

Child Care Licensing Portal

Signing Wage Top-up & Professional Development Grant Agreement

Tip Sheet for Operators

Purpose of this guide

This guide is designed to help you sign the new Wage Top-up and Professional Development Grant agreement. To complete this, you will need:

- An account in the Child Care Licensing Portal and signing authority for the program.
 - Authority to sign refers to the individual(s) who are legally permitted or authorized to sign official documents for another party such as a business or organization.

Step 1: Logging In


Log into the [Child Care Licensing Portal](#) with your child care licensing account. This account should already have approved signing authority access for your program(s).

You can access the Child Care Licensing Portal Login Guide for support logging in and accessing services. For additional support logging into the portal please contact CS.LicensingSystemSupport@gov.ab.ca.

Step 2: Navigate to the Wage Top-up & PD Service in the Portal

Once you have logged into the “My Account” page in the Child Care Licensing Portal, look for the “Wage Top-up & PD” tile at the bottom of the page. You can also click on the “Wage Top-up & PD” tab on the left-hand side of the page.


Available Services



Affordability Grant

The affordability grant provides funding to licensed child care programs with the purpose of reducing child care costs.

[Sign agreement](#)



Wage Top-Up & PD

This funding provides licensed child care programs with wage top-up, mandatory employer contribution, professional development and release time grants for eligible certified Early Childhood Educators.

[Sign agreement](#)

Step 3: Start Signing

Once you have entered the Wage Top-up & PD service click “Sign Wage Top-up & PD Agreement” for the program you wish to sign for.

Programs	Agreement Status	Grant Agreement	Actions
70 █████ CENTRAL PERK KIDS CLUB, COFFEE SHOP STREET, CALGARY	🕒 Initiated		Sign Wage Top-Up & PD Agreement
580 █████ DANCING BEARS FAMILY DAY HOME, 9940 106 STREET, EDMONTON	🕒 Initiated		Sign Wage Top-Up & PD Agreement
80 █████ HOGWARTS ACADEMY, 934 HOGSMEAD, CALGARY	🕒 Initiated		Sign Wage Top-Up & PD Agreement

This will bring you to the agreement to begin review.

Step 4: Personal and Program Information

In this section of the agreement, you will verify the signing authority’s personal information and the program information. Enter and review information in all appropriate fields.

Personal Information

Name
Albus Dumbledore

Email
adumbledore@gmail.com

Address

Address Line 1

Address Line 2

City

Select a Province

A1A 1A1

Job Title

Title

Work Phone

() - -

Program Information

License holder legal name
HOGWART ACADAMY LTD.

License holder operating name
HOGWARTS ACADEMY

Program ID
8C

Address
934 HOGSMEAD
CALGARY, AB
T2E0C3

Is the information above correct?

Yes No

Back Next

When all information is entered and correct, click “Yes” at the bottom of the page, and then “Next” to continue to the next step.

Personal Information

Name Albus Dumbledore	Job Title Owner
Email adumbledore@gmail.com	Work Phone (587) 555-9263
Address 934 Hogsmead	
Address Line 2	
Calgary	
ALBERTA	
T2E0C3	

Program Information

License holder legal name HOGWART ACADAMY LTD.	License holder operating name HOGWARTS ACADEMY
Program ID 8C	
Address 934 HOGSMEAD CALGARY, AB T2E0C3	

Is the information above correct?

Note: If any mandatory fields have not been completed, you will be reminded to enter information and unable to move forward in this step until all fields have been completed.

Personal Information

Name Albus Dumbledore	Job Title Title <small>Job title is required.</small>
Email adumbledore@gmail.com	Work Phone () - -
Address Address Line 1 <small>Address is required.</small>	
Address Line 2	
City <small>City is required.</small>	
Select a Province <small>Province is required.</small>	
A1A 1A1 <small>Enter a valid postal code (A1A 1A1).</small>	

If any of the information in this section is incorrect, click “No” at the bottom of the page.

Is the information above correct?

ⓘ Incorrect information on file
You've indicated that the information on file for CENTRAL PERK KIDS CLUB is incorrect. The information on file must be corrected before you can sign the Child Care Program Affordability Grant Agreement.

Please contact CS.LicensingSystemSupport@gov.ab.ca to have your information corrected.

