



Workforce Funding (2022)

Child Care and Early Years Workforce Funding

Reminders

- Ensure training has been completed prior to submitting a request
- Operators may submit no more than 1 request per month
- Payments will be processed as Special Purpose: Capacity Building
- When completing the request add the workshop first then add staff who attended the training
- Operators may include more than 1 workshop on the request
- There is no ability to save the request, please complete fully or close and start over at suitable time
- If you have questions email workforcestrategy@york.ca

Workforce Funding Strategy



CHILD CARE AND EARLY YEARS WORKFORCE

Child care and early years workforce funding supports the retention and recruitment of a high-quality child care and early years workforce. Funding is available for eligible staff and home child care providers in licensed child care (centre-based and home-based) and EarlyON Child and Family Centres to participate in professional development, training and qualification upgrade programs as well as mentorship opportunities for ECE students and/or staff.

Child Care Site / Home Child Care Agency Information

Search and find your child care site / home agency by entering at least three characters and click "Search". Once the list appears click on your program.

1

Search

If your child care site / home agency is not in the list below click here to add the program details:

Add HeadOffice



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Add HeadOffice

Site Name	Address	City	Phone
Happy Valley Childcare Centre	123 Main Street	Vaughan	1234567890
Happy Kids Family Daycare	Suite 101, 8500 Leslie Street	Markham	(416) 804-6457

2

1

- Type at least 3 characters of your Site name
- Click on "Search"
- The enter key will not generate a search

2

- Click on your site name



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If your child care site / home agency is not in the list below click here to add the program details:

Add HeadOffice

3

Site Name	Address	City	Phone
There are no submissions.			

3

- If your child care site / home agency is not in the list click on "Add Head Office" to add your head office and site details.

Child Care Site / Home Child Care Agency Information

* Child Care Name Happy Valley Childcare Centre	Email happy.valley@childcare.net	Child Care Service Type Centre Based
Phone Number 1234567890	Address 123 Main Street	Postal Code L5A8H6
City Vaughan	Province Ontario	License Number 212112

Start Application

4

4

- Your information will automatically be populated.
- Click on “Start Application”. This will open a section to insert the training information.

Child Care Site / Home Child Care Agency Information

Child care name: Happy Valley Childcare Centre

Address: 123 Main Street

Add Training or Workshop

Workforce funding is available to compensate staff for their time to attend and participate in professional development opportunities. Please ensure you have selected the correct program. Complete the training information and click “Add Training”.

Training Name Diversity and Inclusion in the Early Years	Training Category Free professional developn	Total Hours 2
Date of Training 2/16/2022	Workshop Expense \$0.00	

Add Training

5

5

- Fill out the section for “Add Training and Workshop”.
- And click “Add Training”

Workforce Funding Strategy

Child Care Site / Home Child Care Agency Information

Child care name: Happy Valley Childcare Centre

Address: 123 Main Street

List of Trainings and Workshops

Training Name	Training Category	Total Hours	Workshop Expense	Date of Training	Date of Completion	
Diversity and Inclusion in the Early Years	Free professional development session – No reimbursement of session fees	2.00	\$0.00	2/16/2022		

6

Total Workshop Expense

\$0.00

7

Add another Training or Workshop

Add Staff who attended this training

List of Staff who attended trainings or workshops

Staff Name	Staff Position	Hourly Rate	Reimbursement	Training	
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Add Staff

Training/Workshop Name

Diversity and Inclusion in the Early Years

Hours

2

First Name

Candice

Last Name

Trotter

Hourly Rate

\$25.50

Staff Email

Candice.Trotter@york.ca

Staff Position

Child Care - Supervisor

Staff Reimbursement

\$51.00

Add Staff

8

6

- To add staff who attended the training, click on the training item to select it.

7

- Click on “Add Staff who attended this training”. This will open the section to add staff details.

