



*It starts
with kids*

Child Care and Early Years Workforce Funding Frequently Asked Questions and Professional Learning Resource List

Table of contents

Reimbursement.....	2
Eligible expenses	7
Montessori Specific Training	9
Eligible Post-Secondary Courses and Programs.....	10
Professional learning and training resource list	13

Last updated: September 22, 2022

Reimbursement

1. Who qualifies for reimbursement?

- Licensed child care staff, including supervisors, registered early childhood educators (RECE), non-RECE and director-approved positions
- Licensed home care providers and home visitors
- EarlyON program staff and supervisors (RECE and non-RECE)
- Supply staff (backfill staff so other staff can attend professional development sessions)
- ECE apprentices for the Child Development Practitioner (ECEK) program

2. What qualifies for reimbursement?

Reimbursement includes the cost of program registration (if any). It may also include wage reimbursement for staff attending training, as well as relief staff needed to backfill during their absence*

Reimbursement will be issued for the types of professional development listed below:

- Live and pre-recorded online workshops and webinars paid for by the operator or staff
- Live and pre-recorded online workshops and webinars offered for free by York Region
- Certificate programs offered for free by York Region
- Certificate programs paid for by the operator or staff
- Mentorship sessions hosted by Seneca College (including up to 40 hours of associated project work)
- Apprenticeship classes (for apprentices employed in York Region child care centres)
- Ontario public college courses or programs in the early learning stream (*see question 43 for further explanation)
- Ontario private college courses or programs in the early learning stream (*see question 46 for further explanation)

3. Is this workforce funding available to kitchen staff? For example, First Aid and CPR course or Food Handler Training, WHIMS?

Yes, Non-ECE program staff are eligible for Workforce Funding.

4. We do not have a Child Care Services Agreement with York Region; are we eligible for this funding?

Yes, all child care centres, home child care agencies and EarlyON Child and Family centres in York Region are eligible to apply.

5. To be eligible, do we first need to apply for the Workforce Funding program?

No, all child care centres, home child care agencies and EarlyON Child and Family centres in York Region are eligible to apply.

6. Is this program only available in 2022?

Currently the funding is coming from the federal government and is available until March 31, 2023. If it is extended, this program will continue.

7. Do centres outside of York Region qualify?

Only child care centres, home child care agencies and EarlyON Child and Family centres in York Region are eligible to apply. If your centre is in another municipality, contact their Children's Services Department and inquire as to what they are offering with regards to Workforce Funding in that community.

8. Do I need to be opted into the Canada Wide Early Learning Child Care (CWELCC) system to use Workforce Funding?

No, CWELCC and Workforce Funding are two different programs. Enrollment in one program is not dependent on enrollment in the other.

9. Do we need to obtain approval before submitting the Workforce Funding reimbursement request form?

No, approval is not required prior to submitting a [Reimbursement Request form](#). Please ensure the professional development workshop/training has been completed prior to submitting the request.

10. How do I collect reimbursement?

Operators should complete the [Reimbursement Request form](#) on york.ca/ELCCtraining to submit a request for reimbursement. Staff who are seeking reimbursement should have the form completed by their employer.

Multiple training types and occurrences, as well as training completed by multiple staff from the same child care centre, can be combined on one reimbursement form. Operators are asked to verify the completion of any training before requesting reimbursement. Please retain a copy of the verification in case of audit.

11. Is there a limit on the amount of training costs that can be claimed?

All requests will be reviewed and considered. All reasonable requests will be accepted, pending the availability of funding. If you have a particular training in mind that is of higher cost, please email workforcestrategy@york.ca for further discussion.

12. Is there a maximum amount allowed per staff member?

There is no maximum amount of training a staff member can claim for reimbursement. All requests will be reviewed and considered. All reasonable requests will be accepted, pending the availability of funding. If you have a particular training in mind that is of higher cost, please email workforcestrategy@york.ca for further discussion.

13. How often should I submit requests for reimbursement?

We ask that you submit a maximum of one form per month and at minimum once per quarter to help us allocate our training budget accordingly.

