherever possible. CMSMs and DSSABs may also consider partnering with neighbouring CMSMs and DSSABs to enter into shared purchase of service agreements to meet the needs of more dispersed French-language communities.

Regional French Language Networks

French Language school boards and service providers offering services in French are members of Regional French Language Networks that:

- Network with other Francophone organizations/professionals sharing resources and policies
- Collaborate on French professional learning
- Collaborate with other organizations offering services in French in relation to the “*Making Connections for Families*” Core Service

The intent of these groups is to:

- Strengthen partnerships between French language service providers, school boards and service system managers to support the provision of high quality French language services across the province;
- Identify emerging and established promising practices related to the delivery of French language services in minority and majority language settings; and
- Identify service gaps and work within local early years community planning processes to create innovative solutions to address them.

INDIGENOUS PROGRAMS AND SERVICES

CMSMs and DSSABs are also required to offer programs and services that reflect local Indigenous cultures, as determined through local service planning and engagement with parents and caregivers. CMSMs and DSSABs are expected to work in close partnership with Indigenous organizations and local First Nations (if applicable) to plan for and deliver culturally responsive early years programs and services off-reserve.

SECTION 2: FUNDING APPROACH

Funding Methodology

The Ministry has established a new responsive, transparent funding approach that will take effect on January 1, 2018 in alignment with the CMSMs and DSSABs budget cycle. This approach uses data elements that have been recommended by stakeholders, are reflective of the key program goals, child and family needs, and are consistent with many elements used in the Ministry's child care funding formula.

This funding approach also takes into consideration the requirement for communities to provide mandatory core services as well as customized community connections that meet unique local need. It also allows CMSMs and DSSABs to build on the existing strengths of early years programs, and stabilize and transform service while being increasingly responsive to the strengths and needs of children and families.

Funding for Child and Family Centres is comprised of the following components:

- \$250,000 base allocation for each CMSM or DSSAB
- Remaining funding has been distributed using the following data elements:

Data Element	Source
Number of children ages 0-6	Ministry of Finance
Low-Income Cut Off (LICO) scores	2011 Survey of Household Spending (Statistics Canada)
Number of families that speak French at home	2011 Census (Statistics Canada)
Number of Indigenous children ages 0-4	2011 Survey of Household Spending (Statistics Canada)
Number of families that speak a language other than English or French at home	2011 Census (Statistics Canada)
Population density	2011 Census (Statistics Canada)

The Ministry has also included a funding enhancement mechanism to ensure all communities receive a minimum increase of approximately 10 percent above previously estimated funding levels³.

The funding approach, including data elements to inform the allocations, will be revisited on a three-year cycle.

³ This increase is based on an estimated community base for each CMSM/DSSAB comprised of funding for Ontario Early Years Centres, Parenting and Family Literacy Centres, Child Care Resource Centres, Better Beginnings, Better Futures, Early Child Development Planning, Data Analysis Services, Early Literacy Specialists, and, where applicable, System Needs and Best Start Demonstration Funding.

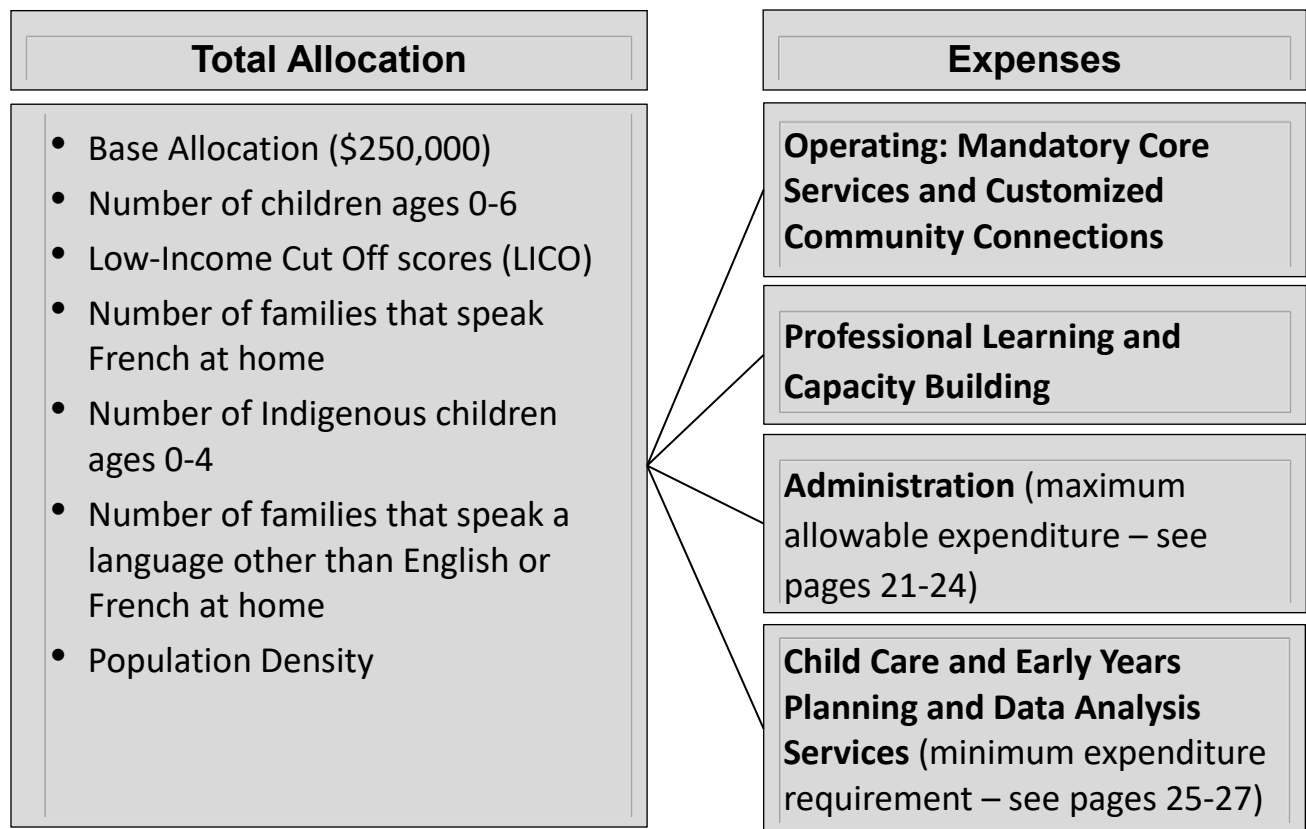
Allocations and Expenses

The allocation/expense model provides increased flexibility for service system managers to respond to the needs of their local system of Child and Family Centres.

