



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

August 18, 2022

**RE: Canada Wide Early Learning and Child Care System (CWELCC) Update #6 – Updated Ministry of Education CWELCC Guidelines and Opt-In Process Timelines**

Dear Operator,

This memo contains important information about updated Ministry of Education CWELCC Guidelines for 2022, and revised timelines for the opt-in process and implementation of the CWELCC System in Halton.

**1. Updated Ministry of Education CWELCC Guidelines, Halton Region Guidelines and CWELCC Service Agreements**

On August 17, 2022, the Ministry of Education distributed updated “*Canada-Wide Early Learning and Child Care System Guidelines: Addendum to Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline (2022), August 2022*” to licensed child care operators and service system managers. A summary of the key changes to the guidelines is outlined at the beginning of that document, for your reference.

In accordance with direction from the Minister of Education, I will send operators Halton Region’s CWELCC Interim Guidelines for 2022, and sample CWELCC agreements (Child Care Service Management Agreement and Wage Enhancement Grant Agreement) by August 29, 2022. 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.

**2. Updated CWELCC Opt-In Timelines**

In my previous memo, “Canada Wide Early Learning and Child Care System Update #5 – Overview of Opt-In Process, Support for Operators and 2022 CWELCC Workbooks” dated August 11, 2022, I provided an overview of Halton Region’s CWELCC Opt-In Process outlining key dates and milestones as part of the implementation of the CWELCC. The Ministry of Education has since made changes to opt-in timelines and has implemented service standards for processing applications, agreements and fee rebates. Halton Region has updated its opt-in process timelines accordingly, to reflect updated Provincial direction.

Child care operators now have until **November 1, 2022** to submit their Opt-In/Opt-Out form to Halton Region. Operators are encouraged to submit earlier, if possible. Regional staff will process opt-in applications as they come in.

Please review the attached *Revised Overview of 2022 Halton Region CWELCC Opt-In Process*.

### 3. 2022 CWELCC Workbooks

On August 11, 2022, I distributed the 2022 CWELCC Workbooks to operators to complete by September 16, 2022. **This timeframe has been updated.** Operators will now have **14 days from the date they submit their Opt-in form to submit their completed workbook.** If you have already submitted your Opt-in form, please submit your workbook by September 16, 2022. We continue to encourage you 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,



Sandy Palinski  
Director, Children's Services

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

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

## REVISED: Overview of 2022 Halton Region CWELCC Opt-In Process

### Step 1

• Halton Region will release sample Service Agreements and Regional CWELCC Guidelines for 2022 to operators by **August 29, 2022**.

### Step 2

• Operators must complete Halton Region's Opt-In/Opt-Out Form by **November 1, 2022**, and are encouraged to submit earlier, if possible.  
• Operators must notify parents and staff of their intent to participate in the CWELCC by **November 1, 2022**.

### Step 3

• Halton Region will notify operators **within 10 days** of receiving their Opt-in form to confirm their eligibility to opt-in. For applications already submitted, the 10 days will begin on **August 29, 2022**.

### Step 4

• Operators must notify families and staff of their approval status to enter the CWELCC System **within 14 days** of notification by Halton Region.

### Step 5

• Operators must complete their 2022 CWELCC Workbook **within 14 days** of submitting their Opt-in form. Operators are encouraged to submit their completed workbook as soon as possible so funding allocations can be determined and distributed.

### Step 6

• Halton Region will provide operators with a service agreement after they have been approved to opt-in.

### Step 7

• Halton Region will provide operators with their 2022 funding allocations.

### Step 8

• Operators must sign their Service Agreement and return it to Halton Region **within 30 days** of submitting their Opt-in form.

### Step 9

• Halton Region will flow initial payments to operators **within 20 days** of execution of their Service Agreement.

### Step 10

• Operators must reduce base fees by 25% **within 20 days** of execution of their Service Agreement.  
• Operators must issue rebates to families **within 20 days** of receiving funding. Rebates are retroactive from the period from April 1, 2022 to the date operators reduce fees by 25%. Fee rebates must be provided to families by **December 31, 2022**.

\*Note that all references to “days” mean calendar days.