14. Do we have to do a reconciliation at the end of the year for monies received?

No, operators do not have to reconcile at the end of the year. Proof of reimbursement relating to Workforce Funding should be retained for audit purposes.

15. Will accounting or administration costs be reimbursed?

No, there is no provision in Workforce Funding guidelines for accounting or administrative costs.

16. Can I submit multiple funding requests, and do I submit one request per staff member?

Yes, operators may submit more than one funding request throughout the year. Operators can include all training opportunities for all staff that participated in the month on one request form. The frequency with which an operator submits a funding request is up to the operator, however, we are only able to process one payment per month.

17. How long does it take to receive reimbursement?

Once an application has been approved, payment can take up to eight weeks.

18. If staff take a professional development course or workshop during off hours (evening or weekend), can they still be compensated for the time they spent on the course?

Yes, we will compensate at their regular working wage. No overtime rates will be paid for attending training in off hours, nor will backfill staff wages be provided for training that occurs outside of a centre's business hours. See [college course exceptions](#).

19. Will reimbursement cover the registration cost for the training as well as the hours paid to the staff for attending?

Yes, Workforce Funding can reimburse training cost as well as hourly wage to attend the training. See college course exceptions.

20. What about mandatory benefits?

Workforce Funding compensation includes Canada Pension Plan (CPP), employment insurance (EI), Workplace Safety and Insurance Board (WSIB) and Employer Health Tax (EHT), if applicable.

Mandatory benefit breakdown:

- CPP – 4.95%
- EI – 2.63%
- WSIB 1.10% (if applicable)
- EHT 1.23% (if applicable)

21. Does the hourly wage include Wage Enhancement and General Operating Grant?

- Yes, it includes Wage Enhancement
- No, it does not include General Operating Grant

22. Can I be reimbursed for the cost of bringing in supply staff to accommodate another staff member attending a workshop or course during working hours?

Yes. See [college course exceptions](#).

23. I'm a RECE; can I be reimbursed directly?

Reimbursement is made directly to child care centres only. Please speak with your supervisor and ask them to submit a [Reimbursement Request form](#) on your behalf. Your employer is responsible for providing the reimbursement to you once it is provided to them by York Region.

24. How do I issue the reimbursement payment to my staff?

Funding received by your child care centre to reimburse staff wages should be paid to staff as any other wage with appropriate deductions on your payroll cycle. Funding received as reimbursement for a course cost can be processed as any expense claim would.

25. I already have a professional development budget; I don't need Workforce Funding.

The availability of Workforce Funding to fund the financial commitment associated with your

existing professional development goals is a limited-time offer until March 2023. If possible, consider reallocating your existing professional development budget to other areas of your business, in part or full, while Workforce Funding is available.

Eligible expenses

26. I want to host a professional development webinar for staff; will I be able to be reimbursed for the cost of the speaker?

Yes, you will have to pay for the webinar upfront, then after the webinar has taken place you can [submit your request for reimbursement](#).

27. Is First Aid and CPR or Food Handler's training eligible under Workforce Funding?

Yes; however, be careful when you choose your First Aid provider. Some providers claim to be "approved in all Canadian provinces," but are not approved by the WSIB. See WSIB's approved [list of approved providers](#).

28. Is the Food Handler Certification Program eligible?

Yes, a list of providers can be found on the Ontario [Ministry of Health](#) website.

29. Is the cost for the College of ECE membership eligible?

No, membership costs are not eligible.

30. Does renewal of Vulnerable Sector Check (police check) qualify?

No, the cost of a Vulnerable Sector Check (police check) is not eligible

31. Is the WHIMS online course eligible?

Yes, the cost of the WHIMS training course would be eligible and the hourly wage for the time in training would also be eligible.

32. Our child care centre hosted a full day of professional development; are we eligible to be reimbursed?

Yes, if the training provided was certificate training or professional training using either a contracted provider or an internally trained staff. The time spent in that training is eligible for reimbursement, along with the cost of bringing in the trainer/facilitator and the wages for relief staff, if required.

