

# Child care and early learning updates e-newsletter

**February 27, 2025**

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:

- Enhanced staffing funding update
- Children's Developmental and Behavioural Supports (CDBS) referrals
- Child Care Operator Portal reminder
- Canada-wide Early Learning and Child Care (CWELCC) system cost reviews
- Looksee developmental checklists
- Individual user accounts for the Child Care Operator Portal
- Submitting Fee Subsidy change reports
- New Schedule Bs posted on the Child Care Operator Portal

## Enhanced staffing funding update

There has been a change from previous communications regarding enhanced staffing funding reporting and payment processing. This change is based on updated provincial guidance and reporting requirements.

For 2025, child care centres are required to submit a monthly report on the use of approved enhanced staffing funding. This reporting must be completed using the operator tracking tool included in the January to June 2025 summary of allocation.

Completed reports are due by the 15 of the month following the month in which enhanced staffing funding was utilized. For example:

- The January report is due February 15.
- The February report is due March 15.

Once the data for the reporting month has been entered, please upload your operator tracking tool to the budget and funding folder in the Child Care Operator Portal. Payments will be issued once the monthly report has been submitted, reviewed, and reconciled by the Children's Services Division. We apologize for any inconvenience this change may cause.

## Children's Developmental and Behavioural Supports (CDBS) referrals

Children's Developmental and Behavioural Supports (CDBS) has updated the referral process to make it easier to submit the information to initiate service.

Child-specific and room consultation includes modeling and coaching strategies using the principles of Applied Behaviour Analysis (ABA), motivational interviewing, and solution-focused coaching to address one or two priority goals. Educators receive recommendations, relevant resources, and teaching strategies to support an educator-mediated intervention to address the chosen goal(s) that educators and their behaviour consultants collaborate on. The service is educator-mediated, meaning behaviour consultants help the educator learn strategies to use in the program through modeling, coaching, and support for meaningful behaviour change and/or skill development.

**Referral package and consent:** The referral package is now online for improved convenience. It can be found on the [Children with Special Concerns and Needs](#) page on the regional website.

These changes will streamline the referral process, ensuring that child care centres receive the service they require from CDBS as quickly as possible. Please start using the online referral package immediately. Any programs that submit old forms will be redirected to the new online process.

**Child-specific consultation:** Child-specific consultation supports educators and children with a variety of interfering or challenging behaviours, as well as building important skills. CDBS uses the term "interfering behaviours" as they interfere with a child's ability to engage in meaningful interactions and activities, including daily routines, social skills, communication, play, and learning.

The consent that is submitted with the referral for a child-specific consultation indicates that the family/guardian is consenting to the child care centre making a request to CDBS for service and initial information sharing. CDBS will connect with the family/guardian directly to obtain consent to initiate service delivery.

**Child care room consultation:** Child care room consultation includes modeling, coaching, and strategies for specific room goals.

- A referral package is required for a child care room consultation.
- No consent is required for a child care room consultation as the strategies provided are general room strategies and not for a specific child in the program.

Contact Children's Developmental and Behavioural Supports at [behaviouralsupports@durham.ca](mailto:behaviouralsupports@durham.ca) if you have any questions or require support with the new online referral process.

## Child Care Operator Portal reminder

The Child Care Operator Portal is a valuable communication tool for the Region of Durham Children's Services Division and child care operators. As a reminder, please ensure that this communication tool is not being used as a storage site. Child care operators are responsible for maintaining and storing their files internally. Files on the Child Care Operator Portal are frequently verified and removed to maintain the storage capacity of the site. To guarantee that all child care operator's documents are easily accessible and accounted for, documents must be stored within internal storage systems.

## CWELCC cost reviews

To support Ontario's cost control framework and ensure public funding is used as intended under the Canada-wide Early Learning and Child Care (CWELCC) system agreement, the Ministry has tasked the Region of Durham, as service system manager, to review the costs of child care operators with high legacy top-up allocations.

Child care operators with a legacy top-up ratio (calculated as the centre's top-up divided by their benchmark allocation) higher than the Region of Durham's growth multiplier for the year, may be selected for a cost review. This review process is intended to identify potential cost efficiencies while ensuring the continued sustainability of services. Child care operators will be notified by March 31 if they are selected to participate in the 2025 cost review process.

## Looksee developmental checklists

The Looksee developmental checklists were previously available for free, but this changed in 2023. As a result, some child care operators who relied on these checklists may now be facing a gap in their resources. Child care operators may choose to access all Looksee developmental checklists electronically (including in multiple languages) by signing up for a paid annual Looksee for professionals membership.

**For more information, visit the [Looksee developmental checklist](#) website.**

## Individual user accounts for the Child Care Operator Portal

All individuals accessing the Child Care Operator Portal or Ontario Child Care Management System (OCCMS) must have their own individual login credentials. Users should not share username and password information. Anyone requiring a user account can email [childcaretechsupport@durham.ca](mailto:childcaretechsupport@durham.ca) to make the request.

## Submitting Fee Subsidy change reports

**Submitting Fee Subsidy change reports:** Fee Subsidy change reports are to be submitted monthly, regardless of whether there are changes to report. Instructions on this process can be found on the [Child Care Operator Portal](#) under resources for Purchase of Service (POS) service providers. The resources folder also contains other 'how to' documents and important dates.

Things to note on the Fee Subsidy change report:

- Compare your paper attendance – does it match the list of Fee Subsidy children on the Child Care Operator Portal? Are there any children missing?
- Have you noted all upcoming placement end dates? (these are highlighted on the list in pink) A reminder to the client that their Fee Subsidy review is due is helpful.
- Under the Care Description Column, does the code match the care the child is using? For example, code is SBA (before and after school) and the child only ever attends SA (after school)
- Does the school board listed match the school the child attends?
- Did any child give notice of their last day?
- Did any child stop attending child care?
- Has any child been away for more than three consecutive days, and you have not heard from the family?

You do not need to wait for the report to be due. If you know of changes, it is always best to connect with your caseworker immediately.

## New Schedule Bs posted on the Child Care Operator Portal

The updated Schedule B reflects a fee decrease due to the CWELCC system for infant, toddler, preschool, and kindergarten children. It is the responsibility of the child care service provider to review these rates and notify the Fee Subsidy office immediately if there are any discrepancies. These rates are effective January 1, 2025.

Additionally, the updated Schedule B includes new kindergarten codes, all beginning with a "K." There are further CWELCC codes for school-age children who turn six from September to December, as well as kindergarten children who turn six before September. These codes indicate the CWELCC and non-CWELCC rate reductions depending on when a child is no longer eligible in the CWELCC system.

Given the significant changes in the new Schedule B, we request that all service providers sign-off on the rates and submit them back to the Child Care Operator Portal. Signed Schedule Bs should be uploaded to the Service Agreements and Schedules folder within the Head Office Action documents tab.

We appreciate everyone's cooperation in reviewing and submitting the Schedule B. If your agency has already responded to the original request, thank you. If you have any questions, please contact [Carrie.Butler@durham.ca](mailto:Carrie.Butler@durham.ca).