



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

August 26, 2022

**RE: Canada Wide Early Learning and Child Care System (CWELCC) Update #7 – Halton Region CWELCC Sample Agreements and CWELCC Interim Guidelines for Child Care Operators, August 2022**

Dear Operator,

This memo contains important information about Halton Region's Sample CWELCC Service Agreements, Halton Region's CWELCC Interim Guidelines for Child Care Operators, and Next Steps.

**1. Halton Region Sample CWELCC Agreements**

In accordance with direction from the Minister of Education, please find enclosed the following sample CWELCC agreements:

- Child Care Service Management Agreement (CCSMA) with a CWELCC Schedule
- Wage Enhancement Agreement with a CWELCC Schedule

Operators are encouraged to review the agreements with their legal counsel.

Operators that are eligible to participate in the CWELCC System will be offered a CCSMA. Operators with a CCSMA will receive funding for children in receipt of fee subsidy, participate in Regional quality initiatives and be required to have a Memorandum of Understanding for inclusion services, which supports educators to provide inclusive child care programs to children with special needs. CWELCC provisions are included in Schedule "I". Operators that currently have a Wage Enhancement Agreement or do not currently have a purchase of service agreement with the Region will have the opportunity to receive a CCSMA in 2022. When operators receive confirmation of their eligibility to participate in the CWELCC System, they will be asked to confirm they would like to have a CCSMA. Operators that do not wish to have a CCSMA may have a Wage Enhancement Grant Agreement that includes CWELCC.

The agreement must be fully executed (signed by child care operators and Halton Region), **within 30 calendar days** the date an operator submits their opt-in form. For operators that submitted their opt-in form prior to September 1, 2022, their agreement will need to be fully executed by September 28, 2022. Operators will be officially enrolled in the CWELCC System when their agreement is fully executed.

**Regional Municipality of Halton**

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## 2. Halton Region CWELCC Interim Guidelines for Child Care Operators, August 2022

Enclosed please find Halton Region's CWELCC Interim Guidelines for Child Care Operators, August 2022. These guidelines align with provincial direction and provide information regarding implementation of the CWELCC System in Halton, including eligibility, system requirements for fee rebates and reductions and workforce compensation, funding, and accountability.

Operators are encouraged to review the guidelines in full to become familiar with requirements and procedures for participation in the CWELCC in 2022.

## 3. Next Steps

The sample agreements and guidelines will be posted on Halton Region's CWELCC webpage [here](#) in the Guidance and Resource section, under both the Guidelines and Resources tabs.

As a reminder, child care operators have until **November 1, 2022** to submit their Opt-In/Opt-Out form to Halton Region. Operators are encouraged to submit earlier, if possible.

Operators must submit their CWELCC workbook **14 days from the date they submit their Opt-in form**. Operators who submit their Opt-in form prior to September 1, 2022, must submit their CWELCC 2022 Workbook by September 16, 2022. You are encouraged to submit your workbook as soon as it is completed.

Please contact your program analyst or [childcareservices@halton.ca](mailto:childcareservices@halton.ca) with questions.

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

Sincerely,



Donette Phillips on behalf of Sandy Palinski  
Manager Direct Child Care Services

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

Enc: SAMPLE: Child Care Service Management Agreement with CWELCC Schedule  
SAMPLE: Wage Enhancement Agreement with CWELCC Schedule  
Halton Region CWELCC Interim Guidelines for Child Care Operators, August 2022