33. Is it a requirement that sessions or trainings must be delivered by a third-party when offered by the Operator?

Not necessarily; each professional learning session or training opportunity is unique. If an operator schedules a facilitator or trainer to provide a learning opportunity to staff, the operator should ensure the facilitator or trainer has **qualifications in the related field**. An equivalent level of experience may substitute for a qualification in some cases.

If you have a particular session or training in mind and are wondering if it is eligible, please email workforcestrategy@york.ca for further discussion.

34. Can internal staff provide training to other internal staff?

Yes, if an internal staff is qualified and provides an internal workshop as a facilitator or trainer, then the facilitator/trainer and the staff attending are eligible for hourly wage reimbursement.

35. Are free sessions or trainings offered by York Region eligible for wage reimbursement?

Yes, free sessions or trainings are eligible, and staff will be compensated at their regular working wage for the hours spent participating the session or training.

36. To request wage reimbursement, does the staff need to submit a certificate of attendance or completed registration?

Operators are asked to verify the completion of any training before requesting reimbursement. Please retain a copy of the verification (registration or certificate) in case of audit.

37. Is the Positive Early Childhood Education (PECE) training eligible for hourly wage reimbursement?

PECE training hours will only be reimbursed once proof of completion is available. Up to 32 hours of training hours are eligible for reimbursement.

PECE training hours:

- Training: 14 hours (four 3.5-hour sessions or two seven-hour sessions)
- Completion of online modules: Four hours
- Completion of quiz and competency preparation: Two-to-four hours
- Pre-accreditation: Seven hours (two 3.5-hour sessions or one seven-hour session)
- Accreditation: 3.5 hours

If you paid for your own PECE training, the registration cost is eligible for reimbursement as well as the hourly rate for the total hours spent on the training, up to the maximum 32 hours. Training hours will only be reimbursed once proof of completion is available.

Montessori Specific Training

38. Is Montessori training also eligible under Workforce Funding?

Montessori training and workshops are eligible for course cost and wage reimbursement under Workforce Funding. For example, professional development courses that enhance the learning and skill set of Montessori staff but do not lead to Assistant or Teacher certification/diploma.

Please note that certification programs to become a Montessori Assistant or Teacher must be Montessori Accreditation Council for Teacher Education (MACTE) accredited (see question 38).

39. Which Montessori teacher or assistant training programs are eligible?

Montessori diploma programs/teacher and assistant certification programs which are [Montessori Accreditation Council for Teacher Education](#) (MACTE) accredited are eligible for reimbursement of course costs upon completion. No wage reimbursement will be granted for time spent in these courses. MACTE accreditation is recognized by the Ontario Ministry of Education.

40. Would we consider adding the North American Montessori Centre to our list of eligible Montessori Programs?

Unfortunately, North American Montessori Centre is not accredited under MACTE.

Eligible Post-Secondary Courses and Programs

University programs

41. Are university courses or programs in the early learning stream eligible?

University courses taken in pursuit of degree studies will not be reimbursed, however, general interest learning courses (continuing education) at a university level will be considered. Please contact workforcestrategy@york.ca for further details.

College programs

42. Are college courses or programs in the early learning and child care stream eligible?

Yes, Ontario public college courses are eligible for reimbursement once proof of completion is available for those individuals employed in a York Region child care centre or EarlyON centre. Only courses completed between January 1, 2022 and March 31, 2023 will be eligible for reimbursement. Only amounts not covered by other grants or bursaries can be submitted for reimbursement to York Region.

Reimbursement will be provided for completed Ontario College course(s) from the following programs:

- Early Childhood Education (ECE) diploma full-time studies
- Early Childhood Education Accelerated (ECYA) (full-time and part-time)
- Early Childhood Education (ECE) diploma part-time studies courses offered in any one of the following four formats: online, flexible, in-person, hybrid
- Graduate certificate (continuing education), including:
 - Early Childhood Education - Resource Consulting
 - Early Childhood Education Administration
 - Infant & Early Child Mental Health
 - Child Development Practitioner (pre-apprenticeship)
 - Child Development Practitioner

Only course costs will be eligible for reimbursement. Wage reimbursement is not available for time spent in public college courses (except for apprenticeship courses).

