



Children's Services
Social & Community Services Department
Halton Region
690 Dorval Drive 5th Floor
Oakville ON L6K 3X9

August 11, 2022

RE: Canada Wide Early Learning and Child Care System Update #5 – Overview of Opt-In Process, Support for Operators and 2022 CWELCC Workbooks

Dear Operator,

This memo contains important information about the opt-in process for the Canada-Wide Early Learning and Child Care (CWELCC) System.

On July 8, 2022 in memo [CWELCC Update #4](#), I shared a copy of the webinar on the CWELCC guidelines held on June 30, 2022, and an overview of the process to opt-in to CWELCC System in Halton. As a reminder, all operators are required to complete Halton Region's Opt-In/Opt-Out form **no later than September 1, 2022**. The opt-in/opt-out form can be found [here](#). Operators are encouraged to submit the opt-in/opt-out form as early as possible.

1. Overview of 2022 Halton Region CWELCC Opt-In Process

There are several key dates and milestones as part of the implementation of the CWELCC System. Please find attached an *Overview of 2022 Halton Region CWELCC Opt-In Process*. I hope this resource will support your planning.

2. Supports for Operators

To better support child care operators, Halton Region has assigned a program analyst to each organization. Program analysts will work together with resource consultants, child care representatives and program support service consultants to support child care operators. This new way of working will help the Region get to know you and your programs better. Your program analyst will reach out to you in the coming days to introduce themselves. While you can continue to submit questions to childcareservices@halton.ca, you are encouraged to contact your program analyst about CWELCC and other early years and child care related questions.

Q and A Sessions

In the July 8, 2022 memo, I invited operators to register for a Question and Answer Session. These optional sessions, organized by auspice, have provided an opportunity for operators to ask questions in small groups with myself and other Regional staff. Five

sessions have been held to date with not-for-profit and for-profit operators. One session is remaining for for-profit operators and information on how to register is below:

For Profit Child Care Centre Question and Answer Session
Date: August 16, 2022 Time: 9:30 to 11:00 am Link to Register: https://halton.zoom.us/meeting/register/tJckd-CqrT4pGNOKrszS4XuA2wgnDwLe9HOB

CWELCC Interim Guidelines

Later this month, I will be sending a copy of the Region's CWELCC Interim Guidelines for 2022 and sample copies of CWELCC agreements (Child Care Service Management Agreement and Wage Enhancement Grant Only). The guidelines are based on current provincial direction. Both the guidelines and agreements will be posted on Halton Region's CWELCC webpage [here](#) in the Guidance and Resource section, under both the Guidelines and Resources tabs.

3. 2022 CWELCC Workbooks

To determine your 2022 CWELCC allocations, the Region needs to collect information related to enrolment and staffing. This information will be collected through the enclosed **2022 CWELCC Workbooks**. There are different workbooks for centre based child care operators, and licensed home child care agencies. **Please complete the appropriate workbook for your centre/agency and submit it to childcarefunding@halton.ca no later than September 16, 2022.** Regional staff will review the completed workbooks in the order they are received. I encourage you to complete and submit the workbook as early as possible.

Please complete one workbook for your organization and review all instructions in the workbook prior to submitting. If your organization operates licensed home child care and centre based child care, please submit two separate workbooks. In the coming days, program analysts will distribute a video tutorial to help you complete your workbook(s). Program analysts are also available to support you and answer questions.

Wage Enhancement Mid-Year Report

All operators in receipt of Wage Enhancement Grant (WEG) or Home Child Care Enhancement Grant (HCEEG) funding are required to submit a mid-year report to the Region. To reduce the administration in reporting, the mid-year report has been incorporated as part of the CWELCC workbooks. If your organization is not opting in to the CWELCC System, you will be required to submit a separate WEG/HCEEG mid-year report. A copy of the reporting template will be sent to operators that opt out. **The WEG mid-year report is due September 16, 2022.**

Please contact your program analyst or childcareservices@halton.ca with questions.

We look forward to continue working with you on the implementation of the CWELCC System in Halton.

Sincerely,

A handwritten signature in black ink that reads "Sandy Palinski". The signature is written in a cursive, flowing style.

Sandy Palinski
Director, Children's Services

cc: Donette Phillips, Manager, Direct Child Care Services
Samantha Jackson, Manager, Systems Planning and Evaluation
Catherine Wills, Manager, Children's Developmental Services

Enc: 2022 CWELCC Workbooks
Appendix - Overview of 2022 Halton Region CWELCC Opt-In Process

Appendix

Overview of 2022 Halton Region CWELCC Opt-In Process

