

# 2024-25 Extra-Curricular Support Program

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## Program Description

The Métis Nation of Ontario continues to offer the Extra-Curricular Support Program for children 0-12 years to support the healthy growth and development of Métis children. The program is designed to support the social, physical, and mental well-being of our Métis children, focusing on developmentally supportive activities.

The Extra-Curricular Support Program is reviewed and updated annually. Families must review the guidelines thoroughly, as eligibility and program parameters may change yearly.

## Eligibility

- The child must be between the ages of 0 and 12 years.
- The parent/guardian, or child, must be an MNO citizen eligible for direct support.
- The family must reside in the Province of Ontario.
- Expectant parents cannot pre-purchase supplies before birth. All purchases must be made after the birth of the child.

## Application

### One Application

The MNO Extra-Curricular pre-application will be included in the ELCC One Application for the 2024-25 fiscal year. It will allow eligible MNO citizens to register for the Extra-Curricular Support Program before accepting formal applications. The ELCC team will use the information provided to monitor applicants, determine the available monetary support, and advise families about their acceptance into the 2024-25 fiscal year program.

The OneApplication will accept extra-curricular pre-applications between March 4, 2024-April 26, 2024. After this period, the OneApplication will serve as a central waitlist for families unable to meet the submission deadline.

- The pre-application registers your child(ren)'s interest in receiving extra-curricular support for the 2024-25 fiscal year.
- Before applying, the application will confirm the name(s) and date of birth of all children who may qualify for extra-curricular support. Children who are not listed on the application will NOT receive support.
- You may only apply to the pre-application once. All children 0-12 years must be included on the application.
- Completing the application does not guarantee acceptance into the 2024-25 extra-curricular program.
- This application IS NOT for submitting expenses.
- Families expecting a child after the pre-application window closes may apply to the waitlist after the birth of their child.
- The support available will be determined after the pre-application period closes. It will be based on the child's age and the number of applications received.



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- The ELCC team is not responsible for purchases not within the program's parameters, purchases made before April 1, 2024, and/or if your application is not approved.

The OneApplication will also accept applications for the MNO Christmas Program, the Back to School Backpacks, and the early learning kit. The application period for these three programs is also March 4-April 26, 2024. Families not completing the application by April 26, 2024, can apply to the waitlist.

## Submission Portal

The submission portal will open for approved families on May 22, 2024, and will be the only method of submitting receipts to the program. The submission portal will close on March 7, 2025. Families who expect to incur expenses between March 7 and March 31, 2025, should contact their Family Supports Administrator for more information.

- Receipts must be dated between April 1, 2024-March 7, 2025. Late applications will not be considered.
- A minimum of \$50 of receipts (per family) is required.
- Families are encouraged to apply multiple times during the submission period.
- Multiple children can be included in the application.
- Only children who received approval can submit applications to the submission portal.
- We require detailed proof of payment/receipts.

## Program Guidelines

The following are general guidelines for the 2024-25 Extra-Curricular Support Program:

- The support available will be determined based on the number of applicants and the children's ages. This amount will be announced by May 22, 2024.
- Support cannot be transferred between program years or shared between siblings.
- For children turning 13 this fiscal year, receipts must be dated BEFORE the child's 13<sup>th</sup> birthday.
- The activity and/or equipment must be developmentally appropriate and align with the child's age.
- The activity/equipment must be used by the child(ren).
- If an application is declined, a family may request an appeal. The Director of Education and Training reviews all final appeal decisions.
- Detailed receipts may be requested to verify that the equipment suits the child.
- Proof of activity enrollment may be requested to verify the child is registered in the activity.
- Quantities of items reimbursed may be limited.
- Please upload as many receipts as possible into one application when applying. This ensures your application is processed promptly.
- *Reimbursement for any activity fees or equipment purchased is at the sole discretion of the MNO following an assessment of the complete application and additional requested clarifying information and supporting documentation.*



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- ELCC staff cannot make specific product or program recommendations as each child has different interests, capabilities, and areas of need.

## Key Dates

- The One Application period will be from **March 4, 2024- to April 26, 2024.**
- The OneApplication will close between **April 26, 2024-May 21, 2024.**
  - This is to review all the applicants, complete citizenship checks, and allocate funding to each child approved into the program.
- The OneApplication will reopen **June 1, 2024- February 28, 2025**, and act as a waitlist for families who did not apply in the original application period.
- Families will be advised of the outcome of their pre-application no later than **May 22, 2024.**
- The extra-curricular submission portal will open between **May 27, 2024- March 7, 2025.**
  - The portal opens at 8:00 am EST and closes at 5:00 pm EST
- Receipts must be dated between **April 1, 2024-March 7, 2025.**
  - Please contact your Family Supports Administrator for activities (such as camp or sports) paid for between March 7 and 31, 2025.
  - Receipts for equipment or supplies dated after March 7, 2025 will not be accepted.
  - All equipment receipts must be submitted in the portal before it closes.

## Program Parameters

### Activities eligible for reimbursement

Please note this is not an exhaustive list.

