

- individuals, including owners and operators, whose hours are worked outside the business/operational hours of the program;
- individuals with work visas that restrict employment in child care;
- individuals whose income is funded by another program, such as Program Unit Funding through Alberta Education, therapists and assistants paid through other organizations;
- cooks/cleaners/accountants/receptionists not providing direct child care;
- individuals uncertified by the Alberta Child Care Staff Certification Office; and
- individuals whose duties fall under the [non-eligible hours](#) section.

Eligible hours for wage top-up

Direct child care hours

Direct child care hours include:

- Hours worked by paid ECEs employed in a licensed facility-based program (including preschools) responsible for the frontline child care and supervision of children and included in the staff:child ratios
- Hours worked by a family day home educator who is under a contract with the licensed family day home agency to provide child care and supervision to children up to 12 years of age (not including their own) in their private residence
- ECEs may claim a maximum of eight hours per month when they are required to be out of ratio to complete programming responsibilities. These hours should be claimed under 'direct child care' in the online claims system.

All claimed hours (including programming hours) must be clearly documented on attendance records for audit purposes. The employer must pay the employee's base wage for all hours claimed with supporting payroll documentation.

ECEs with direct child care hours claimed in multiple programs will be eligible to receive the wage top-up to a maximum of 181 hours per month across all programs. Hours must not be claimed for statutory holidays and/or when the program is closed.

Refer to the [non-eligible hours](#) section for a complete list of hours not eligible to be included on the monthly claim form.

Note: If any educator is not certified, they must apply for certification to the Alberta Child Care Staff Certification Office to access the wage top-up funding. The application process is online at [alberta.ca/child-care-staff-certification.aspx](https://open.alberta.ca/publications/alberta-child-care-grant-funding-guide). Grant funding will not be allocated to programs on behalf of uncertified individuals.

Administrative hours

Programs may claim administrative hours for paid employees hired as program supervisors - as well as family day home agency coordinator and/or home visitor/consultant - for hours worked onsite during the operational hours of the program. You can find definitions for these positions in the Schedule 1 (section 1(l) on page 11) of the Early Learning and Child Care Regulation, and the Family Day Home Standards Manual for Alberta (page 4, section "Definitions") at [alberta.ca/child-care](https://open.alberta.ca/publications/alberta-child-care-grant-funding-guide).

Administrative hours include:

- Hours worked by paid staff employed in the role of "program supervisor", a staff member of a facility-based program whose duty is to supervise the provision of child care to children in the program.
- Hours worked by staff employed by the family day home agency in the role of an "agency coordinator" who manages the day-to-day operation of the licensed family day home service. The coordinator is responsible for administering the program and acting as a contact person for families in the community.
- Hours worked by staff employed by the licensed family day home agency in the role of "home visitor/consultant" who is responsible for the recruitment, approval, monitoring, training and support of program educators.

Programs can only claim administrative time for the wage top-up if they worked on site during operational hours.

Programs are required to have timesheets with a break-down of direct child care hours and administrative hours they have claimed.

Non-eligible hours (which hours cannot be claimed)

Hours may not be claimed for:

- Statutory holidays and/or any time when the program is closed
- Vacation time
- Sick time
- Training time
- Hours spent cleaning or cooking
- Hours worked performing duties including, but not limited to: accounting/payroll, reception, administrative/office support, janitorial and maintenance
- Administrative hours worked by an owner/operator who is not a paid employee in the role of a program supervisor
- Administrative hours worked by an owner/operator who is not a paid employee in the role of an agency coordinator or home visitor/consultant
- Hours worked off site (with the exception of agency home visitors/consultants responsible for the monitoring the homes of the contracted family day home educators)
- Hours worked during non-operational hours of the program
- Overtime hours worked at the rate of time and a half (1.5). Hours can only be claimed for actual hours worked (the additional "0.5 rate" is the responsibility of the employer)

Professional development funding

Licensed facility-based child care programs and licensed family day home agencies can receive professional development funding to help eligible ECEs with the costs of approved post-secondary tuition and textbooks, as well as approved conferences or workshops. Paid ECEs can use this funding to pursue further training and professional development opportunities to obtain higher levels of certification and strengthen leadership, management, administration, and early childhood education skills and knowledge.

