

## **Licensed Child Care Centre CWELCC UPDATED Application Form**

### Canada-Wide Early Learning and Child Care (CWELCC) System

Funding under the Canada-Wide Early Learning and Child Care (CWELCC) System will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, access, affordability, flexibility and inclusivity in early learning and child care. This will be accomplished by:

- Reducing base fees for eligible children by 25% (to a minimum of \$12 per day), retroactive to April 1, 2022, providing a 50% reduction in average base fees for eligible children by the end of December 2022, and reaching an average of \$10 a day child care fees for eligible children by September 2025 for licensees enrolled in the CWELCC System (Note: The average of \$10 a day is calculated including fee subsidies paid to families. As a result, the rates charged by operators to families will be approximately \$12 a day by September 2025 to achieve a \$10 a day average);
- Creating 86,000 new licensed child care spaces, including more than 15,000 licensed child care spaces created since 2019, with capital start-up grants targeting growth in communities with populations who need them most;
- Ensuring space expansion plans and programming are informed by, and support the needs of, vulnerable and diverse populations in communities; and
- Strengthening the early childhood workforce through enhanced compensation, training and professional learning opportunities.

To be eligible for CWELCC funding, child care operators must apply to enroll and have or enter into a purchase of service agreement with Oxford County and agree to operate under the criteria outlined in the CWELCC Administrative Policies and Procedures document in order to receive this funding to reduce base fees for eligible children.

Licensees that wish to enroll in the CWELCC System must confirm their intent to participate and agree to the conditions outlined in the "Terms of Application" section to Oxford County by November 1, 2022 at 4:00pm EST.

## Definition of Terms

In this form, the following terms will have the following meanings:

“**CMSM/DSSAB**” means the Service System Manager (SSM) as designated under the *Child Care and Early Years Act, 2014 (CCEYA)*. In Oxford County the CMSM or SSM is the County of Oxford herein referred to as, **Oxford County**.

“**Licensee**” means the licensed child care operator/agency or licensed home child care agency.

“**CWELCC System**” means the Canada-Wide Early Learning and Child Care System.

“**Eligible child**” means any child under six years old; and up until June 30 in a calendar year, any child who (a) turns six years old between January 1 and June 30 in that calendar year, and (b) is enrolled in a licensed infant, toddler, preschool or kindergarten group, a licensed family age group, or home child care.

“**Base fee**” means any fee or part of a fee that is charged in respect of a child for child care, including anything a licensee is required to provide under the CCEYA, or anything a licensee requires the parent to purchase from the licensee, but does not include a non-base fee.

“**Operating Capacity**” means the highest number of children that you are staffed for at any time based on the staff to child ratio requirements under the Child Care and Early Years Act (CCEYA).

“**Program Staff**” means an individual who is counted towards ratio in the room or classroom to meet CCEYA regulations and requirements for staffing.

“**Supervisor**” means an individual who holds a direct supervisory role over program staff in the centre. \*Note: A centre with seven or more program staff must have a supervisor off program at all times.

“**Wage Enhancement Grant**” (WEG) means funding that a licensee can apply for through Oxford County to support an increase of up to \$2 per hours plus 17.5% benefits for eligible staff and home visitors.

“**Incremental Administrative Costs**” *new, incremental* administrative costs associated directly with implementing and delivering CWELCC and cannot exceed 10% of total CWELCC funding allocation. Examples of administration costs include but are not limited to: additional staffing hours, technology including computer software, professional hours for review and completion of CWELCC applications or associated reporting.

## Section 1: Licensee Information

Licensee Information	
<b>Date of Application:</b>	
<b>Name of Agency:</b>	
<b>Total Number of Licensed Centres:</b>	<b>Number Licensed Centres Opting In:</b>
<b>Type of Agency: <i>Please check one.</i></b> <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> First Nation	<b>Auspice: <i>Please check one.</i></b> <input type="checkbox"/> Not-for-profit <input type="checkbox"/> For-profit
<b>Contact Name:</b>  <i>First Name, Last Name</i>	<b>Position Title:</b>
<b>Business Telephone Number: Ext.</b>	<b>Business Email:</b>
<b>Request Type: <i>Please check one.</i></b> <input type="checkbox"/> New Service Agreement (for those who do not currently have a purchase of service agreement with the service system manager and who want to participate in CWELCC). <input type="checkbox"/> Change to Existing Service Agreement (for those with an existing purchase of service agreements and who want to participate in CWELCC).	