CMSMs and DSSABs have flexibility to spend their allocations on any of the expense/program categories to meet the provincial requirements to deliver mandatory core services and customized community connections for Child and Family Centres. Please note there is a maximum expenditure requirement for Administration, and a minimum expenditure requirement for Child Care and Early Years Planning and Data Analysis Services.

Additional details regarding all the expense categories are outlined in section four of this guideline.

Child and Family Centre Allocation and Expense Model



Municipal Contributions

Child and Family Centres are wholly funded by the provincial and federal government. CMSMs and DSSABs are encouraged to maintain and/or consider making municipal contributions to enhance programs and services and support integration with other human and early years programs and services where appropriate. CMSMs and DSSABs will be required to report municipal contributions to the Ministry through financial reporting.

SECTION 3: FRAMEWORK FOR CHILD AND FAMILY CENTRES

“Families are composed of individuals who are competent and capable, curious, and rich in experience. Families love their children and want the best for them. Families are experts on their children. They are the first and most powerful influence on children’s learning, development, health, and well-being. Families bring diverse social, cultural, and linguistic perspectives. Families should feel that they belong, are valuable contributors to their children’s learning, and deserve to be engaged in a meaningful way.”

Excerpt from How Does Learning Happen? Ontario’s Pedagogy for the Early Years

MANDATORY CORE SERVICES

To achieve the intended goals and outcomes of Child and Family Centres, the Ministry has identified a suite of mandatory core services that must be available to children and families across the province. CMSMs and DSSABs are required to manage the local delivery of these core services related to:

- 1) engaging parents and caregivers,
- 2) supporting early learning and development, and
- 3) making connections for families.

CMSMs and DSSABs can choose to directly operate Child and Family Centres or enter into a purchase of service agreement with publicly-funded school boards and/or non-profit local service providers.

CMSMs and DSSABs must prioritize Child and Family Centre funding to ensure the provision of consistent, high quality core services at no fee to participants. The mandatory core services include:

Engaging Parents and Caregivers

- Inviting conversations and information sharing about child development, parenting, nutrition, play and inquiry-based learning, and other topics that support their role;
- Offering responsive pre- and postnatal support programs to enhance parent and caregiver well-being, enrich adult-child interactions and to support them in their role(s);
- Providing targeted outreach opportunities designed for parents and caregivers who could benefit from Child and Family Centre programs and services but are not currently accessing services for a variety of reasons (e.g., newcomers to Ontario, teen parents, low-income families, etc.)

As noted above, parent and caregiver engagement may take place in a variety of formats depending on the needs of the community. Engagement may include group

discussions, informal one on one engagement, printed and electronic resources or other engagement opportunities as appropriate.

Wherever possible, engagement with parents and caregivers should occur with children present. Differentiated adult learning opportunities may be considered and planned on an as needed basis.

Supporting Early Learning and Development

- Drop-in programs and others programs and services that build responsive adult-child relationships and encourage children’s exploration, play and inquiry, supported by *How Does Learning Happen? Ontario’s Pedagogy for the Early Years*.

Early learning and development programs are most effective when the content of learning is foregrounded in relationships and focused on supporting the development of strategies, dispositions, and skills for lifelong learning through play and inquiry.

Making Connections for Families

- Responding to a parent/caregiver concern about their child’s development through conversations and observations which can be supported by validated tools and resources (e.g., developmental surveillance, Nipissing District Developmental Screen (NDDS)). In some cases, this may result in supporting parents/caregivers to seek additional support from primary care or other regulated health professionals;
- Sharing information and facilitating connections with specialized community services (such as children’s rehabilitation services), coordinated service planning, public health, education, child care, and child welfare, as appropriate.
- Ensuring Child and Family Centre staff have relationships with community partners and an in-depth knowledge of their community resources to allow for simple transitions (warm hand-offs) for families who may benefit from access to specialized or other services.
- Providing Information about programs and services available for the whole family beyond the early years.

Informed by their local service planning process, CMSMs and DSSABs have the flexibility to determine how these services are delivered, the design and development of programs to meet core services, and who will deliver Child and Family Centre programs and services.

SERVICE DELIVERY METHODS

CMSMs and DSSABs have flexibility to offer Child and Family Centre programs and services through a variety of service delivery methods. While it is mandatory to establish centres, providing mobile services, virtual resources and local phone lines is

optional and at the discretion of individual CMSMs and DSSABs. Child and Family Centre programs and services are intended to be community-based (including schools, community buildings/spaces, and common areas within residential areas) and must not be offered within individual homes.

Schools First Approach

Schools provide an environment where services can be co-located and integrated for the purpose of reducing transitions, building stronger connections between children, families, and early years and school professionals, and supporting a consistent approach to early learning and education as part of a continuum of learning.

The Ministry encourages the use of a schools-first approach in alignment with other child care and early years initiatives whenever possible. This includes locating Child and Family Centres within schools and encouraging the integration of Child and Family Centres and school communities (e.g., connected with other educators and school administration). This approach helps to establish schools as community hubs that are located in areas that are easy to access for many families, and helps build cohesion in early years pedagogy and supports positive transitions for young children.

To support the Schools First approach, capital funding is available to school boards through the Early Years Capital Program for Child and Family Centres in schools. School boards and CMSMs and DSSABs are invited to submit requests to support capital costs associated with Child and Family Centres through the Ministry of Education's early years capital programs.

The Ministry also recognizes that other locations within the community may be preferable for the delivery of Child and Family Centre programs and services for a variety of reasons (e.g., proximity to families in rural areas). Further information will be shared on community-based capital funding available to support expansion, renovation and retrofit of Child and Family Centres.

Mandatory Centres

- Physical program sites where children, parents and caregivers can participate in child and family programs and services in-person. Centres may be located within schools or community buildings, or may stand alone.
- CMSMs and DSSABs must offer centre-based core services year round and at least five days per week, including either Saturday or Sunday. This requirement may be met by offering the core services in different centres on different days of the week.
- CMSMs and DSSABs may choose to have several centres within their boundaries, operating at different times and on different days of the week, based on parent and caregiver needs. CMSMs and DSSABs may also consider offering evening services to expand access to working parents and caregivers. However, this is not mandatory and should be based on identified community needs.