TABLE 2: PROFESSIONAL DEVELOPMENT RATES, EFFECTIVE SEPTEMBER 1, 2021

Professional development type	Grant rates per ECE
Workshops and conferences	up to \$500/year
Post-secondary coursework and workbooks	up to \$1,500/year
Maximum available funding	up to \$2,000/year

Who is eligible for a professional development grant?

The professional development grant funding is for ECEs who are paid employees or contracted family day home educators of eligible child care programs who:

- Provide direct child care, including as program supervisors (as defined in the Early Learning and Child Care Regulation), as well as individuals hired by licensed family day home agencies as agency coordinators or home visitors/consultants
- Are certified as Early Childhood Educators, Level 1, 2 or 3
- Are Canadian citizens or official Permanent Residents of Canada
- Have worked at least 29 hours in at least one month from the date of the expenditure or the date the application was received
- Have submitted a Professional Development Funding Request Form from <https://www.alberta.ca/alberta-child-care-grant-funding-program.aspx> and made a payment for the course, workshop, or conference within the same fiscal year (April to March)

Who is not eligible for a professional development grant?

The following staff are not eligible for professional development grant funding:

- Those who are not paid employees or contracted family day home educators of eligible child care programs, including volunteers and program owners/operators who do not draw a wage/salary;
- Individuals, including owners and operators, whose minimum monthly hours required to be eligible for the professional development grant do not fall under the eligible hours for wage top-up category;
- Those with work visas that restrict employment in child care;
- Individuals whose income is funded by another program such as Program Unit Funding through Alberta Education, therapists and assistants paid through other organizations;
- Cooks, cleaners, accountants, receptionists and other support staff whose duties do not include providing direct child care; and
- Individuals who were not certified by the Alberta Child Care Staff Certification Office.

What types of training costs are covered?

Professional development funding helps offset tuition fees and required course textbooks for approved post-secondary coursework. For educators certified as an Early Childhood Educator Level 1 or 2, this coursework should lead to a higher level of certification. For those at Level 3, this coursework should strengthen leadership, management, pedagogical leadership, administration, and early childhood education skills and knowledge.

Professional development funding may also be used to offset the cost of tuition fees, conference and workshop fees related to early learning and child care that have been approved by the Alberta Child Care Grant Funding Program. Please email the Alberta Child Care Grant Funding Program at cs.childcarefunding@gov.ab.ca to find out whether the course/conference/workshop you are interested in is eligible for professional development funding.

Expenses not covered by professional development:

- Accommodations, meals, alcohol, and travel costs
- Additional fees charged by an educational institution
- Non-approved courses, workshops or conferences (i.e., those not related to child development or not approved by the Alberta Child Care Grant Funding Program)
- Language proficiency assessments (CELP/IP/IELTS)
- English as a Second Language coursework
- First-Aid training and food safety courses
- Resource books and materials not part of registered coursework

Professional development funding may not be requested if another grant or bursary has been awarded for the same purpose.

To apply, please submit a Professional Development Funding Request Form to the Alberta Child Care Grant Funding Program. The form is available online at <https://cfr.forms.gov.ab.ca/Form/CDEV12397.pdf>.

Additional information

- The professional development balance resets every year on April 1. Any unused funding is not transferrable to the next fiscal year.
- Unused funds from the professional development grant are not transferable from one ECE to another.
- The expense for professional development is applied to the fiscal year in which the payment was made (not the date the service/product was received or the date the course/conference/workshop was taken or completed).
- The Professional Development Funding Request Form must be submitted within the fiscal year (April 1 to March 31) in which the expenditure was made (date paid) by the person or program.
- The deadline for submitting the Professional Development Grant Request Form is March 31 for all expenditures paid within the same fiscal year (April to March).

Applying for funding

The online grant application (for wage top-up and professional development funding) form is required when:

- the program is applying for funding for the **first time**
- there is a change to the program's licence holder
- the program is sold or purchased
- the program changes its operating name
- the Alberta government determines the signed grant agreement does not match the licence holder and/or program information

If a program chooses to receive only the professional development funding, this must be noted on the grant application. The grant application form is available online at <https://www.alberta.ca/alberta-child-care-grant-funding-program.aspx>.

Step 1: Submit the grant application form

Fill out the online grant application [and submit it to the Alberta Child Care Grant Funding Program using the contact information noted on the form.](#)

Complete one application for each licensed program.