If you have made errors that will need to be corrected, you will need to contact CS.LicensingSystemSupport@gov.ab.ca. Do not complete the agreement if this information is incorrect. Please allow 1-2 business days to follow up your inquiry.

Step 5: Parties to the Agreement

After confirming all the personal and program information is correct, you will confirm all the parties involved in the agreement and why the grant is being offered. ‘Parties’ refers to legal representatives and recipients for the agreement.

Please review this section and confirm that the personal and program information is correct.

THIS AGREEMENT is effective the 1st day of April, 2023.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
as represented by the Minister of Children and Family Services (the “Minister”)
~ and ~
FRIENDS INC.
created pursuant to the laws of Alberta (the “Grant Recipient”)

WHEREAS the Grant Recipient is licenced to operate a Child Care Program pursuant to the *Early Learning and Child Care Act*, identified on the licence by Program ID: 70090493, and operating as **CENTRAL PERK KIDS CLUB**;

WHEREAS the Minister recognizes the importance of providing wage top-ups and support for the recruitment, retention and professional development of certain eligible Staff employed in the Child Care Program;

WHEREAS the Minister wishes to provide a grant to the Grant Recipient for certain eligible Staff employed in the Child Care Program for one or more of the following purposes: wage top-up; professional development; release time; and mandatory employer contributions; as further defined in this Agreement;

WHEREAS the Minister has agreed to provide Funding to the Grant Recipient for the said purpose(s) subject to the terms and conditions of this Agreement;

WHEREAS the Grants Regulation authorizes such a grant being made; and

WHEREAS the Grant Recipient is prepared to perform and enter into certain undertakings relative to the payment of the grant.

If any of the information in this section is not correct, contact CS.LicensingSystemSupport@gov.ab.ca to correct any errors. Please allow 1-2 business days to follow up your inquiry.

If you, as the signing authority, have reviewed this page and confirmed the information is correct, click “Next.”

Step 6: Agreement Definitions, Terms and Conditions

In this section you can view important definitions, terms, and conditions of the grant. As the signing authority, you will review each section of the agreement.

There are 14 sections to the agreement and 4 schedules to review shown in the chart below.

Definitions	Use of Grant funding	General Provisions	Schedule A (Wage Top-up)
Responsibilities of the Grant Recipient	Publication Dissemination and Release of Information	Breach of Agreement	Schedule B (Professional Development)
Term	Reporting	Termination of Agreement	Schedule C (Release Time)
Representatives	Accounting	Notices	Schedule D (Mandatory Employment Contribution)
Funding	Surplus of Expiry or Termination		

Review the section of the agreement and if all information is correct click “Next.”