OPTIONAL SERVICE DELIVERY METHODS

Mobile Services

- Programs and services that can be offered outside of centres to further integrate Child and Family Centres with broader community services and to enhance service access (e.g., mobile programs for residents living in high-density areas, weekly programs in libraries in rural communities. Mobile programs often involve “set-up and take-down” and operate in shared space.)
- Mobile services may have regular or irregular days, times and locations of operation. CMSMs and DSSABs and service providers must establish an appropriate mechanism to communicate to parents and caregivers about these services and their locations, dates and times of operations.
- CMSMs and DSSABs may also consider coordinating transportation options to increase program accessibility where necessary and feasible.

Virtual Services and Resources

- The provision of online resources, information and other services for parents and caregivers related to the suite of core Child and Family Centre programs and services (e.g., websites, social media, Skype services). These may be particularly beneficial for communities with disperse populations or multiple language needs.

Local Phone Lines

- Information about Child and Family Centre programs and services, including information about child development, parenting supports and play and inquiry-based learning can be embedded in existing community phone-based information services (e.g., 211 or 311).

CUSTOMIZED COMMUNITY CONNECTIONS

Community Partnerships Support Core Service Delivery

The Ministry recognizes the importance of integrating Child and Family Centres within the broader context of local community services, to meet its core service requirements (e.g. child care, public health, employment and training programs, recreation programs, public libraries, schools, and specialized services).

Joint community-based planning supports greater integration resulting in easier access and better client experiences for children and families. This approach continues to be a priority for the Province, which is also reflected in development of community hubs across Ontario.

Leveraging Partnerships to Create Customized Community Connections

For Child and Family Centres to be effective, supports for parents and early learning and development must be developed with an understanding of the needs, qualities, and priorities of the community that is being served.

Through the local service planning process, CMSMs and DSSABs may identify a specific priority or need in a given neighborhood or community. In such cases, CMSMs and DSSABs may wish to leverage and further develop the partnerships that Child and Family Centres have with different community services to develop specific strategies and/or targeted approaches to support this identified need.

For example, in a community that has a large number of children and families that are newcomers to Canada, a Child and Family Centre may wish to work more closely with settlement services to coordinate services for families. This may include hosting a series of information sessions that relate to newcomers at the Child and Family Centre (e.g. housing, employment, education) or using the Child and Family Centre as a hub to access other programs (e.g. language classes).

Coordinated service planning also helps to ensure that children, parents and caregivers have easy and efficient access to the services they need.

Customized community connections should only be considered once the Child and Family Centre core service expectations are being met on a regular and consistent basis.

Child Minding

Child and Family Centres may offer child minding services during parent/caregiver programs or to allow parents to access other community services (e.g., postpartum depression support programs, employment and training services), provided that parents/caregivers remain onsite in accordance with requirements under the *Child Care and Early Years Act, 2014*. Funding for Child and Family Centres cannot be used to offer child-minding services where the parent/caregiver does not remain onsite.

QUALIFIED TEAMS AND REGISTERED EARLY CHILDHOOD EDUCATOR STAFF REQUIREMENT

Programming in Child and Family Centres should be designed to foster positive outcomes and support nurturing relationships for children, parents and caregivers based on the latest evidence and research. Registered Early Childhood Educators (RECE) play a key role in delivering high quality early years programs. RECEs have specialized knowledge and expertise in child development and play and inquiry-based learning.

CMSMs and DSSABs are required to ensure that qualified staff teams are responsible for delivering programs and services at every centre. Qualified teams must include at least one Registered Early Childhood Educators (RECEs) to deliver mandatory core services related to supporting early learning and development. The Ministry recommends RECE qualifications for all team staff delivering services related to early learning and development beyond the minimum requirement of 1 RECE at every centre.

Aligned with the other mandatory core services, CMSMs and DSSABs have the flexibility to determine if additional staff with specialized skill sets may be responsive to community needs. It is expected that staff will engage in continuous professional learning opportunities to keep informed of the latest research on adult education, child development, play and inquiry-based pedagogy, and other relevant topics.

Existing Child and Family Centres that do not currently have RECEs on staff must hire an RECE to deliver core services related to supporting early learning and development.

RECE Exemption

Child and Family Centres are required to have at least one RECE included as a member of each qualified staff team.

Where a Child and Family Centre is unable to recruit at least one RECE to deliver core services related to supporting early learning and development, the CMSM or DSSAB may grant an exemption from the requirement.

Exemptions are not meant to be extended indefinitely.

Exemptions must be reviewed on an annual basis and CMSMs and DSSABs are required to monitor exemptions to identify challenges and develop strategies to support service providers in meeting the requirement. This may include transition planning, ensuring capacity to deliver core services related to early learning and development, and HR approaches (e.g. recruitment and staffing strategies).

The Ministry will review the RECE exemptions in three years. The RECE exemption is a temporary measure to provide time for Child and Family Centres to meet the staffing requirement. The Ministry will monitor exemptions over this three year period, and work with CMSMs and DSSABs to inform next steps.

CMSMs and DSSABs will be required to report the number of service providers and number of staff that have been provided an exemption through financial reporting.

Qualifications Upgrade Program

The Ministry funds the Early Childhood Education Qualifications Upgrade Program (ECE QUP) which supports individuals working within the early years sector who have been accepted to an Ontario College of Applied Arts and Technology to pursue their Early Childhood Education (ECE) diploma and become eligible to apply for membership with the Ontario College of Early Childhood Educators (CECE).

There is a focused Francophone and Indigenous component of the ECE QUP. This was established to support capacity building and help address some of the local ECE shortages that some of these communities are experiencing.

The ECE QUP also includes a Leadership Grant Stream which was established to support professional development opportunities for program staff (e.g. RECEs designated to leadership positions and/or responsibilities).

Service providers are encouraged to learn more about the Qualifications Upgrade Program, which is available to reimburse tuition fees and other expenses associated with obtaining an ECE diploma for staff currently working in the early years sector. For more information, please visit the program's website at <http://www.ecegrants.on.ca/ece-qualifications-upgrade-program/>.