Funding may not be backdated for late, missing or incomplete information.

Prior to having a fully executed (i.e., signed by both parties) grant agreement, there is no agreement between the parties, and the Alberta government has no obligation to provide the wage top-up and professional development funding.

The Alberta Child Care Grant Funding Program will review the grant application once it has been submitted. If the program is eligible, the authorized representative of the licence holder will receive a grant agreement (as specified by the program on the grant application).

If the program is ineligible, the authorized representative of the licence holder will receive a written notification explaining why.

Step 2: Review and sign the grant agreement

After a child care program is declared eligible, the Alberta Child Care Grant Funding Program will send the official (unsigned) grant agreement to the authorized representative of the licence holder as listed on the application.

The licence holder must ensure full understanding and compliance to all requirements for the wage top-up and professional development funding, as contained in this Funding Guide, prior to signing the grant agreement.

The authorized official of the licence holder must sign the grant agreement and return the original signed copy by mail or email to:

Alberta Children's Services
Alberta Child Care Grant Funding Program
6th Floor, Sterling Place, 9940-106 Street
Edmonton, Alberta T5K 2N2
cs.childcarefunding@gov.ab.ca

Once the ministry receives the signed grant agreement, an authorized representative of the Alberta government will sign it. The designated official will receive a signed copy of the executed agreement.

Child care programs are only considered approved for funding after both parties have signed the grant agreement. Funding will commence based on the "Effective Date" as stated on the grant agreement.

How to receive funding

Wage top-up funding

Once approved for funding, the program must have access to the online Child Care Claims Payment (C3P) system to submit monthly claims identifying staff names, eligible hours worked, and employer-paid wage. The claims system is available online at alberta.ca/online-child-care-claims-system.aspx.

For information about how to access an online Claims ID and password, contact the Alberta Child Care Claims Unit by calling 1-855-638-6121, or email at cs.childcareclaims@gov.ab.ca. Information is also available online at alberta.ca/child-care-staff-certification.aspx. The claims unit staff are always available to answer telephone inquiries Monday through Friday 8:15 am to 4:30 pm.

To receive the wage top-up funding, the program is required to submit an online monthly claim form through the C3P system listing, for each ECE for whom the funding is being claimed, the educator name, ECE certification and registration identification number, employer-paid wage (excluding the wage top-up), and the number of eligible hours worked as identified in this funding guide. Each monthly claim must be submitted within 60 days of the last calendar day of each month during the term of the program's agreement for wage top-up and professional development grant, and the month immediately following the term of this agreement.

The program will receive payment within 5 - 10 business days upon submitting the claim. Once the monthly claim has been processed, the program can access a monthly payment summary statement through C3P, which specifies the amount allocated on behalf of each staff member. This funding must be administered to the ECEs in accordance with the conditions set out in the grant agreement and this funding guide, inclusive of all legislated requirements.

Once the deposit has been made, the program may request any funding adjustments (due to errors and omissions to the claimed hours, inability to administer funding to staff, etc.) using the Program Funding Adjustment form at alberta.ca/online-child-care-claims-system.aspx. This form must be sent to the Child Care Claims Unit as instructed on the form. Programs must submit the adjustment requests within twelve calendar months following receipt of the original payment.

Professional development funding

A separate form is required to receive the professional development funding and release time grant. Programs must submit a Professional Development Funding Request form at: <https://cfr.forms.gov.ab.ca/Form/CDEV12397.pdf>.

To request the release time grant funding along with the professional development grant, programs must fill in the relevant section of the Professional Development Funding Request form, which they use to request the funds towards the costs of their ECE's post-secondary training, workshop or conference.

Once the Alberta Child Care Grant Funding Program has assessed the Professional Development Funding Request form, the program will receive written notification indicating whether the funding has been approved. Programs will be given an explanation if their funding is not approved.

The approved professional development funding payment will be part of the overall child care program deposit when the next monthly claim is processed. The ECE name and professional development funding payment amount (including the release time grant, if approved) will be reflected on the monthly payment summary statement.

Program accountability

The program must comply with all the terms set out in the grant agreement that was signed between the grant recipient and the Minister, which includes the content contained in this funding guide.

