

IMPORTANT: Complete form, save it, and email the completed form to

csidon@psdssab.org

This form is not automatically submitted.

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

Application and Enrollment (Opt-In) 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% on average, 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 have an active Service Agreement with the District of Parry Sound Social Services Administration Board (DSSAB) and agree to operate under the criteria outlined in the CWELCC funding guidelines in order to receive this funding to reduce base fees for eligible children.

Licensees wishing 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 the DSSAB by September 1, 2022.

Definitions

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).

"Licensee" means the licensed home child care agency or child care centre.

“CWELCC System” means the Canada-Wide Early Learning and Child Care System for early years and child care funding provided for, in an agreement entered into by the Province of Ontario and the Government of Canada.

“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.

Section 1: Child Care Licensee Basic Information

Licensee Name:	Application Date:
License Number:	Agency/Centre Name:
Location Address:	Location Address:
Type of Licensee: <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:	Position Title:
Business Telephone Number:	Business Email:
Type of Organization: <i>Please check all that apply.</i> <input type="checkbox"/> Child Care Centre <input type="checkbox"/> Home Child Care Agency	Type of Program (if applicable): <i>Please check all that apply.</i> <input type="checkbox"/> Indigenous (off-reserve) <input type="checkbox"/> Francophone

Section 2: Child Care Licensee Site Information

Hours of Operation:	
Types of Service Provided and hours of operation per service: <i>Check all that apply.</i>	
<input type="checkbox"/> Full-day child care	<input type="text" value="Hours of operation:"/>
<input type="checkbox"/> Part-time child care	<input type="text" value="Hours of operation:"/>

<input type="checkbox"/> Before and/or after school programs (6-12 yrs)	Hours of operation: <input type="text"/>
<input type="checkbox"/> Before and/or after school programs (4-5 yrs)	Hours of operation: <input type="text"/>
<input type="checkbox"/> Licensed home child care	Hours of operation: <input type="text"/>

Licensed Capacity: *As indicated on your Schedule 1 Ministry of Education licence.*

Number of Home Child Care Sites:

Number of Rooms:

Please complete the following chart for each room in the program – if you have multiple rooms licensed for the same age group, please enter each room separately.

Age Group	Licensed Capacity	Operating Capacity
Total Licensed Capacity:		
Total Operating Capacity:		

Section 3: 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.

Licensed Age Group	Base Fee (\$)	Not Applicable
Full Day (6 hours or more)		
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"/>
Kindergarten (44 months to 7 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>
Half Day (fewer than 6 hours)		
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"/>
Kindergarten (44 months to 7 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>
Before School Only (Kindergarten & School Age)		
Kindergarten (44 months to 7 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>
After School Only (Kindergarten & School Age)		
Kindergarten (44 months to 7 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>
Before and After School (Kindergarten & School Age)		
Kindergarten (44 months to 7 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

Section 4: Staffing Information

Please indicate below the number of staff in each designation.

Do not include staff such as:

- Cook, custodial and other none-program staff positions.
- Special Needs Resource-funded teachers/consultants and supplemental staff.
- Staff hired through a third party (i.e. temp agency)

Note that qualified employees, supervisors, or home child care visitors 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.

Staff Type	Wage (/Hr)	Benefits	Full-Time	Part-Time	Total
Non-RECE Program Staff					

Non-RECE Child Care Supervisor					
Non-RECE Home Child Care Visitor					
RECE Program Staff					
RECE Child Care Supervisor					
RECE Home Child Care Visitor					
Total					

Section 5: Attached Documents

In addition to submitting this application form, the following documentation must be provided by the Licensee, as applicable:

- Completed Budget (Revenue & Expenses)

Section 6: Terms of Application

Please check if you agree and understand that:

- this is an application to determine eligibility to enroll in CWELCC System funding with the District of Parry Sound Social Services Administration Board (DSSAB).
- I have read and understand the requirements associated with CWELCC System funding as outlined in the CWELCC Funding Guidelines, including eligible and ineligible expenses and requirements set out under O. Reg 137/15.
- as the licensee, upon approval of my application for enrollment in the CWELCC System, the following terms and conditions apply to 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 DSSAB, staff and parents of eligible children in writing they are not applying to enroll in

CWELCC in 2022, or until the Licensee is notified by the DSAAB of the decision about enrollment in the 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 the DSSAB.
- 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 the DSSAB who 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 their DSSAB 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 the DSSAB.
- Licensees may need to demonstrate financial viability to the DSSAB. In exceptional cases where the Licensee is not able to demonstrate financial viability, or if the DSSAB has strong concerns that the funding will be used for improper purposes, the DSSAB 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 the DSSAB has the right to review a Licensee's base fee and may require Licensees to make adjustments to the base fee as determined by the DSSAB.
- Licensees must provide financial information for review in accordance with the funding, accountability and reconciliation process as determined by the DSSAB.
- Licensees must submit audited financial statements and other financial information as determined by the DSSAB 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.
- The DSSAB has discretion to determine reasonability and eligibility of a Licensee's costs and expenses, and to adjust funding provided based on the DSSAB's review.

- Any adjustments and recoveries of funding will be determined at the discretion of the DSSAB based on the DSSAB’s reconciliation process.
- For commercial (for-profit) child care Licensees, annually the net profit will be determined at the discretion of the DSSAB. 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 Wage Enhancement Grant / Home Child Care Enhancement Grant Guidelines for further details.
- During the term of the CWELCC funding agreement, the licensed child care program will be required to operate within the required timelines as set out in the CWELCC funding guidelines. Base fees cannot be charged for any closure above and beyond these timelines.
- Licensees must permit the DSSAB 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 Funding Guidelines.

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 DSSAB policies.

I hereby attest that the information included in the application form is accurate at the time of submission.

Notice of Collection of Personal Information

Municipal Freedom of Information and Protection of Privacy Act

This information is collected under the legal authority of the Ministry of Education and the *Child Care & Early Years Act, 2014* for the purposes of administering the Canada Wide Early Learning & Child Care Program.

If you have any questions about the collection or use of the personal information as collected on this form, you may contact:

- Pam Nelson, Manager, Child Care Service Management pnelson@psdssab.org or;
- Cheri Sidon, Supervisor, Child Care Service Management csidon@psdssab.org

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