ADDITIONAL CHILD AND FAMILY CENTRE REQUIREMENTS

CMSMs and DSSABs must ensure that appropriate policies and procedures are 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. This includes ensuring that policies and procedures are in place for service providers regarding:

- Vulnerable Sector Screens
- First Aid
- Emergency Plans
- Sanitation and maintenance
- Workplace health and safety relating to staff
- Complaints and resolutions processes
- Reporting serious incidents to the CMSM or DSSAB and processes for determining appropriate, if any, response is required.

Where an incident has occurred that may result in media attention, CMSMs and DSSABs are required to report this to the Ministry. CMSMs and DSSABs may contact their regional contact in the Early Years and Child Care Division.

Child and Family Centres must be operated in accordance with all federal, provincial and municipal legislation and regulations as well as Ministry policies and guidelines.

Duty to Report

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. Anyone with reasonable grounds to suspect that a child is or may be in need of protection must report it to a [children's aid society](#).

More information on the duty to report, what happens when a report is made and how to recognize signs of abuse and neglect can be found [here](#).

SECTION 4: ELIGIBLE EXPENSES

OPERATING: MANDATORY CORE SERVICES AND CUSTOMIZED COMMUNITY CONNECTIONS EXPENSE

Purpose

The purpose is to support the costs of operating a system of Child and Family Centres.

Funding, supported by local service system planning and reflected in the updated funding approach, is intended to support enhanced services that are responsive to community need.

New investments are intended to support up to 100 new Child and Family Centres across the province and an overall total of up to 100,000 more visits from families (e.g. parents, caregivers and children) over the next three years.

The vast majority of funding should fall under this expense category, prioritizing the delivery of Child and Family Centres and their programming and ensuring that funds are focusing on serving children and their families.

Priorities

CMSMs and DSSABs will use the following principles to inform operating funding priorities while balancing local needs:

- Stabilizing and transforming existing Child and Family Centre programs so that they are more responsive to local need;
- Increasing access and consistency of Child and Family Centre programs and services;
- Alignment with the Schools-First approach and supporting the implementation of the Early Years Capital Program;
- Supporting programs that serve Indigenous and Francophone children; and
- Co-location with other early years or community programs

CMSMs and DSSABs may choose to offer not-for-profit full cost recovery programs that meet an identified need in their community (e.g., infant massage session offered by specialized professionals). These services should only be considered once the Child and Family Centre core service expectations are being met on a regular and consistent basis.

Eligibility Criteria

Funding may be provided to non-profit service providers, publicly-funded school boards or municipalities who offer Child and Family Centre programs and services and meet the requirements set out in this guideline.

Allowable Expenses

CMSMs and DSSABs must prioritize funding to deliver mandatory core services that are responsive to local need. Funding may be used for ongoing costs including:

- Funding to support salary and benefit expenditures for Child and Family Centre staff to deliver core services.
- Hiring or acquiring the services of a special needs resource consultant to support the delivery of core services to children with special needs and their families/caregivers, specifically making connections for families to specialized services (e.g. screening, early intervention, resources and supports)
- Lease and occupancy costs for Child and Family Centres, rental fees for mobile services and other operating costs such as utilities.
- Service provider administration costs.
- Transportation services to support outreach and participation in programs. This can include costs for public transit, gas, and general auto repair and maintenance.
- Resources for families and caregivers related to early learning and development (e.g. materials for inquiry-based play), additional community services and supports, information to support parents and caregivers in their role.
- Supplies to support the delivery and daily operation of programs as well as maintenance costs related to the general upkeep, safety, and maintenance of Child and Family Centre facilities.
- Operating costs for service providers that are involved in transformation activities and/or require business transformation supports such as integrating, sun-setting, establishing or relocating centres (e.g. legal fees, lease termination, moving, business planning, recruitment and onboarding of new staff, staffing transitions).

Inadmissible Expenses

Funding cannot be used to support direct specialized services. This includes programs and services offered by regulated health professionals working within their scope of practice (e.g. occupational therapy, audiology and speech language pathology, physiotherapy).

This also includes early intervention and screening programs and services that are funded by other ministries and/or levels of government.

Additionally, the following expenses are considered inadmissible:

- Bonuses (including retiring bonuses), gifts and honoraria paid to staff are inadmissible expenses except for in the case that they are provided as a retroactive wage increase that will be maintained the following year.
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans.
- Property taxes.
- Non-arm's length transactions not transacted at fair market value.
- Fees paid on behalf of staff for membership in professional organizations such as the College of Early Childhood Educators are inadmissible expenditures; and,
- Any other expenditure not listed under the allowable expenses section.

Reporting Requirements

CMSMs and DSSABs are required to report the following expenditures in EFIS (Education Finance Information System):

- Total core service delivery and customized community connections funding allocated to operators
- Total core service delivery and customized community connections expenditures on salaries and benefits, lease and utilities, and other.

Additional reporting requirements are set out in section 6.

PROFESSIONAL LEARNING AND CAPACITY BUILDING EXPENSE

Purpose

This funding supports professional learning and development opportunities that builds the capacity of staff and non-profit volunteer board members to provide high-quality, inclusive Child and Family Centre programs and services.

Priorities

In consultation and based on evidence, capacity building funding is prioritized by CMSMs and DSSABs to be locally-responsive to children and families in communities. CMSMs and DSSABs should prioritize funding for service providers that meet one of the following:

- Require support in improving quality and/or program alignment with *How Does Learning Happen?*
- Have limited access to professional learning
- Have limited capacity in business administration

Additionally, CMSMs and DSSABs should prioritize funding to support professional learning opportunities where their existing capacity does not meet community demand. For example, programs and services for Francophone or Indigenous children and families.

Eligibility Criteria

Funding may be provided to Child and Family Centre service providers to engage in professional learning or development. Funding may also be provided to non-profit organizations and/or post-secondary institutions to develop and/or deliver early years professional learning and development for Child and Family Centre staff.

Allowable Expenses

CMSMs and DSSABs may support:

- Program-related professional learning opportunities related to:
 - Implementing and practising pedagogical approaches described in *How Does Learning Happen?*
 - Reflective practice and collaborative inquiry
- Professional learning and development opportunities for staff related to core service delivery and well-being of children and families such as:
 - healthy child development
 - pre and post natal care
 - adult and parent education
 - diversity and inclusion
 - community development and outreach
 - cultural competency
- Capacity building of staff to ensure core services support inclusion of children with special needs and their families, for example, through the support of an SNR consultant.