- Archery lessons
- Art classes
- Baby yoga
- Babysitting course
- Beauty pageants/talent shows
- Bowling club
- Cadets (Army, Sea, Air) / Guiding/ Scouting
- Cheerleading
- Coding courses
- Cycling/skateboarding clubs
- Dance class
- Day camp
- Firearm safety training (12-year-old children only)
- Gym memberships (child's portion only)
- Gymnastics
- Home alone course
- Horseback riding
- Hunter safety training
- Kayak/canoe lessons or club
- LARP (Live Action Role Play)
- Leadership clubs
- Learn to skate
- Martial arts
- Music lessons
- Orienteering club
- Out school/online courses (NOT courses that are primary educational – for example, reading courses)
- Parent and child lessons for 0-4
- Robotics club
- Science programs
- Skiing/snowboarding/winter tubing



- Snowshoe lessons
- Sports fees (hockey, soccer, baseball, tennis, golf, basketball, football, etc.)
- STEM/STEAM clubs
- Swimming classes
- Technology programs
- Trampoline or tumbling lessons
- Trapping courses
- Wilderness, fishing, camping, etc. courses
- Water skiing lessons
- Yoga classes
- Youth group/church groups
- Family or child passes are allowed for the following:
  - Federal/provincial/conservation parks
  - Historical sites/cultural centres
  - Museums and science centres
  - Aquariums
  - Gym memberships (child only)
  - Swim passes (child only)
  - Libraries

### Activity Limits

The following activities have an annual expense limit and age consideration.

Item	Maximum	Age Range	Quantity
Bowling pass and shoe rental (child only)	\$125	Age 3+	Annual limit per child
Individual/daily trampoline pass (child only)	\$175	Age 3+	Annual limit per child
Indoor playground pass (child only)	\$125	Age 18 month+	Annual limit per child
Outdoor tubing park (child only)	\$125	Age 3+	Annual limit per child

### Equipment

- The maximum reimbursement is \$225 per item **(Including Taxes)**.
  - Some exceptions apply for larger items; more information is provided below
- It must be developmentally appropriate for the child.
- ***It must align with the age of the child.***
  - ELCC staff will use the suggested age guidelines for some equipment (for example, 3+) and approve equipment based on child development for typically developing children. Further guidance on age guidelines is available in this document.
- It must support the child's social, physical, and mental well-being.
- It must be for use specifically by the child.
- A reasonable purchase of equipment is necessary for the child's extracurricular activity.
- Proof of equipment (i.e., equipment list) may be requested for items required for a registered program.
- Examples of equipment may include:
  - sports equipment (e.g., soccer ball, basketball),
  - fishing equipment,
  - outdoor activity equipment (e.g., bike, trampoline),
  - safety equipment (e.g., bike helmet, snowmobile helmet, lifejackets, etc.),
  - arts and crafts, including beading materials,



- science activities,
- sensory items (such as sand or water tables) for younger children.
- It must not be infrastructure, machinery, entertainment, firearms, firearm accessories, building materials, equipment, or services designed for adults.
  - A list of ineligible items is below.

Additional consideration will be given to children with special needs case-by-case.

#### Maximum Amount Reimbursed for Equipment

- The following equipment purchases are eligible for the indicated maximum reimbursement amount.
- Equipment meeting the overall program parameters not included in the list below will be reimbursed to a maximum of \$225.
- The maximum has been based on market research on potential youth/child-size equipment costs. Eligibility for reimbursement for large items will be confirmed after an assessment of the family's access to the program for the same or similar items in the current and previous years.
- Note there are age limits to some items. When purchased, this is based on your child's age (within two months).
- Some items are limited per child or family, and some are limited annually.

#### Bikes

Category	Age	Maximum
Infant/Toddler	1-2	\$175
Preschooler	3-5	\$225
Child	6-10	\$550
Youth	11-12	\$750

#### Equipment

All amounts are inclusive of tax.

Item	Maximum	Age Range	Quantity
Archery and hunting equipment. ( <b>No guns</b> ) (archery bows, arrows, targets, etc.)	\$400	Age 10+	Per child
Arts and craft supplies (including kits)	\$300	Age 1+	Annual per child
Basketball nets (full size)	\$500	Age 7 +	One per family, limited in future years
Beading supplies (not included in the arts and crafts total)	\$300	Age 2+	Annual per child
Canoe	\$1,000	Age 10 +	One per family, limited in future years
Cross-country skis – classic or skate, including bindings	\$500	Age 2+ and appropriate for the child's size	One type per child





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Dartboard	\$225	Age 10+	One per family
Downhill skis- including bindings	\$700	Age 2+ and appropriate for the child's size	One per child
Fishing Equipment (Fishing knives 10+ ONLY), rods, reels, tackle, etc.	\$300	Age 3 +	Annual per family
GT Racer Sleds, toboggans, and snow tubes (does not include pull sleds)	\$100	Age 2+	One per child
Horse tack	\$500	Age 4 +	Annual per child
Ice huts	\$500	Age 3 +	One per family, limited in future years
Indoor gross motor equipment (e.g., balance boards, small climbing sets, balance steppingstones, pikler triangles, balance beams, mats) <i><b>the limit applies to each item</b></i>	\$250	It depends on the age guideline of the item purchased.	Some items may be limited to one per family.
Kayak	\$750	Age 6 +	One per child, limited in future years
Mandatory Uniforms	\$100		Per registered activity, per child
Musical instruments	\$1,000	It depends on the instrument	Drums, pianos/keyboards – one per family
Ninja lines	\$500	Age 5+	One per family, limited in future years
Rink kits/synthetic ice ( <b>Not lumber, building material, tarps, etc.</b> )	\$500	Age 3 +	Annual per family
Science kits	\$300	Based on the age guidelines of the kit	Annual per child
Scooters/ skateboards/ rollerblades/ roller skis	\$225	Age 4 +	One item per child
Sensory items	\$150	Ages 0-4 years	Annual limit per child
Snowboards – Including bindings	\$700	Age 2+ and appropriate for the child's size	One per child
Soft zone/ play couch and accessories	\$500	9 Months – Age 5	One per family, limited in future years
Stand-up paddle board	\$750	Age 6 +	One per child, limited in future years
Trampoline	\$750	Age 4 + for a large trampoline	One per family, limited in future years



Water mat	\$500	Age 4+	One per family, limited in future years
Water skis	\$500	Age 4+ and appropriate for the child's size	One set per child
Zipline	\$400	Age 4 +	One per family, limited in future years

### Clothing

- Only clothing that is mandatory for a **registered program** (such as uniforms, etc.) can be reimbursed. Proof may be requested. Personalization of clothing (name, team, number, etc.) is not eligible.
  - There is a \$100 limit for MANDATORY clothing required for each registered program. This includes uniforms, dance clothing, etc.
  - Proof may be required.
- Specialized footwear required for activities will be approved—for example, ballet shoes, skates, cleats, and ski boots.
  - Running shoes or indoor shoes will not be approved.
- Other clothing will be declined. This includes snow suits, camp (kit) clothing lists, clothes required for forest school or daycare, clothing, and shoes for school gym class, swimwear, t-shirts, shorts, etc.

