

Child care and early learning updates e-newsletter

February 12, 2026

Welcome to The Regional Municipality of Durham's child care and early learning updates e-newsletter. These e-newsletters provide licensed child care operators in Durham Region with updated information related to child care.

This edition includes the following topics:

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Canada-wide Early Learning and Child Care (CWELCC) Standardized Financial Report (SFR)

The year-end reconciliation is required to be uploaded to the Child Care Operator Portal by February 28. Please email Jenna.Peters@durham.ca once you have uploaded the template. The template can be found under Communication and Resources, Broadcast, CWELCC SFR - Centres or CWELCC SFR - Home Agencies.

Reminder: CWELCC fee requirements

Under the 2025 CWELCC guidelines, participating child care programs must not add any mandatory fees on top of the approved CWELCC parent rate. This includes registration, waitlist, and administration fees.

Families should only be paying the CWELCC daily rate for their child's age group, as stated in the guidelines.

Parent fees

The maximum daily fee for children zero to five years of age in a CWELCC-enrolled centre is \$22 per day. Fees charged for children zero to five years of age may not be increased at any time; therefore, if your current rate is below \$22 per day, the reduced rate must be maintained.

Operating capacity change form

As the year progresses, enrolment changes are expected. To ensure CWELCC funding allocations remain accurate, it is important to report any changes in operating capacity in a timely manner. While the CWELCC program primarily focuses on children aged zero to five, the number of school-age children can also impact the allocation by adjusting the weighting of CWELCC-eligible children. Reporting all operational changes ensures that the Child Care and Early Years Division (CCEYD) maintains the most current and accurate information. The enrolment change form can be found on the Child Care Operator Portal located as a website link on your main page.

Professional Learning Funding

A reminder that the 2026 Professional Learning Funding [application](#) is now open. To be considered, operators must submit an application that includes detailed information about the proposed professional learning opportunity. All professional learning activities must take place between January 1 and December 31, 2026, and will be subject to year-end reconciliation with the required supporting documentation. For more information, please review the Professional Learning Funding policy (Policy #1 110) on the Child Care Operator Portal. If you have any questions about Professional Learning Funding, please contact Stacey Stevenson at Stacey.Stevenson@durham.ca.

Funding confirmation letters

For the 2025 calendar year, auditor requests for funding confirmation letters will be processed after all funding has been fully reconciled. This process ensures accuracy and consistency across funding types.

The CCEYD is currently reviewing and updating policies related to audited financial statement submission deadlines. Further details will be shared once this work is complete. As the process for funding reconciliation has increased in scope, it is

recommended that operators speak with their auditors and review internal processes to ensure compliance.

Fee Subsidy placement information in the Child Care Operator Portal

All approvals for Fee Subsidy children are listed in the Child Care Operator Portal under the Fee Subsidy Placements tab. This information is accurate as of the date it is entered into the portal. As details such as codes or end dates change, the Child Care Operator Portal will be updated. The only exception is when a care code automatically flips to the next age care code. (E.g., IF flips to TF which flips to PF based on the child's birth date). These will remain unchanged in the Child Care Operator Portal until the caseworker completes a manual update. Absent days are not updated regularly and are only accurate as of the day/month the caseworker updated the Child Care Operator Portal.

For the most accurate absent day count, check the Attendance Schedule in the Ontario Child Care Management System (OCCMS) under the Record of Attendance (ROA). The column "Allowable Non-Attended Days Remaining" shows the current number of absent days left.

All children who were approved for Fee Subsidy in 2025 will start 2026 with 48 absent days for the year. The child can be absent from the program and Fee Subsidy will pay for its portion of the cost of care. Children who start Fee Subsidy later in the year will have days prorated based on the month they start. If a child uses more than their allotted number of absent days, the family will be responsible for paying the full fee for any additional absent days. Families may appeal for additional absent days, but only after they have used all their allotted days.

Centres are responsible for reporting to their caseworker when a child is absent from program for three days without an explanation from the parent.

Child Care Operator Portal notification reminder

As a reminder, child care operators are required to notify the CCEYD after submitting documents to the HO Shared Documents or SITE Shared Documents sections of their Child Care Operator Portal, as notifications phased out in the fall of 2025. After uploading a file, operators must:

- Email the CCEYD staff member who requested the documentation, or
- An email can be sent to CCEYDnotifications@durham.ca, if the operator is

unsure of which staff member to send the documentation to. The operator should reference the name and/or type of document that was uploaded, and the folder it was placed in.

When returning a document at the request of a CCEYD staff, please ensure it is uploaded to the folder specified in the 'Return Document To' column. These steps help ensure timely processing and follow-up.

Child care operators' completion of billings

To avoid payment delays, child care providers must complete and submit their billings ROA in OCCMS on time. Multi-site operators must complete all site schedules within the required timeframe for payment to go through. Payments take two to three weeks for accounting clerks to process.

The due dates for ROAs are posted in the Child Care Operator Portal under Communications and Resources, Resources for Operators, 2026 EFT Deposit Schedule.

Child care centres' attendance must be completed and received by noon on the fifth business day of the month.

Home-based child care attendance must be completed and received by noon on the seventh business day of the month. This additional time is due to the complex process of collecting and verifying attendance for home-based child care.

To avoid delays, review the Fee Subsidy change report and contact your caseworker with any questions before generating the ROA.

Agencies that are late in submitting their billings will receive a reminder on the due date from their accounting clerk. If billings have not been submitted two days after the due date, a Fee Subsidy program manager will contact the head office to inquire. Late completion of billings will result in a delay in payment for the entire agency.

Full or refresher training on billings is available at any time. . All new staff or staff returning from a leave must be trained by CCEYD. To request training, contact ChildCareTechSupport@durham.ca.