8

- Enter staff details and click on “Add Staff”
- Hourly rate can include wage enhancement and mandatory benefits to support CPP, EI, WSIB and EHT if applicable

Workforce Funding Strategy

List of Trainings and Workshops

Training Name	Training Category	Total Hours	Workshop Expense	Date of Training	Date of Completion	
Diversity and Inclusion in the Early Years	Free professional development session – No reimbursement of session fees	2.00	\$0.00	2/16/2022		

Total Workshop Expense

\$0.00

Add another Training or Workshop

Add Staff who attended this training

Add Staff

9

Training/Workshop Name

Diversity and Inclusion in the Early Years

Hours

2

First Name

Stefania

Last Name

Grossi

Hourly Rate

\$17.75

Staff Email

stefania.grossi@york.ca

Staff Position

Supply Staff

Staff Reimbursement

\$35.50

Add Staff

List of Staff who attended trainings or workshops

Staff Name	Staff Position	Hourly Rate	Reimbursement	Training	
Candice Trotter	Child Care - Supervisor	\$25.50	\$51.00	Diversity and Inclusion in the Early Years	

9

- To add more staff click on “Add Staff who attended this training”
- Make sure the training it still selected
- Enter staff details and click on “Add Staff”

Workforce Funding Strategy

Child Care Site / Home Child Care Agency Information

Child care name: Happy Valley Childcare Centre

Address: 123 Main Street

Add Training or Workshop

Workforce funding is available to compensate staff for their time to attend and participate in professional development opportunities. Please ensure you have selected the correct program. Complete the training information and click "Add Training".

Training Name

Teamwork Makes the Dream Work

Training Category

Professional development : ▾

Total Hours

3

Date of Training

2/8/2022



Workshop Expense

\$185.00

Add Training

List of Trainings and Workshops

Training Name	Training Category	Total Hours	Workshop Expense	Date of Training	Date of Completion	
Diversity and Inclusion in the Early Years	Free professional development session – No reimbursement of session fees	2.00	\$0.00	2/16/2022		

Total Workshop Expense

\$0.00

Add another Training or Workshop

10

Add Staff who attended this training

Please select the training from the table above then click "Add staff who attended this training"

10

- To add another training click "Add another Training or Workshop"
- Fill out the section related to the training or workshop
- Click on "Add Training".

- Click on "Add Staff who attended this training". Enter staff details.
- Continue adding training details and staff details until all items have been reported.

Workforce Funding Strategy

Child Care Site / Home Child Care Agency Information

Child care name: Happy Valley Childcare Centre Address: 123 Main Street

List of Trainings and Workshops

Training Name	Training Category	Total Hours	Workshop Expense	Date of Training	Date of Completion	
Diversity and Inclusion in the Early Years	Free professional development session - No reimbursement of session fees	2.00	\$0.00	1/4/2022		
Children's Mental Health	Professional development session paid by staff	4.00	\$225.00	1/15/2022		
Teamwork Makes the Dream Work	Professional development session paid by operator	3.00	\$185.00	2/4/2022		

Total Workshop Expense
\$410.00

Add another Training or Workshop
Add Staff who attended this training

List of Staff who attended trainings or workshops

Staff Name	Staff Position	Hourly Rate	Reimbursement	Training	
Candice Trotter	Child Care - Supervisor	\$25.25	\$50.50	Diversity and Inclusion in the Early Years	
Sandra Edger	Child Care - RECE	\$21.39	\$42.78	Diversity and Inclusion in the Early Years	
Kim Edwards-Bennett	Child Care - RECE	\$20.12	\$40.24	Diversity and Inclusion in the Early Years	
Hossain Ghorbani	Child Care - Non RECE	\$18.57	\$37.14	Diversity and Inclusion in the Early Years	
Stefania Grossi	Supply Staff	\$17.75	\$35.50	Diversity and Inclusion in the Early Years	
Sally Smith	Supply Staff	\$16.58	\$33.16	Diversity and Inclusion in the Early Years	
Cassandra Little	Home Child Care Provider	\$19.97	\$79.88	Children's Mental Health	
Hossain Ghorbani	Child Care - Non RECE	\$18.57	\$55.71	Teamwork Makes the Dream Work	
Sandra Edger	Child Care - RECE	\$21.39	\$64.17	Teamwork Makes the Dream Work	
Candice Trotter	Child Care - Supervisor	\$25.25	\$75.75	Teamwork Makes the Dream Work	
Kim Edwards-Bennett	Child Care - RECE	\$20.12	\$60.36	Teamwork Makes the Dream Work	

Staff Reimbursement
\$575.19

Reimbursement Summary

• Total reimbursement
\$985.19

11

11

- Review the form

Workforce Funding Strategy

Certification & Sign

Certification: By Clicking this box, I declare that all training sessions have taken place and staff information reported is true and accurate.

* Name

Candice Trotter

* Title

Supervisor

* Operator Email

candice.trotter@york.ca

* Date

2/15/2022



Once this application has been submitted the Operator and staff members listed on this application will receive a confirmation email that the application has been submitted.

Complete and Submit

12

12

- Fill out the certification section
- Click on “Complete and Submit”