

**Ministry of Education
Early Years and Child Care
Division**

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**Ministère de l'Éducation
Division de la petite enfance et
de la garde d'enfants**

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MEMORANDUM TO: Chief Administrative Officers, CMSMs and DSSABs
General Managers/Commissioners, CMSMs and DSSABs
Children's Service Managers, CMSMs and DSSABs

FROM: Jeff Butler
Director
Early Years and Child Care Policy Branch

DATE: August 22, 2017

SUBJECT: Ontario Child Care and Early Years Service System Plans

The Ministry recognizes the essential role that service system managers play in planning, managing, and funding local child care and early years programs and services.

As you know, the *Child Care and Early Years Act, 2014* (CCEYA) requires service system managers to establish a child care and early years programs and services plan (service system plan) for their service area that addresses matters of provincial interest under the Act. Service system plans will allow for a province-wide opportunity to analyze the impacts of programs and services, identify progress and service gaps, and foster evidence-based decision making to continue to support service system managers and the early years and child care sector.

Regulations under the CCEYA provide clarity on procedure and content related to service system plans and duties of service system managers. These regulations require service system managers to update their plans at least every five years and consult with child and family programs on the development and implementation of plans.

Attached you will find the Ontario Child Care and Early Years Service System Plan Resource. This document is intended to provide helpful direction and information to service system managers during the development, revision and implementation of their service system plan. Service system managers contributed to the development of this document by providing input, and I would like to thank Consolidated Municipal Service Managers and District Social Services Administration Boards on behalf of the Ministry for this contribution.

The **resource document** outlines key elements that service system managers are expected and encouraged to include in their service system plan to ensure that plans assess community need, are reflective of the engagement of all relevant community partners, establish strategic priorities and outcomes, and outline steps for implementation.

The Ministry recognizes that many service system managers currently have service system plans and are operating at various stages within their plan. The Ministry also acknowledges that it will take time to update and revise plans to meet regulatory requirements; therefore existing or revised service system plans are expected to be submitted to the Ministry by June 30, 2019. The Ministry will review service system plans once they are submitted by the aforementioned date, and will work with service system managers to determine key reporting pieces and establish reporting requirements going forward. No new reporting requirements will be implemented at this time related to these plans.

The information provided in the resource document is intended to provide helpful direction and information for service system managers. If assistance is required with respect to the interpretation of the legislation and its potential application in specific circumstances, please contact your legal counsel.

Service system managers may also direct inquiries to their regional contact in the Programs and Service Integration Branch.

I would also like to draw your attention to an ongoing process that the Ministry will be fully implementing this fall. Beginning in September 2017, when service system managers are notified of a new licence application in their service area, they will also receive instructions for advising the Ministry whether the issuance of the licence would result in child care that is consistent with the local service system plan.

In recognition of the essential role that service system managers play in licensed child care, the CCEYA provides that service system managers have the option to provide advice that will be considered during the licensing process. Service system managers can choose whether to provide this advice.

Should you choose to act on this opportunity the Ministry will consider the advice, along with other information available about the application, in determining whether to issue a licence to operate child care. If you have any questions about this process, I encourage you to contact the Child Care Quality Assurance and Licensing Regional Manager in your area.

Thank you for your ongoing partnership in supporting the child care and early years needs of families in Ontario.

Sincerely,



Jeff Butler, Director
Early Years and Child Care Policy Branch

Copy: Julia Danos, Director, Programs and Service Integration Branch, Ministry
 of Education
 Holly Moran, Director, Child Care Quality Assurance and Licensing
 Branch, Ministry of Education
 Child Care Advisors, Programs and Service Integration Branch, Ministry of
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