43. Can a Child Development Practitioner (ECEK) apprentice or recent apprenticeship graduate receive reimbursement for courses and compensation for the time spent in classes?

Yes. If you are completing your apprenticeship or are an apprenticeship graduate working in a York Region child care or EarlyON centre, you can request reimbursement for the course cost (\$70 for Seneca College students), and apprentice wages for time spent in each course (not time spent in your child care centre completing apprentice placement hours). Only courses that end between January 1, 2022 and March 31, 2023 are eligible.

44. For an apprentice who is currently working in the child care and has started the ECEK program in Seneca in May 2021, will they be able to get reimbursement since May 2021 for all the courses already paid for?

No, only courses completed between January 1, 2022 and March 31, 2023 will be eligible for reimbursement.

Private colleges

45. Are private college courses or programs in the early learning stream eligible?

Yes, Ontario private college courses are eligible for reimbursement once proof of completion is available. Only courses completed between January 1, 2022 and March 31, 2023 will be eligible for reimbursement. Only amounts not covered by other grants or bursaries can be submitted for reimbursement to York Region.

Reimbursement will be provided for completed Ontario private college course(s) from one of following programs:

- Mothercraft College of Early Childhood Education

Only course costs will be eligible for reimbursement. Wage reimbursement is not available for time spent in private college courses.

Microcredentials

46. What is a microcredential?

Seneca College's Forest and Nature Early Years Practitioner microcredentials are available free of charge to early learning and child care professionals who work in York Region.

Seneca's suite of microcredentials will equip learners with the skills and knowledge to gain employment in early years settings and engage children in outdoor education.

Those already employed in the sector will gain professional certification and the skills needed to embed outdoor pedagogy into their program.

These microcredentials are delivered in a hybrid format through a combination of live virtual sessions, self-directed modules and a three-hour in-person forest visit at King Campus.

The microcredential courses will offered free to early learning and child care professionals in York Region through the Workforce Funding Fall 2023.

FNP100: Enabling Risk Outdoor Education

This focuses on designing safe and effective outdoor play spaces that enable structured risk.

FNP104: Child-led Outdoor Pedagogies

This combines previously acquired skills to evaluate and create child-led, outdoor learning curriculum.

[Request More Information](#)

47. May I submit a wage reimbursement request for time spent completing a microcredential offered by Seneca College?

Yes, once you have fully completed the following courses:

FNP100: Enabling Risk Outdoor Education

FNP104: Child-led Outdoor Pedagogies

Please speak to your supervisor or centre operator and ask them to process a [Reimbursement Request form](#) requesting reimbursement for yours wages. Workforce Funding will reimburse your hourly wages to up to a maximum 21 hours for each microcredential completed.

Reimbursement will only be provided if you work in a child care centres, home child care agencies and EarlyON Child and Family centres in York Region.

Professional learning and training resource list

The following resource list is intended to encourage creative thinking for centres seeking to use Workforce Funding to support the learning and development of their staff and organization. This list will be updated with new information as it is provided to York Region.

Learning and development opportunities

Consider hiring a consultant to address centre-specific needs.

For example:

- Diversity, equity, and inclusion practices/policy development
- Workplace culture
- Employee engagement and performance
- Staff training pathway development
- Accommodating children with special needs (broad or specifically)

Provide learning opportunities to staff that provide development in any of the following priority areas:

- Early years and child care pedagogical practices aligned with [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#)
- Mental health (staff, families, and children)
- Anti-racism, diversity, equity, and inclusion
- Indigenous perspectives and pedagogies
- Supporting children with special needs (broadly or specific needs)
- Health and safety practices

48. Is there somewhere where we can find all the trainings and what they are in one place?

Yes, please visit our [Eventbrite Page](#) or email capacitybuilding@york.ca and sign up to our [York Region Children's Services Early Learning and Child Care Professional Development mailing list](#) to receive information on professional development and training opportunities for early learning and child care professionals who work in York Region.