- Establishing communities of practices to support Child and Family Centre staff.
- Child and Family Centre business administration (e.g. program management, human resources, budgeting, leadership, policy development).

Reporting Requirements

CMSMs and DSSABs will be required to report total professional learning/capacity building expenditures through EFIS. Additional reporting requirements are set out in section 6.

ADMINISTRATION EXPENSE

Purpose

To support administrative costs to CMSMs and DSSABs for the local management of Child and Family Centres.

Eligibility Criteria

All CMSMs and DSSABs are eligible to use a portion of their allocation for administration funding.

Allowable Expenses

Up to 10% of the total Child and Family Centre allocation may be used for administration costs. Administration expenses must represent actual expenses incurred for program administration, and may not be expressed solely in terms of a percentage of program expenditures.

Staffing

Payment of gross salaries and wages, vacation pay, sick pay, compassionate pay, overtime and statutory holiday pay for staff involved in managing the Child and Family Centre system and support staff.

Benefits

Employer contributions for pension, employment insurance, workers' compensation, employee benefit plans, and other legal requirements of the employer.

Purchased Professional Services

Purchased professional services that are not client related, including costs incurred in purchasing professional services for which the CMSM or DSSAB itself does not employ staff (e.g. fees for administrative or corporate legal work, audit or bookkeeping fees).

Accommodation

Reasonable costs to a maximum of fair market value for accommodation required for the management of the Child and Family Centre system and related administration. Fair market value for purchased accommodation is defined as the probable estimated dollar price of the property if that property were exposed for sale in the open market by a willing seller and allowing a reasonable time for a willing buyer.

A fair market value estimate must be accompanied by an indication of the exposure time linked to the value estimate. Exposure time is the estimated length of time the property would have been for sale on the open market before a hypothetical purchase at market value. Exposure time precedes the effective date of the value estimate and is based upon past market trends as they affect the type of real property under consideration.

The above definition of fair market value must also be applied to rented accommodations, whereby the estimated dollar amount is a rental price, and the willing parties are the owner and the tenant. In the case of owned buildings, the eligible annual cost will be based on fair market value of rent or imputed rent.

Travel

Reimbursement of staff costs for travel required to carry out the management of the delivery and administration of Child and Family Centres. Travel costs in Ontario that are associated with attendance at meetings relevant to Child and Family Centre service delivery. CMSMs and DSSABs are to refer to the [Ontario Public Service Travel Directive](#) as a guide.

Education and Staff Training

Staff development and educational opportunities which assist in the management and administration of the Child and Family Centre system. Travel, accommodation and costs associated with educational conferences, seminars etc. within Ontario and Quebec.

Technology

Computer hardware, general office software, network access charges, operating costs, general operating system enhancements, general office software updates, computer supplies and maintenance.

General Office Expenses

Costs associated with the following items may be required to support the management of the Child and Family Centre programs and services:

- Telephone, internet, fax (may include rentals, regular charges, long distance, etc.)
- Postage and courier
- Office supplies (may include stationery, forms, maps, books, periodicals)
- Printing (may include production, translation, printing and other costs)
- Photocopier rental and services
- Insurance payments (fidelity, fire, public liability, theft, other) including bonding and liability insurance for staff
- Office equipment and maintenance
- Building maintenance (may include janitorial, cleaning, minor repairs)
- Bank transaction charges
- Collection and bad debt costs (may include court fees, credit bureau etc.)
- Advertising and marketing (job postings, newsletters)
- Research, consultation and professional services

- Moving and relocation
- Security
- Records Management
- Minor miscellaneous expenses

In determining employee salaries and wages, include total gross salary and wage payments to all full-time, part-time, temporary, relief and staff on paid leave of absence. Total salaries equals gross pay including overtime, paid vacation, paid sick leave, statutory holidays etc. The employer's share of employee benefits can be included when calculating benefit costs.

INADMISSIBLE EXPENDITURES

All expenditures arising from transactions not conducted at arms-length from the CMSM or DSSAB (e.g. transactions in which both parties to the transaction may not be acting independently of each other due to a previous relationship) are inadmissible unless transacted at fair market value.

Expenses that do not directly support the provision of Child and Family Centre services are inadmissible and include the following:

- Interest expenses incurred on capital or operating loans
- Professional organization fees paid on behalf of staff for membership in professional organizations
- Property tax expenses
- Fundraising expenses
- Donations to charitable institutions or organizations
- Bonuses, gifts and honoraria
- Capital loans
- Mortgage financing
- Reserve Funds

Quality Assurance Tools

Administration funding cannot be used to support the development or purchase of quality assurance tools.

Recovery

Should a CMSM or DSSAB choose to exceed the Administration Maximum Allowable Expenditure (10 per cent of the total 2018 Child and Family Centre allocation in 2018, and 10 percent of the total 2019 Child and Family Centre allocation in 2019); any additional expenditure must be funded with 100 per cent municipal contributions. If the

additional spending over and above the maximum allowable expenditure is not funded with 100 per cent municipal contributions, the Ministry will recover the overspent funds equal to the amount of overspending on administration above the maximum allowable expenditure.

Reporting Requirements

CMSMs and DSSABs are required to report on staff and position, salaries and benefits, and total administration expenditures. Additional reporting requirements are set out in section 6.

CHILD CARE AND EARLY YEARS PLANNING AND DATA ANALYSIS SERVICES EXPENSE

Service System Managers and Service System Planning

CMSMs and DSSABs are the designated service system managers responsible for planning and managing licensed child care services and early years programs at the local level.

Service system managers must develop service plans reflective of provincial interests set out in the *Child Care and Early Years Act, 2014*.

Service planning should be done in the context of the full range of coordinated early years and care services for children and families. This planning includes engaging and consulting with children and families, service providers, school boards, and community agencies in order to deliver and implement a Child Care and Early Years Service System Plan.

Service system managers are required to develop or revise service system plans in order to address requirements as set out in the legislation, regulations, and provincial policy. Service system plans must be approved by the council of the municipality, or by the members of a district social services administration board and submitted to the Ministry in 2019.

The Ministry is continuing to provide dedicated funding to support meaningful community planning processes that inform service system planning decisions.