### Limits on Equipment Purchases

- Some items may be limited to one per family based on the nature of the item (e.g., to be used by multiple children), for example, some musical instruments, trampoline, canoe, etc.

### Expenses NOT Eligible for Reimbursement under the Program

The following is a non-exhaustive list of examples of items that are not eligible under the program. This is due to the program’s design and purpose, the funding terms and conditions, and MNO financial policies. Items that are similar but not explicitly mentioned (for example, Samsung tablet vs iPad vs Tablet) will be included.

- Additional uniforms, personalization of equipment and promotional clothing, suits for hockey, branded team jackets, NHL jerseys for practice, etc.
- Amusement park passes, pumpkin patch, farm experiences, escape rooms, waterparks, entertainment tickets (movies, concerts, stage performances, etc.)
- Animal habitats or items for pets/animals.
- Bags (hockey bags, backpacks, activity bags, etc.)
- Ball pits.
- Bath toys
- Batteries.
- Board games/ card games.
- Books, curriculum books, and literature/financial courses (educational resources).





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- Camping supplies such as tents, shovels, sleeping bags/pads/mattresses, coolers, cooking supplies, lighters, fire starters, chairs, or flashlights (unless required for the activity such as scouting, guiding, or cadets. Must provide proof from the organizer).
- Chairs/ bean bag chairs/ filling.
- Construction materials.
- Cooking/ food preparation equipment.
- Donations/ mandatory fundraisers/ volunteer fees/ lottery tickets, etc.
- Drones
- Equipment, activity, or materials primarily for use by adults.
- Exercising equipment (e.g., Peloton, mirror, Bow flex, rowers, recumbent bikes, etc.)
- Facility Rentals (Ice rentals, community areas, swimming pools, etc.)
- Fidget spinners.
- Firearms, ammunition, firearm accessories, firearm storage devices.
- Food, supplements, and drinks.
- Foosball/ hockey tables.
- Furniture (child activity tables and chairs.)
- Gaming systems, video games, karaoke machines, fitness trackers, laptops, computers, iPads, tablets, phones, phone/tablet accessories, stylus pens, electronic sensory items (including battery operated), e.g., Fitbit).
- Gardening supplies.
- Gatherings- for example, birthday parties and family reunions.
- Ice augers
- Imaginative play (dress up, kitchens, workshops, playhouses, etc.)
- Inflatable bouncers/ water bouncers/ slip and slides/ water slides.
- Installment/ whole payments made outside the fiscal year
- Insurance for item delivery.
- Kneeboard, tube, wakeboard, island hopper (for behind boat).
- Late fees/interest.
- Layaway/ payment plans for equipment
- Lego/ Magnstix Sticks / Knex/ Mega Blocks/ Magnatiles, etc.
- Licensed or private child care receipts.
- Motorized equipment (snowmobiles, dirt bikes, e-scooters, boats, battery-operated toys/vehicles, power wheels, motorized augers, hoverboards, etc.)
- Nerf guns and nerf gun scooters.
- Non-mandatory clothing, including outdoor/winter clothing, shoes, and boots.
- Occupational therapy, physiotherapy, speech and pathology therapy, paramedical costs.
- Orthotics.
- Overnight camping/cabin fees or rentals/ accommodation costs for camping trips.
- Pull sleds or items to pull equipment (the child needs to propel themselves).



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- Permanent play sets, tree houses, sheds, or home improvements.
- Playpens/ crib mobiles/ sleeping areas/ baby gates.
- Power tools.
- Puzzles.
- Replacement items that were previously purchased in the fiscal year.
- Roof racks/rail or car accessories and bike racks.
- Sensory items for children 4+.
- Shipping from outside Canada.
- Snowmobile Suits
- Non-specialized shoes (for example, indoor shoes or running shoes)
- Strollers, baby carriers, pull-style wagons, bike trailers, ski trailers, baby bike seats, and car seats.
- Stuffed animals/toys.
- Subscription boxes.
- Swimming pools and hot tubs, including wading pools.
- Taxes or duty fees for shipping and border crossing.
- Teething toys.
- Trailers, campers, or RVs.
- Transportation, including parking passes, valet, or transit.
- Travel expenses/ car rentals, including hotel accommodation.
- Tutors/educational supports/ educational items or equipment.
- Warranty fees.
- Water bottles
- Water balloons

## Appeals and Complaints

- Every application is reviewed based on the parameters of the program based on individual circumstances and information provided in the program.
- You can request a review of the application by emailing Emma Langdon, Family Programs Supervisor, at [emmal@metisnation.org](mailto:emmal@metisnation.org) or 807-627-7349. Please include your full name and the application number. The application will be reviewed with the Manager of ELCC, and reviews may take up to ten business days.
- The review is sent to the Director of Education and Training for the final decision.
- The Director of Education and Training reviews all appeal decisions, which are final, with no exceptions.
- The MNO ELCC team follows the MNO's Policies on Prevention of Workplace Harassment (POLICY NO. 3.030) and Violence and Respectful Workplace (POLICY NO. 3.020).  
<https://www.metisnation.org/wp-content/uploads/2010/10/policies-and-procedures-manual-may-1-2020.pdf>