Definitions	<p>NOW THEREFORE the parties agree as follows:</p> <p>1. DEFINITIONS:</p> <p>(a) “Agreement” means this document, Schedule A, Schedule B, Schedule C, and Schedule D and includes any amendments made in writing by the parties.</p> <p>(b) “Alberta Child Care Grant Funding Guide” means the Alberta Child Care Grant Funding Guide, version dated December 22, 2022, as amended from time to time, a copy of which can be found on the Open Government Portal at https://open.alberta.ca/publications/alberta-child-care-grant-funding-guide.</p> <p>(c) “Child Care Program” means a licensed facility-based program provided or a family day home program offered or provided by an individual in the individual's private residence under oversight of a licensed family day home agency.</p> <p>(d) “Early Learning and Child Care Act” means the <i>Early Learning and Child Care Act</i>, SA 2007, c E-01, as amended from time to time or any successor legislation.</p> <p>(e) “Child Care Regulation” means <i>Early Learning and Child Care Regulation</i>, AR 143/2006, as amended from time to time or any successor legislation.</p> <p>(f) “Effective Date” means the date first noted above.</p> <p>(g) “Funding” means the grant monies to be contributed by the Minister and any interest earned thereon, and includes one or more of the following: Wage Top-Up; Professional Development; Release Time; and Mandatory Employer Contributions.</p> <p>(h) “Grants Regulation” means the Human Services Grants Regulation, AR 25/2016, as amended from time to time or any successor legislation.</p> <p>(i) “Mandatory Employer Contributions” means the Funding available to the Grant Recipient to offset the Canada Pension Plan (CPP) contributions and Employment Insurance (EI) and Workers' Compensation Board (WCB) premiums payable by the Grant Recipient on the Wage Top-up amounts distributed to its Staff, as described in Schedule D and the Alberta Child Care Grant Funding Guide.</p> <p>(j) “Minister” means the Minister designated as being responsible for the <i>Early Learning and Child Care Act</i>.</p> <p>(k) “Professional Development” means the Funding available to the Grant Recipient to assist with the costs of eligible professional development of Staff, as described in Schedule B and the Alberta Child Care Grant Funding Guide.</p> <p>(l) “Release Time” means Funding available to the Grant Recipient:</p> <ol style="list-style-type: none"> i. to be paid to eligible Staff while they study, complete post-secondary coursework, and/or attend workshops/conferences that have been approved by the Minister for professional development, and, ii. the administrative amount to be retained by the Grant Recipient to offset expenses of the Grant Recipient as they relate to administering the Release Time grant to the Staff, as described in Schedule C and in the Alberta Child Care Grant Funding Guide. <p>(m) “Staff” means</p> <ol style="list-style-type: none"> i. a certified paid employee of the Grant Recipient responsible for providing direct child care and supervision of children, including program supervisors and alternate supervisors, as defined in the Child Care Regulation, ii. a certified family day home coordinator or family day home consultant (also referred to as a home visitor) employed by a licensed family day home agency; and, iii. a family day home educator contracted with the licensed family day home agency to provide child care in their place of residence, <p>provided that the Staff person meets all of the eligibility criteria for Wage Top-up, Professional Development, Release Time and/or Mandatory Employer Contributions.</p> <p>(n) “Term” means the term of the Agreement set out in Clause 3.</p> <p>(o) “Wage Top-up” means the Funding available to the Grant Recipient to top up wages of Staff, as described in Schedule A and in the Alberta Child Care Grant Funding Guide.</p>
Responsibilities of the Grant Recipient	
Term	
Representatives	
Funding	
Use of Grant funding	
Publication Dissemination and Release Of Information	
Reporting	
Accounting	
Surplus of Expiry or Termination	
General Provisions	
Breach of Agreement	
Termination of Agreement	
Notices	

For sections in the chart highlighted blue, you will also indicate your understanding of this section of the agreement. Check the box provided and click “Next” to continue to the next section.

Definitions	<p>2. RESPONSIBILITIES OF THE GRANT RECIPIENT:</p> <p>(a) The Grant Recipient will:</p> <ol style="list-style-type: none"> i. submit a monthly claim and ensure all Staff for whom Funding is claimed meets eligibility criteria; ii. submit a monthly claim and claim only eligible hours as outlined in the Alberta Child Care Grant Funding Guide; iii. submit a monthly claim to report the current rate of the employer-paid wage for each Staff, not including the Wage Top-up, during the Term of this Agreement; iv. maintain written daily attendance records of Staff hours in a format approved by the Minister as set out in the Alberta Child Care Grant Funding Guide for each calendar month for which the Funding applied is claimed; v. distribute the Funding: <ol style="list-style-type: none"> a. to respective Staff separate from the employer-paid base wage within the period of time in accordance with the Alberta Employment Standards Code, for the Wage Top-up, Professional Development, and applicable portion of the Release Time funding; b. to offset the wage related expenses associated with administering the Release Time funding to Staff, for the applicable portion of the Release Time funding; c. to offset the legislated payroll contributions and premiums payable by the Grant Recipient on the Wage Top-up amounts distributed to Staff, for the Mandatory Employer Contributions funding; and vi. comply with other responsibilities as outlined in the Alberta Child Care Grant Funding Guide. <p>(b) The Grant Recipient shall not impose any extra conditions on its Staff outside the scope of this Agreement, regarding the distribution of Funding.</p> <p>(c) The Grant Recipient shall comply with all applicable laws in its performance of this Agreement.</p> <p>(d) The Grant Recipient shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding except in consultation with and upon receiving the approval of the Minister as to the contents of the announcement or press release, such approval shall not be unreasonably withheld.</p> <p><input checked="" type="checkbox"/> understand the Responsibilities of the Grant Recipient</p>
Responsibilities of the Grant Recipient	
Term	
Representatives	
Funding	
Use of Grant funding	
Publication Dissemination and Release Of Information	
Reporting	
Accounting	
Surplus of Expiry or Termination	
General Provisions	
Breach of Agreement	
Termination of Agreement	
Notices	

Please review this agreement carefully. For any questions about the details as they are written in your grant, please contact CS.ChildCareFunding@gov.ab.ca.