Purpose

Funding to support CMSMs and DSSABs in service system planning and data analysis activities

- Ensure child care and early years services are responsive to the needs of children aged 0-12 and their families.
- Ensure that local early years programs and services are reflective of relevant, current research and evidence; and
- Lead local knowledge mobilization and act as a resource in the community related to early years research and data including the Early Development Instrument (EDI) and related community measures.

Priorities

- Ensure the active engagement of Indigenous and Francophone partners in the planning, management and delivery of responsive programs and services.
- Facilitating smooth transitions and seamless care for children and families.

- Solicit advice and support local coordination and planning to enhance integration between early years services, schools and specialized community services.
- Increasing access to address unmet demand for child care and early years services.

Minimum Expenditure Requirement

CMSMs and DSSABs are required to spend a minimum amount of their total Child and Family Centre allocation on Child Care and Early Years Planning and Data Analysis Services, recognizing the importance of evidence-informed decision making and the role of CMSMs and DSSABs.

This minimum expenditure amount is set out in the budget schedule of your 2018 Child and Family Centre Agreement and is based on 2017 allocations for early child development planning and data analysis services. Where a CMSM or DSSAB does not meet the minimum spending requirement, the Ministry will recover all remaining unspent funds.

Allowable Expenses

Funding may be used to:

- Regularly engage in discussions to collect insights from community partners, parents, caregivers and children to inform local programs and services;
- Support local planning groups in coordination and planning activities, raise awareness, and share information and research;
- Ensure collection and retention of key local historical data on early years and where appropriate, incorporate these data into early years planning;
- Employ staff to support policy development for local child care and early years service system plans;
- Build capacity, awareness and understanding of early years research among community partners, and promote use of research and evaluation findings in evidence-informed decision-making;

Engaging Indigenous Partners

In May 2016 the province released [*The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples*](#). Under this commitment, the province is working closely with Indigenous and sector partners, including CMSMs and DSSABs to address the legacy of residential schools, close gaps and remove barriers, support Indigenous culture and reconcile relationships with Indigenous peoples.

This includes a commitment to enhance access to culturally relevant, Indigenous-led early years programs and services off-reserve, including child care and child and family programs. Programs will be delivered by Indigenous organizations in partnership with CMSMs and DSSABs.

CMSMs and DSSABs are expected to engage Indigenous partners on an ongoing basis as part of their local planning for the early years.

Reporting Requirements

CMSM/DSSABs are required to report on staff and position, salaries and benefits, and total child care and early years planning and data analysis expenditures through EFIS. Additional reporting requirements are set out in section 6

SECTION 5: MINISTRY BUSINESS PRACTICE REQUIREMENTS

OVERVIEW OF CONTRACTING PROCESS

In accordance with the Government of Ontario's Transfer Payment Accountability Directive, and consistent with the principles of prudent fiscal management, funds must be flowed to recipients only upon signature of the service agreement.

Service agreements are due to the Ministry no later than October 31, 2017 in order to issue payment by January 1, 2018. Please note that late filing of service agreements may result in delays in payments being issued.

The contracting process will consist of the following three stages: contracting; payment; and financial reporting.

Contracting

Service agreements between the Ministry and CMSMs and DSSABs:

- set out expectations, terms and conditions of funding to support good governance, value for money, and transparency in the administration of transfer payment funds;
- document the respective rights, responsibilities, and obligations of the Ministry and CMSMs and DSSABs;
- include specific, measurable results for the money received, reporting requirements, and any corrective action the government is entitled to take if agreed upon results are not achieved; and,
- subject to the *Freedom of Information and Protection of Privacy Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation, allow for inspection by the Province and/or independent professionals identified by the Province of any relevant financial and non-financial documents relating to the program to verify program progress and financial information including the Recipients' allocation and expenditure of funds. In addition, the agreements do not limit the power or authority of the Auditor General of Ontario.

Funding and Contract Cycles

The agreement between the Ministry and CMSMs and DSSABs for Child and Family Centres will be effective for two years from January 1, 2018 to December 31, 2019.

A two year contract cycle supports CMSMs and DSSABs with budget continuity to support planning and program transformation, and reduces the administrative burden of an annual sign-off. Although the service agreement is in place for two years, the Ministry is required to provide annual allocations, and CMSMs and DSSABs are required to submit the required reporting for each year of the two-year contract in order

to assess compliance with the terms and conditions as set out in the agreement. CMSMs and DSSABs are required to report service and financial data in the Interim Report and Financial Statement submissions.

REPORTING AND FINANCIAL ACCOUNTABILITY

Financial Reporting Cycle

As stated in the Reports Schedule of the service agreement, CMSMs and DSSABs are expected to provide the following submissions to the Ministry as per the following cycle:

Submission Type	Due Date
Service Agreement	October 31, 2017
Interim Report (2018)	August 31, 2018
Financial Statements (2018)	May 31, 2019
Interim Report (2019)	August 30, 2019
Financial Statements (2019)	May 31, 2020

In-Year Funding Adjustments

As per the service agreement, the Ministry automatically adjusts entitlement and the resulting cash flow to reflect under spending which is expected or forecasted following the submission of the Interim Report and Financial Statements (where actual under spending is reported).

These adjustments will result when the following occurs:

- projected or actual spending levels indicate that the CMSM or DSSAB will not generate an entitlement amount to the same level that was communicated in the service agreement;

POLICY FOR LATE FILING

The Ministry acknowledges that the majority of CMSMs and DSSABs provide signed service agreements, updated financial submissions and related information on a timely basis.

The intent behind the late filing process outlined below is to ensure the Ministry has the information required to demonstrate accountability for public funds. The Ministry will continue to support our CMSM and DSSAB partners with timely financial documentation filing through regional outreach, training and Ministry resources. Late filing policies of financial submissions are implemented as follows:

1. Policy for late filing of signed service agreements:

Where a signed service agreement is not received by the Ministry six months from the effective date of the new contract the Ministry will stop all payments to the CMSM or DSSAB until the signed agreement is submitted. (Please note this relates to renewal of future service agreements and is not applicable for 2018 or 2019).