- While we understand your frustrations, yelling, harassing, or sending hurtful emails or phone calls to ELCC staff is never ok. This includes:
  - Not respecting response time guidelines and sending frequent phone calls or emails to ELCC staff with the expectation that they respond to you quicker.
  - Multiple calls and emails will not increase our response time and may create additional delays.
  - Calling ELCC staff derogatory words via phone call or email.
  - Make "threats" to go to your Community Council President, PCMNO Regional Councillor, or President of the Métis Nation of Ontario if you disagree with a decision made by the ELCC team.
  - Using frequent passive-aggressive language via phone or email.
  - Swearing or using racial slurs.
  - Threats of violence to ELCC staff or their families.
- Failure to comply with these policies will result in an incident report sent to the Director of Education and Training. It MAY result in your ELCC file being closed.
- Please be mindful that ELCC staff are people, too. There is a person behind that phone call or email. Negatively treating any ELCC staff member will not be tolerated. Many are also MNO citizens who love supporting other citizens and take great pride in their work. They have families and a life outside of their work hours. We kindly ask all families accessing this program to treat all ELCC staff with dignity, respect, and kindness.
- ELCC staff strives to provide the best support possible to our citizens with kindness, respect, and dignity.
- If an ELCC staff member breaks the above policies, please email Emma Langdon, Supervisor of ELCC Family Supports ([emmal@metisnation.org](mailto:emmal@metisnation.org)). Please provide the name of the staff person involved, the date, time, and a description of the incident. Emma will follow up within ten business days and may request additional information. Severe occurrences will be brought to the Director of Education and Training.

## Frequently Asked Questions

### General Program Questions

#### *What are the changes to the 2024-25 Extra-Curricular Program?*

- ELCC reviews programs on an annual basis to ensure they meet the needs of families.
- Amounts of some approved items have changed to account for the increased cost of living.
- Item maximums are inclusive of tax
- Some items will no longer be approved (for example, water bottles and indoor shoes)
- The One Application period will be from March 4, 2024- to April 26, 2024.
- The OneApplication will close between April 26, 2024-May 21, 2024.
  - This is to review all the applicants, complete citizenship checks, and allocate funding to each child approved into the program.



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- The OneApplication will reopen June 1, 2024- February 28, 2025, and act as a waitlist for families who did not apply in the original application period.
- Families will be advised of the outcome of their pre-application no later than May 22, 2024.
- The extra-curricular submission portal will open between May 27, 2024- March 7, 2025.
- Receipts must be dated between April 1, 2024-March 7, 2025.
- Please contact your Family Supports Administrator for activities paid for between March 7 and 31, 2025.

## Frequently Asked Questions (FAQ)

*Is there support if I cannot afford the upfront cost of an activity?*

- Please reach out to your Family Supports Administrator to discuss supports that may be available.

*One of my children does not want to participate in anything. Can I use their funds for a sibling?*

- Funds are not transferrable between children.
- The Extra Curricular Support Program provides many options for children, from sports to STEAM, music, and the arts. In some communities, there may be a barrier to accessing non-sport-related programming. The Extra Curricular Support Program does support virtual options.

*We did not use all of the support from the previous year – or we won't use it all this year. Can I transfer the funding to future years?*

- Support cannot be transferred to different program years.

*My child requires specific support/items to participate in activities. What support is available?*

- If your child has specific needs that may not be met through the general program guidelines, please contact your Family Supports Administrator.
- Supports are available on a case-by-case basis. Documentation may be required.

## Program Eligibility

*How do I qualify for the Extra Curricular Support Program?*

- A parent, guardian, or child must be an MNO citizen.
- The MNO citizen is eligible for Direct Benefit Programs and Services Policy: [MNO Policy#2021-001: Eligibility for Direct Benefit Programs and Services](#)
- The child must be between 0 and 12 years old.
- Applicants must reside in Ontario.

*I am an MNO citizen and have a kinship with my grandchildren/family. Can we access this program?*

- Yes, you can apply for this program for your grandchildren if you have a kinship and are an MNO citizen.
- We require supporting documentation to confirm kinship.



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*I'm expecting a child. Can I purchase items before the baby comes and submit an application?*

- Once your child is born, you can apply for the program waitlist.
- All items purchased for a newborn need to be purchased after the child is born.
- We understand that new parents are excited about their new bundle of joy; however, we want to ensure your baby arrives in the world healthy and safe. In addition, some items you think may be helpful during pregnancy may not fit your child's needs. Applying after their birth ensures that your child can access the appropriate programming and resources.
- Expectant parents are encouraged to apply for the ELCC Baby Bundle Program:  
[https://metisnation.smapply.io/prog/mno\\_elcc\\_baby\\_bundle\\_kit/](https://metisnation.smapply.io/prog/mno_elcc_baby_bundle_kit/)

*My child has aged out of the program. What other support are there for children 13+ years old?*

- Supports are available for children and youth through other MNO programs. Some opportunities include:
  - Educational and Cultural Camps – Please visit the MNO website or social media for upcoming events.
  - Métis Youth Opportunities – Please visit the MNO website or social media for upcoming initiatives or events.
  - Métis Stay in School Program: <https://www.metisnation.org/programs-and-services/education-training/k-12-education-support/metis-stay-in-school-program/>
  - Please contact your local MNO Community Council, as many councils provide programming and opportunities for Métis Youth.
- ELCC cannot support children aged 13 and over due to the program's terms and conditions.