Professional development resource list

- **York.ca Training and Supports for Early Learning and Child Care Professionals webpage**
<https://www.york.ca/support/childrens-services/training-and-supports-early-learning-and-child-care-professionals>

- **R.I.S.E. Inclusion Series Modules, Inclusion Support Services Training Videos, Enhanced Staff E-Modules**
<https://yorkonlinelearning.informetica.com/>

On the York Region Account Login Page, the staff person will select "Enter Access Code" and, when prompted, input the word "inclusion"

- **Online Workshops for Early Childhood Educators by Early Years Thriving**
<https://workshops.earlyyearsthiving.com/collections>

- **York Region Nature Collaborative**
<https://www.yrnature.ca/events>

- **Child & Family Collaborative**
<https://www.cfcollaborative.ca/events-for-professionals/>

- **AEFESO French Language Training**
<https://afeseo.ca/>

- **Resources for RECEs - College of Early Childhood Educator**
<https://www.college-ece.ca/members/resources/>

- **York Hills Centre of Children, Youth and Families**
<https://www.yorkhills.ca/>

Eventbrite Page for a list of trainings offered: <https://www.eventbrite.ca/o/york-hills-centre-for-children-youth-and-families-10725006171>

- **Kinark Children and Youth**
<https://www.kinark.on.ca/resources-for-children-youth-and-families-during-the-pandemic/>

- **York Region Preschool Speech and Language Program (YRPSLP)**
<https://www.childdevelopmentprograms.ca/resources/>

Certificate training

- **Positive Early Childhood Education (PECE)**
<https://www.triplep.net/glo-en/home/>
- **Mental Health First Aid**
<https://www.mhfa.ca/>
- **Geneva Centre Autism Intervenor**
<https://www.autism.net/training>
- **Zones of Regulation**
<https://zonesofregulation.com/index.html>
- **Foundations in Infant and Early Mental Health Certificate**
<https://www.sickkids.ca/en/learning/our-programs/infant-and-early-mental-health-promotion/>
- **Indigenous Awareness Training**
<https://indigenousawarenesscanada.com/>
- **University of Alberta Indigenous Canada Certificate**
<https://www.ualberta.ca/admissions-programs/online-courses/indigenous-canada/index.html>
- **Ontario Federation of Indigenous Friendship Centres**
<https://ofifc.org/training-learning/>
- **ASK Workshop (Assessing for Suicide in Kids) by Lifeline Workshops Inc.**
[The "ASK" Workshop | lifelineworkshops](https://www.lifelineworkshops.com/the-ask-workshop)
- **Canadian Mental Health Association York and South Simcoe**
<https://cmha-yr.on.ca/get-support/corporate-training/>
- **Developmental Trauma and Adverse Childhood Experiences (ACE) by the Association for Psychological Therapies (APT)**
<https://www.aptcanda.com/adverse-childhood-experiences-training.html>
- **Brain Story Certification Course**
<https://www.albertafamilywellness.org/resources/watch/brains-journey-to-resilience>

- **Self-Regulation in Early Childhood Development**
<https://shop.self-reg.ca/collections/online-courses/products/self-reg-in-early-childhood-development-course>
- **Kerry's Place Autism Services**
[https://www.kerrysplace.org/Kerry's Place Learning and Development Guide.pdf](https://www.kerrysplace.org/Kerry's%20Place%20Learning%20and%20Development%20Guide.pdf)
- **Food Handler Certification Program**
A list of providers can be found on the [Ministry of Health](#) site.
- **First Aid and CPR Training**
<https://www.wsib.ca/en/firstaid>

Please be careful when you choose your First Aid provider.

Some providers claim to be “approved in all Canadian provinces,” but are not approved by the WSIB.

See WSIB’s approved [list of approved providers](#).

If you’re not sure if a first aid training provider is WSIB-approved, you can check the list or contact us to confirm before you purchase a service.

Apprenticeship opportunities

- **Child Development Practitioner (ECEK)**
<https://www.senecacollege.ca/programs/fulltime/ECEK.html>
- **Child Development Practitioner (Pre-Apprenticeship) (ECEM)**
<https://www.senecacollege.ca/programs/fulltime/ECEM.html>

Apprenticeship programs may be eligible for wage reimbursement for time spent in college courses and for (ECEK) apprenticeship hours working in a [York Region Licensed Child Care Centre](#) or [EarlyON Child and Family Centre](#).