2. Policy for late filing of financial submissions, including:

- a) Financial reporting (interim report, financial statements)
- b) Queries related to financial reporting
- c) Financial documentation (audited Financial Statements, Review Engagement Reports)
 - Where a CMSM or DSSAB files its submission after the filing deadline, the Ministry will take the following action until the submission has been received:
 - If the submission is not received by the Ministry within 30 days after the filing deadline, the Ministry will inform the CMSM or DSSAB that the submission is overdue.
 - After 31 days, cash flow will be reduced by 50 per cent of their monthly payment. The Ministry will work with the CMSM or DSSAB to discuss any challenges with providing the information and to offer support.

Upon submission of Ministry requirements, the Ministry will revert back to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

The Ministry reserves the right to suspend funding (in year or in the subsequent year(s)). Should a CMSM or DSSAB have any outstanding submissions the Ministry may exercise its discretion by not providing funding in the subsequent calendar year.

INTERIM REPORTING

The Interim Report allows CMSMs and DSSABs to monitor in-year performance against financial and service data targets. The Interim Report submission is submitted annually by each CMSM or DSSAB to the Ministry. Interim Report is for the period ending June 30 with a projection of expenditures and service data to December 31 of each year.

FINANCIAL STATEMENTS REPORTING

The Financial Statements reporting submission represents the CMSM or DSSAB's performance against its financial and service targets for the year. It is due five months following the CMSM or DSSAB's year-end date and includes the following five elements:

1. Audited financial statements of the CMSM or DSSAB;
2. A post audit management letter issued by the external auditors. If such a letter is not available, confirmation in writing for the rationale as to why it is not available;

3. A special purpose audit report⁴ which includes the breakdown of expenditures and other restrictions for both child care and Child and Family programs funded by the Ministry and outlined in this guideline;
4. An active EFIS submission;
5. Signed copies of the following documents printed out from the active EFIS submission of the 2018 and 2019 Financial Statements:
 - a) Cover Page
 - b) Adjusted Gross Expenditure page
 - c) Funding Entitlement Calculation page

VARIANCE REPORTING

Variance reporting is required for identified significant variances in expenditures for Interim Report⁵ and Financial Statements. CMSMs and DSSABs will be required to report significant variances, reason for variances, impacts on staff and services and provide an action plan as part of financial reporting.

Variances

Significant variances are identified as follows:

- At Financial Statements: A variance report is required if the financial or service data are \$25,000 and 10% over or under the Interim Report total projections.

Significant Variance

	Variance Reporting
Financial Data	+/- \$25,000 and +/- 10%
Service Data	+/- 10%

Exceptions to Variance Reporting

Where additional funding is announced following the receipt of the Interim Report submission in EFIS, a modified variance reporting methodology will be introduced to allow CMSMs and DSSABs to report on variances based on the revised funding allocation and increased expenditures.

⁴ The special purpose audit report will allow for the independent verification of data reported within EFIS. Sample word and excel templates will be provided at a later date.

⁵ Variance reporting will not be required for the Interim Report in 2018.

PAYMENT

Budget Schedule

The Budget Schedule identifies the Ministry's allocation to CMSMs and DSSABs for 2018 and 2019. Generally, the allocation is divided into 12 payments for each year.

Payment Mechanics

Monthly cash flow percentages are based on the annual allocation:

Month	Percentage	Month	Percentage
January	8.3%	July	8.3%
February	8.3%	August	8.3%
March	8.4%	September	8.4%
April	8.3%	October	8.3%
May	8.3%	November	8.3%
June	8.4%	December	8.4%

Based on Service Agreement:

The original monthly cash flow will be updated to reflect the 2018 allocations upon receipt of the signed service agreement.

Based on Interim Report:

If the Interim Report submission in EFIS reflects a different entitlement amount than in the Service Agreements, then the cash flow for the October payment will be adjusted based on 10/12th of the entitlement amount subtracting the total amount of payments made to date in the year. The following monthly payments will be based on the monthly cash flow percentages as noted above multiplied by the entitlement amount in the Interim Report submission in EFIS.

Based on Financial Statements:

When the CMSM or DSSAB submits their Financial Statements, if the entitlement calculated in the Financial Statements exceeds the total amount paid for the year, the difference will be cash flowed to the recipient after the review of the Financial Statements submission by the Financial Analyst. Any amounts owing by the CMSM or DSSAB to the Ministry will be deducted from a future month's cash flow amount. The CMSM or DSSAB is not required to issue a cheque for the recoverable amount.

BUSINESS PRACTICES WITH SERVICE PROVIDERS

Standards and Requirements

CMSMs and DSSABs are required to:

- Ensure that funds are used in accordance with the service agreement and the Ministry's policies, procedures, and guidelines;
- Monitor the use of funds with service providers on an annual basis; and
- Reconcile service provider use of funds and recover funds as required.

CMSMs and DSSABs must also have policies and procedures in place to fulfill all of their reporting requirements to the Ministry. This accountability applies to both service providers from whom CMSMs and DSSABs have purchased service as well as services directly operated by CMSMs and DSSABs. In addition, the delivery agent's financial policies and procedures are subject to Ministry review.

Reconciliation

CMSMs and DSSABs must have a comprehensive reconciliation process in place with service providers. This process allows CMSMs and DSSABs to reconcile actuals against allocation, assist in recovering unused funds as indicated below and provide supporting documents for audit purposes. The CMSM's or DSSAB's reconciliation process should be documented, retained and is subject to Ministry review.

Recoveries

Identified unused funds must be recovered from service providers within two years of the claim being discovered. These funds must be identified as offsetting revenues in EFIS in the year that the unused funds relate to (e.g. if the unused funds pertain to the 2018 calendar year, then the 2018 Financial Statement submission in EFIS should be adjusted to reflect the recovery). Contact your Ministry Financial Analyst once the funds have been recovered in order to update the relevant EFIS submission and for further assistance with this process.

Major Capital

CMSMs and DSSABs are required to advise the Ministry of any knowledge regarding the sale/transfer/renovation of child and family program properties that previously received capital funding from the government.

SECTION 6: DATA REPORTING

CMSMs and DSSABs are required to submit reports to the Ministry to ensure appropriate oversight of transfer payment activities, track achievement of program and policy objectives, support provincial level analysis, and inform provincial report backs to the Government of Canada regarding federal investments.

CANADA-ONTARIO BILATERAL AGREEMENT ON EARLY LEARNING AND CHILD CARE

New investments of \$40 million for Child and Family Centres under the agreement is intended to support up to 100,000 more child and family visits and up to 100 new centres province wide over the next three years.