## Application Process

*When will I find out if my pre-application was approved?*

- Families will be informed of the outcome of their pre-application by May 22, 2023.

*I am having trouble accessing the portal. What can I do?*

- The application portal is accessible 24 hours a day, seven days a week.
- If you are having trouble accessing the site, try another browser, clear your cache, try another device, ensure a stable internet connection, etc.
- If you have forgotten your password, reset it on the portal or contact the SMAApply help desk from the portal site.
  - ELCC staff cannot make these changes as we do not have those site permissions.
- Please contact your Family Supports Administrator or [ELCCsupport@metisnation.org](mailto:ELCCsupport@metisnation.org) if your problem is unresolved.

*I have barriers to completing the application. Can you help?*

- Please get in touch with your Family Supports Administrator or [ELCCsupport@metisnation.org](mailto:ELCCsupport@metisnation.org) for support.



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- If the internet is a total barrier, please contact our Team Lead, Tamara Robbins, at 905-414-3133 for support.

## *I did not complete the pre-application. Can I still access the program?*

- You can submit your child's information to the waitlist if you did not complete a pre-application.
- We will review the waitlist in February 2025.
- Being on the waitlist does not guarantee receiving any funding.
- If there are remaining funds that we can open up the waitlist, the amount each child will receive will be less than the main program's application, and we may reach out to you for proof of purchases for auditing purposes.

## *What can I do to make the application process smooth?*

- You can upload eight documents at once.
- Combined receipts (for example, scanned together) can be uploaded as one document.
- Receipts should be uploaded as jpeg, pdf, or tiff to ensure a smooth review process.
- If you are submitting receipts for more than one child, please indicate the child's name/initials on the receipt.
- If multiple items are on the receipt, please highlight or indicate which items you seek reimbursement.
- Equipment CANNOT be shared for reimbursement between children (e.g., a \$1000 trampoline cannot be split between two or more children, so each child is reimbursed \$500).
- All receipts MUST be purchased/paid for between April 1, 2024 - March 7, 2025. All receipts outside these dates will be declined.
- Receipts MUST have a date (including year) and item(s) purchased. All receipts must show a full purchase description with the price charged.
- Receipts must be readable:
  - We recommend screenshots rather than taking a photo of a screen.
  - If required, take multiple photos of a receipt. Taking photos from a distance becomes pixelated when they are zoomed in.
  - Please try and upload the receipts to facilitate a smooth review process
- Debit/credit card receipts and statements are not accepted.
- Bank or credit card statements are not accepted.
- We cannot order confirmations (i.e., before the item is shipped).
- We can accept e-transfers if they meet the following criteria:
  - Date of e-transfer.
  - Recipient of the e-transfer.
  - Description of the item/activity.
  - We may request photos/ads of purchased equipment or proof of activity enrollment.
- For children turning 13, the receipts must be dated before their 13th birthday, and the amount is not prorated.





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- Failure to provide supporting documentation and meet these guidelines will result in the application being declined.

### *How many times can I apply?*

- Families can apply as often as they like (as long as they meet the \$50 threshold) until their funding is exhausted. You should keep track of the dollar amount of the receipts you submit.
- Please do not wait until the late winter to submit one application for the entire year. Please submit as you go, as this will ensure prompt reimbursement.
- To help with processing, please upload as many receipts as possible into your application when applying.
- You can use one application to apply for multiple children.

### *How long does it take for an application to be approved?*

- If your family is currently involved in an ELCC program, it can take two to three weeks for your application to be reviewed.
- If you are a new family, the review process can take four to five weeks as we connect with the MNO Registry team to confirm MNO citizenship.
- Once approved, your Family Supports Administrator will email you what was approved and the remaining amounts. The reimbursement may take three weeks to be deposited in your account.
- During certain times, such as professional development, MNO holiday shutdown, etc., it will take longer to review applications.

### *Can I cancel an application?*

- Please contact your Family Supports Administrator or [elccsupport@metisnation.org](mailto:elccsupport@metisnation.org) and provide details, including the application number.
- Please note that if you have received an approval letter, we may be unable to cancel pending reimbursements.

## Reimbursement

### *How will I receive the reimbursement?*

- Funds will be reimbursed via direct deposit into your bank account on file.
- When applying, please ensure you are attaching accurate banking information. This includes:
  - Void cheque.
  - Direct deposit form.
  - Screenshot of banking information.
- Please note: Our finance team will NOT accept the following:
  - Savings account information.
  - Credit card information.
  - Handwritten banking information.



- Banking information MUST be in the name of the applicant or the MNO Citizen. If the banking information does not match, we will ask for banking information in the name of the applicant or the MNO citizen.
- Please ensure that any changes to banking information are sent to the ELCC Family Supports Administrator as soon as possible to avoid payment delays.
- All banking information is saved on a secure drive that only the Manager of ELCC, Supervisor of ELCC, Team Lead, and the MNO Finance team can access. Please refer to the MNO's Financial Policies and Procedures. [www.metisnation.org/wp-content/uploads/2021/03/MNO-Financial-Policies-and-Procedures-Updated-2021.pdf](http://www.metisnation.org/wp-content/uploads/2021/03/MNO-Financial-Policies-and-Procedures-Updated-2021.pdf)
- If you do not receive your reimbursement within three weeks of your approval email, please contact the ELCC Family Supports Administrator, and they will investigate the status of your reimbursement.
- If you are new to the Early Learning and Child Care Programs and submit banking information for the first time, please allow up to six weeks from the date you receive your approval email for your reimbursement. This will enable our Finance team to add you to the MNO financial system.

