



It starts
with kids

2019 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 can be a combined total of **\$4,000** or less. 10% of the approved Capacity Building and Professional Learning budget, to a maximum of \$300, can be allocated to refreshments and food costs if training is held onsite.

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
- 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, 2019 and November 30, 2019**.

Funding requests must be submitted on the 2019 Special Purpose Funding application form.

Please send the completed application form to specialpurpose@york.ca by **July 26, 2019**.

york.ca/children
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York Region

Payment process

All child care operators approved for funding must submit:

- Receipts from the training agency for costs incurred
- Receipts for all refreshments/food costs (10% to a max of \$300)
- Schedule J Funding Reconciliation and Payment Request

All receipts must be received by York Region by November 30, 2019.

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