June 2018 Update on Implementation

Recognizing that 2018 will be a transition year as CMSMs and DSSABs roll out plans for Child and Family Centres, CMSMs and DSSABs will be required to submit a mid-year report back in June 2018 to provide an update to the province on the implementation of its Child and Family Centre plan, and track progress on Ontario's commitments under the Canada-Ontario Bilateral Agreement on Early Learning and Child Care.

The update will build on initial plans service system managers will submit to the Ministry in September 2017 and should include information on projected growth, and service data demonstrating how Child and Family Centres are using new provincial and federal funding to meet community need. Additional information will be provided following submission of preliminary plans in September 2017.

MINISTRY REPORTING REQUIREMENTS

In addition to reporting expenditures by expense category set out in section 4 and 5 of this guideline, the Ministry is also collecting service data to monitor the impact of Child and Family Centres.

Child and Family Centre Website

As noted in the Introduction of the guidelines, the Ministry is developing an online hub for parents to easily access information, resources and tools to help connect them to a range of government early years programs including information about Child and Family Centres (e.g. address, hours of operation).

The website is a key component in supporting outreach and awareness to parents and caregivers about child and family programs and services. In order to streamline administrative and reporting processes, the Ministry will collect site-level information regarding Child and Family Centres through the website.

More details, including processes to ensure information on Child and Family Centres is up to date on the website will follow in the Fall.

EFIS Data Reporting

CMSMs and DSSABs are required to report on the following data elements regarding the delivery of Child and Family Centres in their EFIS interim report and financial statement submissions. Definitions of each data element can be found in Appendix A of this guideline.

Child and Family Centres – Service Data

- Number of Child and Family Centre sites
- Number of purchase of service agreements for Child and Family Centres
- Number of children served
- Number of visits made by children
- Number of parents/caregivers served
- Number of visits made by parents/caregivers

Mandatory Core Services and Customized Community Connections

- Number of FTE program staff
 - Number of FTE non-program staff (excluding data and analysis/planning staff)
 - Number of FTE program staff who are RECEs
 - Number of FTE program staff receiving RECE exemptions
 - Number of service providers that have received an RECE exemption
 - Confirmation that all centres are compliant with planning guidelines and that programming aligns with HDLH
-

APPENDIX A: DATA ELEMENTS AND DEFINITIONS

CHILD AND FAMILY CENTRES - FINANCIAL DATA

Name: Adjusted Gross Expenditures

Definition: The Adjusted Gross Expenditure amount is the gross expenditures amount minus any offsetting revenue amounts (e.g. municipal contributions).

EFIS Schedule: Expenditures

Frequency: Interim Report, Financial Statements (EFIS)

Name: Gross Expenditures

Definition: The total cost of for the delivery of Child and Family Centre programs and services.

EFIS Schedule: Expenditures

Frequency: Interim Report, Financial Statements (EFIS)

Name: Revenue

Definition: This is the amount the CMSM or DSSAB contributes to Child and Family Centre program costs.

EFIS Schedule: Expenditures

Frequency: Interim Report, Financial Statements (EFIS)

CHILD AND FAMILY CENTRES – SERVICE DATA

Name: Total Number of Child and Family Centre Sites

Definition: The number of physical locations where there are Child and Family Centres. Child and Family Centres offer core services year round, atleast five days a week, including either Saturday or Sunday (either through one or multiple locations). All locations should be included in reporting the total number Child and Family Centre Sites.

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of Purchase of Service Agreements

Definition: Number of service agreements held between a CMSM or DSSAB and a service provider to deliver Child and Family Centre programming

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of Children Served

Definition: Number of children, aged 0-6 that received services at some point during the calendar year. A child is reported in the EFIS report in which he/she received services and counted once during the year. This data element is only used when a child participates in an early learning activity

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of Visits made by Children

Definition: the total number of visits that children, aged 0-6, made to Child and Family Centres

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of Parents/Caregivers Served

Definition: The number of parents/caregivers who actively participated in a program, either with their children or separately. A parent/caregiver is reported in the EFIS report in which he/she received services and counted only once during the calendar year.

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of Visits Made by Parents/Caregivers

Definition: Total number of visits that parents/caregivers made to Child and Family Centres

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

MANDATORY CORE SERVICES AND CUSTOMIZED COMMUNITY CONNECTIONS

Name: Number of FTE Program Staff

Definition: The number of full-time equivalent staff who are involved in the development, design and delivery of Child and Family Centre programs and services. Full-time equivalent is based on a minimum of 35 hours/week

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of FTE Non-Program Staff

Definition: The number of full-time equivalent non-program staff (including cooks, drivers, housekeeping, clerical, and financial staff and chief administrators) employed by Child and Family Centre service providers. Full-time equivalent is based on a minimum of 35 hours/week. This excludes FTEs to deliver planning and data analysis services.

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of FTE Program Staff that are Registered Early Childhood Educators (RECE)

Definition: The number of full-time equivalent program staff who hold an RECE. Full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of FTE Program Staff who received a Registered Early Childhood Educator Exemptions

Definition: The number of FTE program staff exemptions that have been granted exemptions from the RECE requirement. Full-time equivalent is based on a minimum of 35 hours/week

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of Service Providers that have received an exemption from requiring a Registered Early Childhood Educator

Definition: The number of service providers that have been granted an exemption from the requirement of having an RECE at the centre to provide core services related to early learning and development.

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Programming guided by How Does Learning Happen?

Definition: confirmation that Child and Family Centres programs and services are guided by and align with the foundations in How Does Learning Happen?

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

ADMINISTRATION

Name: Number of full-time equivalent staff by position

Definition: The total number of full-time equivalent staff by position supported through administration funding. Full time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of staff (head count) by position

Definition: The total number of staff (head count) by position supported through administration funding

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

CHILD CARE AND EARLY YEARS PLANNING AND DATA ANALYSIS SERVICES

Name: Number of full time equivalent staff

Definition: total number of full-time equivalent staff to deliver planning and data analysis services. A full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)

Name: Number of staff (head count) by position

Definition: The total number of staff (head count) by position supported through child care and early years planning and data analysis services funding

EFIS Schedule: Data Elements

Frequency: Interim Report, Financial Statements (EFIS)