## Section 2: Licensed Site Information

Licensed Site #1	
<b>Name of Child Care Centre:</b>	
<b>License Number:</b>	<b>Type of Program (if applicable): Please check all that apply.</b> <input type="checkbox"/> Indigenous (off-reserve) <input type="checkbox"/> Francophone
<b>Location Address:</b>  <i>Street Number, Street Name, Unit / Suite Number</i>	<b>City/Town/Village:</b>  <i>City / Town</i>
<b>Request Type: Please check one.</b> <input type="checkbox"/> New Service Agreement (for those who do not currently have a purchase of service agreement with the service system manager and who want to participate in CWELCC). <input type="checkbox"/> Change to Existing Service Agreement (for those with an existing purchase of service agreements and who want to participate in CWELCC).	

Hours of Operation
<b>Types of Service Provided and hours of operation per service: Check all that apply.</b> <input type="checkbox"/> Full-day child care. Hours: _____ <input type="checkbox"/> Part-time child care. Hours: _____ <input type="checkbox"/> Before and/or after school programs (6-12 yrs). Hours: _____ <input type="checkbox"/> Before and/or after school programs (4-5 yrs). Hours: _____ <input type="checkbox"/> Licensed home child care. Hours: _____



## Staffing Information

Please complete a separate line of the table below for each program staff for each classroom in your centre. The term **program staff** refers to an individual who is counted towards ratio in the room or classroom to meet CCEYA regulations and requirements for staffing. The term **supervisor** refers to an individual who holds a direct supervisory role over program staff in the centre. \*Note: A centre with seven or more program staff must have a supervisor off program at all times.

If the staff member occupies a float position between classrooms and or centres, report that staff for **one** classroom only.

**Do not** include staff such as:

- Cook, custodial and other non-program staff positions.
- Special Needs Resource-funded resource teachers/consultants and supplemental staff.
- Staff hired through a third party (i.e., temp agency).

Note that qualified employees or supervisors that are not Registered Early Childhood Educators (RECEs) but are otherwise approved by a director under the Child Care and Early Year Act, 2014 (CCEYA) are not eligible for the wage floor or annual wage increase.

### Staffing by Room

List each staff member as of April 1<sup>st</sup>, 2022 on a separate line.

“Program Staff” means an individual who is counted towards ratio in the room or classroom to meet CCEYA regulations and requirements for staffing.

“Supervisor” means an individual who holds a direct supervisory role over program staff. \*Note: A centre with seven or more program staff must have a supervisor off program at all times.

\*Hourly Wage = should this be total hourly wage including any GOG and WEG contributions?

Room/Classroom	Staff Type	Hourly Wage (\$) (Wage including GOG and <u>WEG</u> )	Hours per Week (#) (Estimate average)	Weeks per Year (#) (Weeks/year including vacation)
Ex. Room 1	RECE Program Staff	\$18.75	35	50
Continue on next page.....				

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List each staff member as of April 1<sup>st</sup>, 2022 on a separate line.

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“Supervisor” means an individual who holds a direct supervisory role over program staff. \*Note: A centre with seven or more program staff must have a supervisor off program at all times.

\*Hourly Wage = should this be total hourly wage including any GOG and WEG contributions?

Room/Classroom	Staff Type	Hourly Wage (\$) (Wage including GOG and WEG)	Hours per Week (#) (Estimate average)	Weeks per Year (#) (Weeks/year including vacation)
Ex. Room 1	RECE Program Staff	\$18.75	35	50



## Base Fees

Base fees are any fee or part of a fee that is charged in respect of a child for child care (i.e., if the Licensee requires parents to pay for something and it is not optional, then it has to be included in base fee). This includes anything the Licensee is required to provide under O. Reg. 137/15, or anything the Licensee requires the parent to purchase from the Licensee, but does not include a non-base fee.

Base fee information should be the fees as of March 27, 2022. **All base fee information should be calculated on a daily basis even if your fees are typically calculated on an hourly, weekly, bi-weekly, monthly, or annual basis.** Include your standard fees for children in each age group who are not receiving a fee subsidy

<b>FULL WEEK</b> Infant, Toddler, PreSchool 5 Days per week	<b>Base Fee (\$)</b>	<b>Not Applicable</b>
<b>Part Day</b> (1 to 6 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
<b>Full Day</b> (6 to 9 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
<b>Extended Day</b> (10 or more hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>

<b>PART WEEK</b> Infant, Toddler, PreSchool 1 to 4 Days per week	<b>Base Fee (\$)</b>	<b>Not Applicable</b>
<b>Part Day</b> (1 to 6 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
<b>Full Day</b> (6 to 9 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
<b>Extended Day</b> (10 or more hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>

<b>Kindergarten and Family Age Grouping</b>	<b>Base Fee (\$)</b>	<b>Not Applicable</b>
<b>Before School Only</b>		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>
<b>After School Only</b>		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>
<b>Before and After School</b>		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>
<b>Full Day (Non-Instructional Day, Camp, PD Day)</b>		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>

### Section 3: Terms of Application

Please check if you agree and understand that:

- I understand this is an application to determine eligibility to enroll in CWELCC System funding and to enter a Purchase of Service Agreement with Oxford County.
- I have read and understand the requirements associated with CWELCC System funding as outlined in the CWELCC Administrative Policies and Procedures document, including eligible and ineligible expenses and requirements set out under O. Reg 137/15. I understand that, as the licensee, upon approval of my application for enrollment in the CWELCC System, the following terms and conditions apply to my enrollment:
  - Licensees must ensure that, after March 27, 2022, it does not charge a fee higher than its capped fee for any eligible children enrolled at the child care centre it operates or at a home child care premises it oversees unless the fee had already been communicated to parents. See O. Reg 137/15 for additional information about the cap on fees. Licensees are subject to the cap on fees until either the Licensee notifies the Oxford County, staff and parents of eligible children in writing they are not applying to enroll in CWELCC in 2022, or the until the Licensee is notified by the Oxford County of the decision about enrollment in CWELCC System.
  - Licensees are required to reduce their base fee, provide refunds to parents where applicable, in accordance with O. Reg. 137/15, and to increase the wages of Registered Early Childhood Educators to support a mandated wage floor and an annual wage increase as well as any other requirements set by Oxford County.
  - Licensees must maintain the age 0-5 spaces for which they are receiving funding to reduce base fees for eligible children. (e.g., a licensed infant space must remain an infant space). Any revisions or use of alternate capacity must be

reported to Oxford County and they may determine whether this may require recovering funding from the Licensee.

- As part of the initial roll out of the CWELCC System, Licensees are encouraged to work with Oxford County to develop a plan to ensure eligible children who receive fee subsidy and children with special needs have access to the Licensee's child care programs by January 1, 2025.
- CWELCC funding amounts to Licensees will be determined at the discretion of Oxford County.
- Licensees will need to demonstrate financial viability to Oxford County. In exceptional cases where the Licensee is not able to demonstrate financial viability, or if Oxford County has strong concerns that the funding will be used for improper purposes, then Oxford County may deny a licensee's enrollment in the CWELCC system.
- Licensees must maintain existing cost structures in child care for eligible children, subsequent to March 27, 2022.
- Licensees acknowledge that Oxford County has the right to review a Licensee's base fee and may require Licensees to make adjustments to the base fee as determined by Oxford County.
- Licensees must provide sufficient and detailed financial information for review in accordance with the funding, accountability and reconciliation process as determined by Oxford County.
- Licensees must submit audited financial statements and other financial information as determined by Oxford County to verify that the funding provided was used for the purpose(s) intended. Where a Licensee fails to meet this requirement, funds may be recovered, or the Licensee may be ineligible to receive future funding.
- Oxford County has discretion to determine reasonability and eligibility of a Licensee's costs and expenses, and to adjust funding provided based on that review.
- Any adjustments and recoveries of funding will be determined at the discretion of Oxford County based on the CMSM's/DSSAB's reconciliation process.
- For for-profit child care Licensees, annually the net profit will be determined at the discretion of Oxford County. Where net profit would otherwise exceed this threshold, the Licensee will be required to return excess funding.
- Licensees will be required to apply for the Wage Enhancement Grant to be eligible to receive funding to implement the wage floor and wage increase for

Registered Early Childhood Educators employed by the Licensee. See the CWELCC Administrative Policies and Procedures for further details.

- During the term of the CWELCC funding agreement, full time licensed child care programs may not exceed two weeks of consecutive closure, and not more than four weeks of closure in a calendar year while still receiving full funding from the CWELCC System. Base fees cannot be charged for any closure above and beyond these timelines.
  - Licensees must permit Oxford County to audit financial and service records related to the CWELCC System at any reasonable time.
  - Licensees must adhere to all requirements as set out in applicable legislation, regulation and local requirements as provided in the CWELCC Administrative Policies and Procedures document.
- I understand that should the application be approved, a Service Agreement will not be provided for signature until all financial, operating and licensing requirements are met, and the licensee complies with all legislative requirements and Oxford County policies.
- I hereby attest that the information included in the application form is accurate at the time of submission.
- I hereby attest that I have completed and submitted the Ontario Ministry of Education’s Annual Licensed Child Care Operations Survey.

## Section 4: Notice of Collection of Personal Information

This information is collected under the legal authority of the *Child Care and Early Years Act* (2014) for the purpose of administering the services and programs prescribed or authorized under this Act. Questions or complaints about this collection, use or disclosure should be addressed to Human Services at [cwelcc@oxfordcounty.ca](mailto:cwelcc@oxfordcounty.ca)

<b>Authorized Signing Officer Name:</b> <i>First, Last</i>	<b>Signature:</b>	<b>Date:</b> <i>yyyy-mm-dd</i>
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