

Licensed Home Child Care CWELCC **UPDATED Application Form**

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 is the County of Oxford.

“**Licensee**” means the licensed child care centre 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 or caregiver 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 requirements under the Child Care and Early Years Act (CCEYA).

“**Home Child Care Visitor**” means an individual who is employed by an agency licensed to contract homes to provide child care to visit those homes providing support, guidance, and resources to support the home child care provider.

“**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: Agency Information

Agency Information	
Date of Application:	
Name of Agency:	License #:
Max # of Contracted Homes on License:	# of Contracted Homes:
Type of Agency: <i>Please check one.</i> <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> First Nation	Auspice: <i>Please check one.</i> <input type="checkbox"/> Not-for-profit <input type="checkbox"/> For-profit
Contact Name: <i>First Name, Last Name</i>	Position Title:
Business Telephone Number: Ext.	Business Email:
Request Type: <i>Please check one.</i> <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).	

Incremental Administration Costs

Incremental administration costs are *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.

Name of Incremental Administration Item	Approximate Cost for 2022

Licensee Staffing Information

Please complete a separate line of the table below for each RECE Home Child Care Visitor.

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			
List each staff member as of April 1 st , 2022 on a separate line.			
*Hourly Wage = should this be total hourly wage including any GOG and WEG contributions?			
Staff Type	Hourly Wage (\$) (Wage including GOG and WEG)	Hours per Week (#) (Estimate average)	Weeks per Year (#) Weeks/year including vacation)
RECE Home Child Care Visitor	\$18.75	35	50

Licensee/Agency Base Fees

Base fees are any fee or part of a fee that a parent or caregiver is charged in respect of a child for child care (i.e., if the Licensee requires parents or caregivers 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 or caregiver 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.

Provider Fee, Admin Fee and Total Base Fee Charged to Parent/Caregiver				
Age Category	Hours of Care	Provider Payment (\$)	Agency Admin (\$)	Total Base Fee Charged to Parent/Caregiver (\$)
0 to 30 Months	1-6 Hours			
	6-9 Hours			
	9-12 Hours			
	12-16 Hours			
31 Months and Older	1-6 Hours			
	6-9 Hours			
	9-12 Hours			
	12-16 Hours			

Section 2: Contracted Home Information

Contracted Home One (1):

Contracted Home Operational Information						
Location Address:			City/Town/Village:			
<i>Street Number, Street Name, Unit / Suite Number</i>			<i>City / Town</i>			
Days of Operation:						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Hours of Operation:			Licensed Capacity: _____			
Open Time: _____			# Private Children Enrolled: _____			
Close Time: _____			# Agency Children Enrolled: _____			

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Two (2):

Contracted Home Operational Information								
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>							
Days of Operation: <table style="width:100%; text-align:center;"> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____							

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Three (3):

Contracted Home Operational Information								
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>							
Days of Operation: <table style="width:100%; text-align:center;"> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____							

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes: If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Four (4):

Contracted Home Operational Information								
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>							
Days of Operation: <table style="width:100%; text-align:center;"> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____							

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Five (5):

Contracted Home Operational Information								
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>							
Days of Operation: <table style="width:100%; text-align:center;"> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____							

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Six (6):

Contracted Home Operational Information	
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>
Days of Operation: <div style="display: flex; justify-content: space-around; width: 100%;"> Mon Tues Wed Thurs Fri Sat Sun </div>	
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Seven (7):

Contracted Home Operational Information	
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>
Days of Operation: <div style="display: flex; justify-content: space-around; width: 100%;"> Mon Tues Wed Thurs Fri Sat Sun </div>	
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Eight (8):

Contracted Home Operational Information	
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>
Days of Operation:	
Mon	Tues
Wed	Thurs
Fri	Sat
Sun	
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Nine (9):

Contracted Home Operational Information								
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>							
Days of Operation: <table border="0" style="width:100%; text-align:center;"> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____							

Privately Placed Children		
Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes: If there are any additional notes about private fees for us to be aware of, please type them below.		

Contracted Home Ten (10):

Contracted Home Operational Information								
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>							
Days of Operation: <table border="0" style="width:100%; text-align:center;"> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Hours of Operation: Open Time: _____ Close Time: _____	Licensed Capacity: _____ # Private Children Enrolled: _____ # Agency Children Enrolled: _____							

Privately Placed Children

Age Category	Hours of Care	Total Daily Fee Charged to Privately Placed Families (\$)
0 to 30 Months	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
31 Months and Older	1-6 Hours	
	6-9 Hours	
	9-12 Hours	
	12-16 Hours	
Additional Notes:		
If there are any additional notes about private fees for us to be aware of, please type them below.		

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 or caregivers. 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 or caregivers of eligible children in writing they are not applying to enroll in CWELCC in 2022, or the until the Licensee is notified by the CMSM/DSAAB of the decision about enrollment in CWELCC System.
 - Licensees are required to reduce their base fee, provide refunds to parents or caregivers 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 may 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, Oxford County may deny a licensee's enrollment in the CWELCC.
- 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 document for further details.
 - Licensees that receive more than one program funding type must separately report the revenue and expenses for each program type and specifically for operations with Oxford County.
 - 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

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