



It starts  
with kids

## 2018 CAPACITY BUILDING AND PROFESSIONAL LEARNING FUNDING MEMO

Capacity building funding is intended to support 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 zero to 12.

This funding can be used to host onsite training opportunities or register staff to attend off site training opportunities.

Licensed child care operators can apply for a funding allocation of **\$3,000.00** per licensed child care site, or home child care agency. 10 per cent of the approved budget can be allocated to the costs of refreshments and food if training is held onsite.

### ELIGIBLE TRAINING TOPICS

- Training that supports the implementation of “How Does Learning Happen” in classrooms
- Training that provides strategies to support inclusion of all children in licensed child care
- 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 will be based on a first come first serve basis as funding is limited. Funding approvals will be prioritized for not-for-profit operators.

Operators approved for Capacity Building and Professional Learning Funding must ensure that training sessions are completed between **January 1, 2018 and October 31, 2018**.

All funding requests must be submitted on the 2018 Capacity Building and Professional Learning Funding Application Form.

**Completed applications are to be submitted no later than June 30, 2018 to [specialpurpose@york.ca](mailto:specialpurpose@york.ca)**

### 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 \$300.00)
- Schedule J Funding Reconciliation and Payment Request

All receipts must be received by York Region no later than **October 31, 2018**.

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

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York Region