## Receipts and Invoices

### *What is the minimum amount I can submit on an application?*

- The minimum amount required per application is \$50 per family, per application.
  - For example, if you have two children, you can submit as many receipts as you wish if they add up to \$50. There can be five receipts for \$10 each or two at \$25.
- If an application is submitted with receipts totalling less than \$50, it will be declined.
- You can submit as many applications as you want until the program closes as long as the application receipts total at least \$50.

### *Can I receive reimbursement for previous expenses?*

- No. You can only be reimbursed for April 1, 2024, and March 7, 2025 receipts.
- If you have activity receipts dated between March 7-31, 2025 you can contact your family supports Administrator for more information.

### *I do not have a receipt. Can I provide a written statement?*

- Receipts are mandatory.
- If your child is participating in an activity, we may be able to accept a letter from the organization on official letterhead confirming the child's registration and the date the payment was made. We may ask consent to contact the organizer to verify the details in the letter.
- We can accept dated e-transfer statements accompanied by proof of registration. The e-transfer statement must have enough information for us to link it to the activity/program.



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*I did not add the tax or shipping to my application. I have already applied and received the reimbursement.*

*Can I get my taxes and shipping back?*

- We can only consider the amount submitted on the application for reimbursement.
  - For example, if you submit an application for \$50 for equipment (rather than \$56.50 with tax), only \$50 will be reimbursed.
- Family Supports Administrators cannot add the tax or shipping to the amounts on your application. The family must complete this before applying.
- Please ensure that you add all applicable taxes and Canadian shipping costs to your application totals before submitting it wholly and thoroughly.
- You may request your Family Supports Administrator to cancel an application, and then you may apply again.

*I am being asked for proof of payment/purchase for items/activities. This much information was not requested in the past. Why is it required now?*

- The ELCC team has grown, and the process of reviewing extracurricular applications has changed. If the criteria for your submission were not met, Family Support Administrators can ask for follow-up information before your submission will be approved.
- There have, unfortunately, been times when the team has received fraudulent receipts. The team ensures funding is distributed per the guidelines approved by MNO leadership.

## Equipment and Activities

*What types of things can I purchase? Can you recommend something?*

- ELCC cannot make specific recommendations as all children have different skills, interests, and abilities.
- If you are unsure if something meets the program parameters, please reach out to your Family Supports Administrator or email [elccsupport@metisnation.org](mailto:elccsupport@metisnation.org)

*Can activities take place outside of Ontario?*

- The program can only be accessed by MNO citizens who live in Ontario.
  - If a family moves outside of Ontario during the fiscal year, they must notify their Family Supports Administrator 30 days before moving.
  - The program will only accept reimbursements dated before your moving date.
  - Failure to notify your FSA about moving will result in the closure of your entire extra curricular program application. All submitted reimbursements will be declined in full.
- Equipment that meets the parameters can be purchased outside Ontario.
- Registered activities such as gymnastics or swimming must be in the province of Ontario only. Exceptions may be able to occur on a case-by-case basis.
- Families will not be reimbursed for travel.



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*I want to connect my children to their Métis culture. Can this program help?*

- Families can use this program to participate in way of life activities, such as fishing, beading, and canoeing.
- ELCC has opportunities to participate in socials and camps, where children and families can learn more about their culture. ELCC Family Supports Administrators will inform families about upcoming ELCC and other MNO events.
- Information is regularly updated on the MNO website or social media.
- Many MNO Community Councils offer family programs and services throughout the year. Please reach out to your local MNO Community Council to learn more about their programming:  
<https://www.metisnation.org/community-councils/council-contacts/>

*I am homeschooling my children. Can I use this fund to help support their learning at home?*

- The Extra Curricular Fund cannot support any educational items under the program.
- This includes books, curriculum books, and literacy/numeracy courses.
- ELCC will not reimburse tablets, educational applications, laptops, or educational tools.
- Children under five may be eligible to participate in the Imagination Library- they can receive an age-appropriate children's book each month until they turn five. Information is available Early Learning Book Program - Métis Nation of Ontario: <https://www.metisnation.org/programs-and-services/education-training/early-learning-and-child-care/early-learning-book-program/>

*I purchased a large equipment item last year; can I make the same purchase this year?*

- Some items used for multiple years (such as trampolines, instruments, canoes, and kayaks) cannot be purchased annually.

*The equipment we ordered for our child was lost while being shipped. What are our next steps?*

- Contact the company that shipped the items. If you receive a refund and have been reimbursed, please contact your Family Supports Administrator.

*Some of the equipment I purchased was lost/damaged. Can it be replaced?*

- No: many items are limited to once per year/ over multiple years.
- Information is available in the equipment chart earlier in this document.
- If you have questions, please connect with your Family Supports Administrator.

*I purchased this item/ similar last year, and it was approved; why is it declined this fiscal year? 2024-2025*

- The ELCC team reviews the extracurricular program each year, including adding or removing equipment that no longer aligns with the program's mandate.
- Before purchasing an item, we encourage families to review the program guide and contact your Family Supports Administrator for further information.



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*I purchased equipment/uniform for my child, and it does not fit. Do I have to send the funds back and re-apply?*

- Families are requested to ensure the item purchased is of appropriate size and a good fit for the child.
- If you purchase an item that does not fit, please return the item and buy the correct size; if the replacement cost exceeds the original item purchased, please submit a new application with the receipt indicating the refund and the new item.
- Please contact your Family Supports Administrator for options if the replacement item is less expensive.

*We signed my child up for an activity. They do not like it and want to try something else. The organizer is refunding me; what do I do with the funds?*

- Please contact your Family Supports Administrator or [elccsupport@metisnation.org](mailto:elccsupport@metisnation.org) to discuss options.