All child care programs that receive grant funding must maintain required attendance records, receipts, and financial/payroll records to support all funding payments relating to wage top-ups and professional development (and the release time grant, if applicable). Programs are subject to selected or random audits by the Government of Alberta. If a program falsely obtains funds, fails to provide required documentation, or fails to report funding not paid to ECEs, the amount will be adjusted accordingly through the claims payment process. Eligibility for ongoing funding may be terminated.

Failure to comply with the terms set out in the agreement and this funding guide may result in recovery of the funding.

Wage top-ups

- The wage top-up funding is paid to the program as a grant. When the program transfers this funding to staff, payments fall under the definition of “wage” in Alberta’s Employment Standards Code. As such, the program must administer this funding as a wage in accordance with all applicable legislation.
- According to the Alberta Employment Standards Code, employers must pay at least the minimum wage. They must also pay to staff the legislated vacation and general holiday pay on both the employee’s base wage and the wage top-up funding. Information about the Employment Standards Code is available at www.alberta.ca/employment-standards.aspx.
- The employer is also responsible to pay the legislated premiums on the wage top-ups that include Canada Pension Plan, Employment Insurance, and Worker’s Compensation Board premiums.
- For licensed family day home agencies, the top-up paid to family day home educators must be identified as income and administered according to all applicable legislation.
- The program must distribute the funding to each staff as a wage top-up, over and above the employer-paid wage, at the same amount as noted on the monthly claim payment summary prior to the legislated payroll deductions.
- Programs must reflect the wage top-up funding payments as a provincial government contribution on paystubs.
- Programs must keep a written record of all direct child care hours, programming/planning hours, and administrative hours claimed on staff/day home educators attendance records/time sheets (indicating date, start and end times).
- Programs must report on the monthly claim form the current rate of the employer-paid wage for each staff, not including the wage top-up.
- The program may not impose any extra conditions on ECEs outside the scope of the grant agreement and this funding guide regarding the distribution of funding to ECEs.
- Programs must report any unused or incorrectly reported funding using the program funding adjustment form at alberta.ca/online-child-care-claims-system.aspx.

Professional development

- The program must retain a copy of their submitted professional development funding request form, and all receipts supporting the professional development grant payments made to the program.
- Receipts must indicate the same expenditure that was claimed and must match the ECE’s or program’s name, amount of payment and payment date as was submitted on the professional development funding request form.
- Any funding that is paid without supporting receipts, not transferred to the ECE, or not used as approved on the professional development funding request form, must be reported using the program funding adjustment form at alberta.ca/online-child-care-claims-system.aspx.
- The professional development grant is not taxable.
- If programs receive the release time grant payments:
 - The release time funding is paid to programs as a grant but when the program transfers this funding to their ECE employee, payments fall under the definition of “wage” in Alberta’s Employment Standards Code. As such, the program must administer this funding as a wage in accordance with all applicable legislation.
 - According to the Alberta Employment Standards Code, employers must pay at least the minimum wage. They must also pay to ECE the legislated vacation and general holiday pay on both the employee’s base wage and the wage covered through the release time grant funding. Information about the Employment Standards Code is available at www.alberta.ca/employment-standards.aspx.
 - The employer is also responsible to pay the legislated premiums on the wage covered through the release time grant that include Canada Pension Plan, Employment Insurance, and Worker’s Compensation Board premiums.
 - For licensed family day home agencies, the release time grant paid to family day home educators must be identified as income and administered according to all applicable legislation.
 - Programs must reflect the release time grant funding payments as a provincial government contribution on paystubs.
 - Programs must report any unused or incorrectly reported funding using the program funding adjustment form at alberta.ca/online-child-care-claims-system.aspx.

Contact information

Funding

If you have questions about wage top-ups and professional development funding, you can call the Alberta Child Care Grant Funding Program at 1-800-661-9754 or email cs.childcarefunding@gov.ab.ca.

For more information, visit <https://www.alberta.ca/alberta-child-care-grant-funding-program.aspx>.

Claims

If you have questions about submitting your monthly claim or the payments received, you can call the Alberta Child Care Claims Unit at 1-855-638-6121 or email cs.childcareclaims@gov.ab.ca.

For more information, visit <https://www.alberta.ca/online-child-care-claims-system.aspx>.

Superseded