While reviewing the sections you can click “Back” at any time to return to a different section of the agreement.

Step 7: Signing and Submitting the Agreement

In this last section you will sign and complete the agreement. As the signing authority, you will enter your name in the field and click “Next.”

Murray Kleiter

July 28, 2023
Date

Murray Kleiter, Early Intervention and Child Care Administration Branch

Legal Name: FRIENDS INC.
Program Name: CENTRAL PERK KIDS CLUB
Program ID: 70

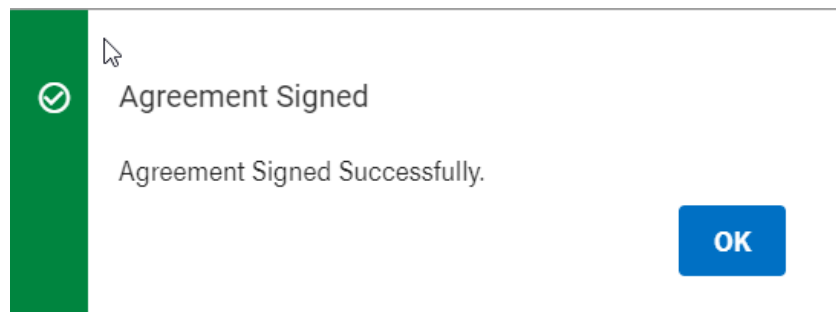
Gunther Gunther

July 28, 2023
Date

Gunther, Gunther
Owner

Back Next

A message will be shown to confirm the agreement has been signed.



If this confirmation page does not load, please do not assume the agreement has been submitted. Confirm the submission via the “My Account” page detailed in Step 8.

Step 8: Confirmation and Reviewing the Agreement Submission

To confirm the agreement was submitted, you can check your “My Account” page on the [Child Care Licensing Portal](#). Please wait approximately ten minutes after submitting for the portal to update the agreement and then refresh the page.

If “Sign Wage Top-up & PD Agreement” appears in the row for the program, the submission was not successful. Please re-enter the agreement and try to submit it again.

Programs	Agreement Status	Grant Agreement	Actions
70 [REDACTED] CENTRAL PERK KIDS CLUB, COFFEE SHOP STREET, CALGARY	🕒 Opened - Not Signed		Sign Wage Top-Up & PD Agreement

If “View Details” appears in the row for the program, you can click the button to view the signed agreement.

Programs	Agreement Status	Grant Agreement	Actions
70 [REDACTED] CENTRAL PERK KIDS CLUB, COFFEE SHOP STREET, CALGARY	✅ Signed Jul 28, 2023		View Details

Clicking “View Details” will load a pop-up showing the program’s current and past agreements. Here the program’s current and active (2023-2025) agreement will have an “Active” status displayed beside it.

View All Agreements ✕			
Organization: CENTRAL PERK KIDS CLUB, COFFEE SHOP STREET, CALGARY			
Agreement Signed By	Agreement Info	Agreement Status	Grant Agreement
Gunther Gunther	Apr 1, 2023 to Mar 31, 2025	Active	Wage Top-Up & PD Agreement

You have successfully signed your Wage Top-up and Professional Development Grant agreement in the Child Care Licensing Portal. To view and print a PDF copy of your active and signed agreement click “Wage Top-up & PD Agreement” as shown above.

Contact Information

For further questions or support, please contact the appropriate area:

Wage Top-up & PD Grant funding, details, or process – contact the Alberta Child Care Grant Funding Program at CS.ChildCareFunding@gov.ab.ca.

Wage Top-up & PD Grant application/portal technical support – contact the Child Care Licensing Portal Support Team at CS.LicensingSystemSupport@gov.ab.ca.

Wage Top-up & PD Grant claims/payments – contact the Alberta Child Care Claims Unit at 1-855- 638-6121 or email CS.ChildCareClaims@gov.ab.ca.

Wage Top-up & PD Grant financial reporting – contact the Alberta Child Care Grant Funding Program at CS.ChildCareFunding@gov.ab.ca

Child Care Licensing – contact your local Child Care Licensing office, or call Child Care Connect at 1-844-644-5165.