

Child care and early learning updates e-newsletter

August 29, 2022

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:

- CWELCC guidelines update
- CWELCC agreement
- CWELCC implementation

CWELCC guidelines update

Current status

On August 17, licensees received the updated Ministry of Education CWELCC guidelines (previously released April 2022). The updated guidelines include changes to timelines for issuing refunds and reducing fees. Both the [updated guidelines](#) and [updated regulation](#) are available online.

CWELCC agreement

A sample of the CWELCC system service agreement will be posted on Monday August 29. You will find the agreement in the operator portal under News, Events, Resources, and Communications.

The CWELCC agreement consists of an amendment to the currently existing service agreement, plus Schedule L - the CWELCC Services schedule.

The amendment document includes new clauses that are updated or new to the existing agreement. All licensees who receive funding of any kind from the Region currently have the existing agreement. Schedule L outlines additional details specific to the CWELCC funding.

As 2022 is the final year of Durham's current child care services multi-year agreement, this agreement, and all schedules are currently under review as part of our regular agreement updating process. The full agreement and all schedules will be updated for 2023.

Please reach out to Julie Gaskin at Julie.Gaskin@durham.ca if you have concerns or require clarification about our agreements.

CWELCC implementation

Beginning the week of September 6, Durham's CWELCC enrolment process will start. The next steps are as follows:

- Week of August 29: To support the revised timelines for refunds and fee reductions, we will be reaching out to licensees who have already completed their CWELCC application, to gather information on the date you plan to reduce fees and general capacity information.
- Week of September 6:
 - Licensees who have completed the CWELCC application, including submission of all required financial documentation, prior to August 29, will receive their enrolment letters.
 - All other CWELCC applications will be processed within 10 days of application completion (including submission of all required financial data).
- Within 1 week of receiving the enrolment letter:
 - Durham will send out service agreements via the operator portal. As soon as possible after receiving the agreement, agreements must be signed by the licensee signing authority and returned via the operator portal. This MUST be completed before CWELCC funding can be provided. A copy of the fully signed and duly executed agreement will be provided for your records via the portal. We appreciate your timely response with signing the service agreement as agreements must be executed within 30 days of enrolment.
 - Licensees must complete the parent refund application and submit it via the operator portal.
- Within 20 days of enrolment notification: Licensees must reduce parent rates by 25%.
- Within 20 days of receiving funding from the Region: Licensees must provide the required refund to families backdated to April 1.
- Monthly fee reduction allocations will begin within one week of the signed agreement being submitted and subsequent payments will be paid monthly in advance. A monthly report will be required. This will be site-level information submitted through the portal and include any changes to operating capacity, vacancy, and/or licensed capacity. Payment reconciliations will occur as required.

Funding will be provided to licensees once agreements are signed and the data is received. We will work with licensees to ensure timelines are met.

Additional details on CWELCC implementation processes will be provided within our Funding Policies and Procedures. These policies will be posted in the portal in early September.