*I am having a baby! What can I purchase for my child once they are born?*

- We will support children under 12 months with items such as:
  - Playmat,
  - Bouncer/chair,
  - Kick/floor toy,
  - Rattles,
  - Sensory blocks/toys,
  - Music toy,
  - Toy to assist with walking.
- These items may be limited to one of each type.
- Infants can participate in parent/child classes such as swimming, yoga, etc.
- ELCC will not reimburse strollers, carriers, wagons, car seats, high chairs, cribs, playpens, baby gates, or enclosures.

*My child is attending a school activity with a cost. Is this supported?*

- For activities that are extra curricular and meet the general parameters of the program, MNO may be able to support the activity/ school trip.
- We will request a breakdown of the trip information from the school or organizer.
- The cost of bussing/travel/overnight accommodation will not be supported. Entrance fees to museums, parks, etc., may be supported.

*The activity my child participates in has mandatory clothing. Will this program cover that?*

- The program can support the cost of mandatory uniforms/clothing required to participate in the activity
- The maximum amount available is \$100 per registered activity.
- We may ask for documentation that the clothing is mandatory.



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- The program will not support any other clothing.
- Safety items for sports/activities are still eligible under the program guidelines and are not considered mandatory clothing.

*What if I submit a receipt for a child that doesn't meet the age requirement? Can I use it for another child who does?*

- Yes, as long as the activity or equipment is age and developmentally appropriate for the child at the time of purchase and all children have been approved for the program.

*I see an age requirement for x activity/equipment, and I feel that my child can do this activity or use the equipment even though they are younger than the age requirement. Can I still buy the item?*

- We understand that children develop interests and abilities at different rates. Younger children with older siblings may participate in activities with older siblings that are not typically developmentally appropriate.
- Our ELCC team has staff who have studied child development, early childhood education, and K-12 education.
- The guidelines for ages are based on age-appropriate developmental stages for children. This ensures that the equipment meets the needs and is appropriate for the child based on our program parameters and terms and conditions.
- The guidelines reflect the ELECT Document, "How Does Learning Happen," and manufacture guidelines.
- Families may purchase equipment; however, ELCC cannot support equipment that does not meet the age guidelines, and the application will be declined.

*My child is on a rep team, and they have an out-of-town tournament. Can this fund be used for hotels and mileage?*

- The Extra Curricular Support Program will not cover hotel stays, mileage, or other travel-related costs (such as food).
- The Extra Curricular Support Program will cover tournament registration fees.
- There is no extra funding for children participating in competitive/ elite sports.

*My child is travelling overseas for an event (sports, scouting, etc.). Will this fund cover airfare?*

- The program cannot cover the cost of overseas travel for events such as sports or jamborees.
- The program will reimburse the cost of participating in the event.

*Can the MNO sponsor my sports team?*

- No, MNO is not able to sponsor sports teams.





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*My local Community Council is hosting a family fun day event and is charging an entry fee. Will this program cover the cost?*

- If you are participating in an MNO Community Council event with an entry fee, the program will support activities that meet the program's parameters.
- Items such as food, transportation, and adult entry fees will not be supported.
- Proof of attendance, payment, and an outline of activities are required- an email from the council is sufficient.

*Why did my sibling/cousin/family member receive x item, but I was declined?*

- Every application is reviewed based on the parameters of the program based on individual circumstances and information provided in the program.
- You can request a review of the application by emailing Emma Langdon, Family Programs Supervisor, at [emmal@metisnation.org](mailto:emmal@metisnation.org) or 807-627-7349. Please include your full name and the application number. Reviews may take up to ten business days.

*My child's summer camp is run through their childcare provider, and it's licensed. Do I apply through the Extra Curricular Support Program or Subsidy Program?*

- If the summer camp is run by a licensed childcare provider or is considered an authorized recreation program, please apply through the subsidy program.
- Licensed and private child care receipts are not eligible for reimbursement through this program.
- For more information, please look into the MNO's [Child Care Subsidy Program](#)

*My child is anxious about travelling away from me to attend a camp. Will this program pay me to rent a cabin at their summer camp so I can be there for them?*

- The Extra Curricular Support Program will not cover any hotel/cabin/Airbnb/campsite rentals under the program. In addition, the program does not cover the cost of programs/services used by adults.

*I am travelling with my family. We want to participate in "experiences" (e.g., swimming/snorkelling/scuba, horseback riding/golf/tennis/ skiing, etc.) while on vacation. Is this covered?*

- If the activity falls under the program's parameters, you may submit the experience.
- ELCC will only reimburse for the child's portion of the activity and will not reimburse for gratuities.
- Receipts are required, and any receipts not in Canadian funds must be indicated and, if possible, include the conversion amount.
- If we suspect these expenses are not from a vacation but because a family moved out of the province, we may request additional information. If we determine that a family has moved without notice, their expenses will be declined in total, and your family will be removed from the Extra Curricular Support Program. Our terms and conditions do not allow us to support citizens outside the province.



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*My child is having difficulty in school- can I hire a tutor? My child is homeschooled, and an educator supports us. Can this be supported?*

- The program aims to support a child's mental and physical activities outside a formal educational setting -whether traditional schooling, homeschooling, or virtual school tutors/ in-person tutors. Educational supports are not covered.
- The MNO offers Education Support Advocacy for Métis Children to assist with barriers in school and childcare.
  - For children 0-8, please contact: [elccevents@metisnation.org](mailto:elccevents@metisnation.org)
  - For children 9-12, please contact: [educationadvocacy@metisnation.org](mailto:educationadvocacy@metisnation.org)

