



It starts  
with kids

## Capacity Building and Professional Learning Funding Memo

Capacity building and professional learning funding supports professional learning and development opportunities that build the capacity of licensees, supervisors, program staff/caregivers, home visitors and home child care providers to support the provisions of high-quality programs for children ages 0 to 12. This funding can be used to host on-site workshop or training opportunities or register staff to attend off-site workshops, conferences and training opportunities.

Licensed child care operators have the flexibility to apply for both Capacity Building and Professional Development funding and Play-Based Material and Equipment funding. The funding allocation for the two funding types will be determined each year based on budget allocations.

### Eligible training topics

- Training that supports the implementation of “How Does Learning Happen”
- Training that provides strategies to support the inclusion of all children
- Training related to health, safety and well-being of children (nutrition, first aid, environmental health, communicable diseases)
- Training related to child care business administration (budgeting, leadership, human resource management, policy development)
- Training related to *Child Care and Early Years Act, 2014* regulations and ministry policy

### Funding requirements

- Operators must hold a Child Care Services Agreement with The Regional Municipality of York (York Region)
- Operators must hold a clear license from the Ministry of Education

### Funding requests

Approvals are based on a first-come, first-served basis as funding is limited. Operators approved for Capacity Building and Professional Learning Funding must ensure that training sessions are completed between **January 1 and November 30 of the current calendar year.**

Funding requests must be submitted on the Special Purpose Funding application form.

Please send the completed application form to [specialpurpose@york.ca](mailto:specialpurpose@york.ca) by the indicated due date on the application form.

## Payment process

All child care operators approved for funding must submit:

- Receipts from the training agency for costs incurred
- Schedule J Funding Reconciliation and Payment Request

**All receipts must be received by York Region by the specified date on the application form.**

If you have any questions, please contact Candice Trotter by phone at 1-877-464-9675 ext. 72174 or email [candice.trotter@york.ca](mailto:candice.trotter@york.ca)