Professional learning and development consultants

Below is a list of suggested consultant services that offer training sessions for early learning and child care professionals; this list is not exhaustive.

- **Lisa Alexandra Clarke (she/her)**
Founder of lala wellness

<https://www.lalawellness.ca/>

Email: lisa@lalawellness.ca

Phone: 416-562-4408

- **Compass ELC – Consulting**

www.compasselc.com

Contact: Lorrie McGee Baird, Executive Director of Pedagogy and Professional Learning Facilitator and Consultant

Email: Lmcgeebaird@compasselc.com

Phone: 705-768-8622

- **Technology Rich Inquiry Based Research by Dr. Diane Kashin, Inc**

<https://tecribresearch.wordpress.com/>

Dr. Diane Kashin is a RECE (registered early childhood educator) and a retired ECE professor who offers training on a wide variety of topics related to early learning curriculum and pedagogy. She is a current coordinator of the [York Region Nature Collaborative](#) with a vast amount of experience in the virtual world (webinars) as well as hands-on face-to-face workshops. She also offers on-site consulting and is available to customize training to your needs.

Diane can be reached at diane.kashin@gmail.com or on [Twitter](#). You are also invited to visit the [Technology Rich Inquiry Based](#) Facebook page and the [York Region Nature Collaborative](#) Facebook page.

- **Saroy Group Inc.**

saroygroup.com/

Our Services:

- [Training](#)
- [Consulting](#)
- [Coaching](#)

- **Acorn Collaborative**

facebook.com/acorncollaborative/

Contact: Rosalba Bortolotti

Rosalba Bortolotti offers free first consultation for programs. She also designs Sets of Wonder for educators & programs. These are exclusive to Acorn Collaborative; they are designed for individual programs and contain materials to engage & support educators in designing & implementing invitations in their environments. Further inquiry can be found on the Acorn Collaborative page.

- **Claireville Conservation Area, Toronto and Region Conservation Authority**

trca.ca/educationclaireville

Contact: Jasmine Green

Email: jasmine.green@trca.ca

Phone: 647-244-9767

Claireville Conservation Area is an 848-hectare natural landscape with beautiful wetlands, valleys, forests, grasslands, and the west branch of the Humber River.

Our Education Centre offers a variety of nature-based educational programs for children, families, students and educators that embrace outdoor learning, play-based learning, and inquiry.

Professional Development opportunities include in-person and virtual workshops focused on Nature School and Forest School pedagogy.

- **Kortright Centre for Conservation**

kortright.org/

List of workshops: kortright.org/whats-on/programs-for-adults/

Contact: Simone Granieri, Teacher, Kortright Education

Email: simone.granieri@trca.ca

Phone: 437-778-5757

Located 10 minutes north of Toronto, on 325 hectares of pristine woodlands, the Kortright Centre for Conservation combines a natural oasis with some of the most leading-edge sustainable education programs and events in Canada. Kortright Centre hosts 100,000 visitors annually. We offer more than 50 environmental education programs for schools, as well as a selection of sustainable technology, health and wellness, education, and natural history workshops for the public, trades and professionals.

- **EL Professional Network**

elprofessionalnetwork.com/

Contact: Barbara Pytka

Email: Barbara.pytka@elprofessionalnetwork.com and info@mycplplus.ca

EL Professional Network offers a variety of professional learning activities in the field of early childhood education, including mentoring, coaching, organized study and reading groups, panel discussions, brainstorming sessions, and traditional workshops. Working closely with individuals, groups and organizations, our customised professional learning opportunities are meaningful and relevant to participants. We collaborate with professionals and experts from various fields worldwide to make our professional learning opportunities inclusive, innovative and interesting. We challenge our participants to consider new perspectives on different topics, including drawing on technology and cameras in early childhood settings, parent engagement, pedagogical documentation, and establishing cultures of continuous learning. We hope to hear from you soon!