## Staff

*What are your staff's working hours?*

- Most MNO staff work Monday to Friday from 8:30 am-4:30 pm, based on their time zone.
- Some of our staff flex their day outside of these hours. We will respond to you within two business days, and this does not include weekends, holidays, etc.
- Any communication sent outside MNO operational hours will not be responded to until business hours resume. This includes holidays and weekends. We will reply to you within two business days. We encourage a work-life balance for our coordinators.
- During high-volume times, ELCC Family Supports Administrators will set up an automatic reply informing families that our response time may be delayed.
- If you do not get a response back from your ELCC Family Supports Administrator within ten business days, please get in touch with Emma Langdon, ELCC Supervisor of Family Supports, at [emmal@metisnation.org](mailto:emmal@metisnation.org)

*I have questions for my Family Supports Administrator and see them publicly or at an event. Can I ask them about my applications?*

- Staff will only answer programming questions during regular working hours and or when they have the capacity to during special events.
  - Staff working during events and camps may be unable to access your file during the event. Please email them your questions; they will follow up after the event.
- If you meet with a staff member outside of working hours, they are not obligated to answer your questions regarding our programs.
- Many staff are also citizens and may be at an event as a citizen- not as staff. They are not expected to answer questions when they are not working.
- The MNO supports the Disconnecting from Work Policy. POLICY NO. 7.110: DISCONNECTING FROM WORK:
  - Disconnecting from work is defined as not engaging in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, to be free from the performance of work.



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- Employees are not expected to engage in work-related communications outside of the employee's regular working hours, including those from clients, colleagues, People Leaders, or community communications.
- Employees are encouraged to stop performing their job duties and work-related tasks when their regularly scheduled hours end. Working hours are set in an employee's letter of offer upon hire or communicated upon changes to their role. Flexible hours are considered a part of established working hours. This includes working approved alternative hours outside of standard established hours to ensure specific work duties are met.
- As staff within the organization work to different schedules, all employees may disconnect from work in the context of their particular work pattern.
- This Policy applies to all employees (including People Leaders), volunteers, and interns, regardless of position, tenure, and work location.

*I am on an MNO Community Council/PCMNO/ MNO Auxiliary Council. Can I still access this program?*

- You can access the program if you have children between 0 and 12 years old.
- If you are concerned about privacy, please contact Emma Langdon, Supervisor of Family Supports, at [emmal@metisnation.org](mailto:emmal@metisnation.org) or 807-627-7349.

*I am an MNO staff member but also an MNO citizen. Can I access this program for my children? If yes, what steps do I have to take?*

- You can access the program if you have children between 0 and 12 years old.
- You complete the online application, and the Family Supports Administrator will contact you after your application is reviewed.
- If you are concerned about privacy, please contact Emma Langdon, Supervisor of Family Supports, at [emmal@metisnation.org](mailto:emmal@metisnation.org) or 807-627-7349.
- Once your application is approved, you must submit the expenses to our financial reimbursement portal (Databases). You are required to include the following:
  - Email your Family Support Administrator or Emma Langdon confirmation on what was approved.
  - All receipts
- Any reimbursement missing the required information will be fully declined in Databasics until the necessary attachments are submitted. This is for auditing purposes.

*I am an MNO staff member working in another program supporting a client for application. What can I do to help?*

- Contact [elccsupport@metisnation.org](mailto:elccsupport@metisnation.org), and we will work with you directly on a referral.
- We strongly recommend that staff outside ELCC connect with the ELCC team to support your client's needs.
- Do not create an application for a client using your MNO email.



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## Other Questions

*My child was injured in an activity or on equipment purchased through this fund. Is the MNO liable?*

- The MNO is not liable for injuries or accidents during an activity and while using the equipment.
- Parents/guardians take complete responsibility to ensure equipment/activities meet the developmental abilities of their child.
- Parents/guardians are responsible for ensuring that equipment/activities are used safely.

*Can I share photos of my child participating in the activity?*

- We love to see photos of children participating in activities. Please send them to your Family Supports Administrator or [elccsupport@metisnation.org](mailto:elccsupport@metisnation.org)
- Photos may be shared within the ELCC team; sometimes, MNO will require a media consent form to ask you to sign a release for broader sharing.
- Please ensure the photos you share are allowed to be shared, and only your children are in the photograph.

*Can I share a testimonial of the program?*

- We love hearing about the impact of programs on our families. Please send them to your Family Supports Administrator or [elccsupport@metisnation.org](mailto:elccsupport@metisnation.org)
- Testimonies may be shared within the ELCC team; sometimes, we ask you to sign a consent form for broader sharing.

*We are moving to another MNO region in Ontario. Do we have to let you know?*

- Please contact your Family Supports Administrator before moving so they can make the appropriate internal changes.

*I am moving outside of the province. Are there still supports through the MNO I can access?*

- The program can only be accessed by MNO citizens who live in Ontario.
  - If a family moves outside of Ontario during the fiscal year, they must notify their Family Supports Administrator 30 days before moving.
  - The program will only accept reimbursements dated before your moving date.
  - Failure to notify your FSA about moving will result in the closure of your entire Extra Curricular Support Program application. All submitted reimbursements will be declined in full.
- Please contact your Provincial Métis Government for Early Learning and Child Care Support. Each provincial Métis government has different programs and supports to meet their community's needs.

## CONTACT

If you need help with your application or would like to learn more about the programs available to you, please get in touch with the Early Learning and Child Care team at [elccsupport@metisnation.org](mailto:elccsupport@metisnation.org)



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If you do not know who your Family Support Administrator is, please use the below link as a reference.

[https://www.metisnation.org/programs-and-services/education-training/early-learning-and-child-care/branch-contacts/?doing\\_wp\\_cron=1706717616.1474490165710449218750](https://www.metisnation.org/programs-and-services/education-training/early-learning-and-child-care/branch-contacts/?doing_wp_cron=1706717616.1474490165710449218750)

**When you email us, please include the MNO region or the municipality you live in to help us support you promptly.**