

2024 STAFF COMPENSATION APPLICATION USER GUIDE

WAGE ENHANCEMENT AND CANADA WIDE
EARLY LEARNING AND CHILD CARE
FUNDING



CENTRE-BASED INSTRUCTIONS

Search Head Office and Site Selection

Centre-Based

Head Office: **1**

Enter at least three characters to search and click on "Head Office Search"

Head Office Search

Head Office / Agency Search Results

Click on your head office to show related child care sites.

Head Office
Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Bumble Happy Bee

2

Corporation Name:

If your Head office is not listed in the table above, add your head office into the system by clicking here:

Click on your site below to display related information.

Site Name
Bugz Bunny
Donald Duck
Mickey Mouse
Goofy
Minnie Mouse

3

Site Name: Bugz Bunny

If your site is not listed in the table above, add the site into the system by clicking here:

HEAD OFFICE INFORMATION

Corporation Name	Business Type	Address
<input type="text" value="Happy Valley Inc, (o/a Bugs & Bunny Inc.)"/>	<input type="text" value="Profit"/>	<input type="text" value="14b West Drive"/>
City/Town	Postal Code:	
<input type="text" value="Newmarket"/>	<input type="text" value="L3X4T6"/>	
Contact Name	Email	Phone
<input type="text" value="Candice Trotter"/>	<input type="text" value="azar.saneei@york.ca"/>	<input type="text" value="111-222-3344"/>

PROGRAM INFORMATION

Child Care Name	Service Type	License Number:
<input type="text" value="Bugz Bunny"/>	<input type="text" value="Centre Based"/>	<input type="text" value="75738"/>
Site Address:	City/Town	Postal Code:
<input type="text" value="14h West Drive"/>	<input type="text" value="Newmarket"/>	<input type="text" value="L9B 2G6"/>
Phone	Email	
<input type="text" value="111-222-3333"/>	<input type="text" value="Candice.Trotter@york.ca"/>	

Reference ID **4**

Please enter your most recent Wage Enhancement Reference ID then click outside of this box

- 1**
- Type at least three characters of your Head Office name
 - Click on "Head Office Search"
 - The enter key will not generate a search

- 2**
- Click on your head office name
 - Click on "Add Head Office" if this is the first year applying

- 3**
- Click on your site name
 - Click on "Add Child Care Site" if this is the first year applying or the site is not populated

- 4**
- Type in your most recent 2023 Staff Compensation Application or Amendment Reference ID – you can find this in the email you received after submitting the 2023 Staff Compensation Application or Amendment or contact your Contract and Funding Coordinator to request it
 - If you did not submit a Staff Compensation Application or Amendment in 2023, proceed to the next page

Site Information and Employee Position Details

Centre-Based

APPLICANT DETAILS

Head Office: Happy Valley Inc, (o/a Bugs & Bunny Inc.) Child Care Name: Bugz Bunny Reference ID:
 Business Type: Profit Service Type: Centre Based Application Status: New
 Address: 14b West Drive, Newmarket, L3X4T6 License Number: 75738 Funding Year: 2024
 Contact Name: Nadia Boismier Site Address: 14h West Drive, Newmarket, L9B 2G6 Application Type: Create SCA 2024
 Email: nadia.boismier@york.ca Site Email: Nadia.Boismier@york.ca
 Phone: 111-222-3344 Site Phone: 111-222-3333

Service Data for staff who are not eligible for wage enhancement

Staff who receive a base hourly salary that exceeds \$30.58 per hour are ineligible for wage enhancement.

5

* Number of ineligible* RECES: * Number of ineligible* Supervisors:
 * Number of ineligible* Non-RECES: * Number of ineligible* Home Visitors:

EMPLOYEE / POSITION INFORMATION

WORKFORCE COMPENSATION

6

This section will collect staff compensation details to determine eligibility for wage enhancement, minimum wage offset, wage floor and annual increase funding. Complete this section by entering or updating position details for RECE program staff, RECE Supervisor and Non-RECE program staff.

Staff Name	Category	Age Group	Estimated Number of Hours in 2024	Base Hourly Wage	Attention Required
Dorothy Davis	Supervisor	All age groups	2,080	\$22.00	
Linda Brown	RECE	Preschool	2,000	\$20.00	
John Williams	RECE	Toddler	2,000	\$15.75	Yes
Maria Roderiguez	NON-RECE	Preschool	1,980	\$15.50	Yes
James Brown	NON-RECE	Toddler	1,980	\$15.50	Yes
Susan George (floater)	NON-RECE	All age groups	1,300	\$16.00	Yes
Kenneth Jackson (cook)	NON-RECE	All age groups	1,820	\$15.50	Yes
staff1 new hire	RECE	Toddler	2,000	\$15.75	Yes
staff2 new hire	Supervisor	Kindergarten	2,300	\$16.00	Yes

+ Add Edit Remove

There is an issue with one (or more) positions. The age group for each staff should be selected and hourly base rate must be between \$16.55- \$30.58.

Wage Enhancement Compensation

Salary Component:
 Mandatory Benefit Component: Supplemental Grant:

CWELCC Workforce Compensation

Annual Increase:
 RECE Wage Floor: Minimum Wage Offset:

CWELCC Participation Status: Opt-In

Go To Next Page Cancel

Wage Enhancement is Funded by: The Government of Ontario
 CWELCC is Funded by: The Government of Canada

5 • Report the number of staff that are ineligible to receive Wage Enhancement funding

6 • Enter or update position/staff details
 • Staff names are required. Enter the staff name for each position
 • Update 2024 estimated hours and rate of pay
 • Add any new staff and/or remove staff that are no longer employed
 • If you do not wish to apply for Wage Enhancement or CWELCC staff compensation funding, leave this section blank
 • The Attention Required column indicates staff whose base hourly wage is below the current minimum wage. These records must be updated prior to the submission of the application.

7 • Preliminary budget details are provided

Edit Entry

* Staff Name:
 * Category: RECE
 NON-RECE
 Supervisor
 Home Visitor
 Director Approved

* Age Group: Infant Toddler Preschool Kindergarten School Age All age groups

* Base Hourly Wage: * Estimated Number of Hours in 2024: * % of Time in Eligible Position:
This amount must not include previous wage enhancement

Save Cancel

Please note: staff from previously submitted Staff Compensation Applications and Amendment are preloaded in application. Any duplications in staff should be removed.

Edit Entry

* Staff Name:
 * Category: NON-RECE
 RECE
 Supervisor
 Home Visitor
 Director Approved

* Age Group: Infant Toddler Preschool Kindergarten School Age All age groups

Was the employee employed in 2021? Yes No

* Base Hourly Wage in 2021:

* Base Hourly Wage: * Estimated Number of Hours in 2024: * % of Time in Eligible Position:
Number must be between 16.55 and 30.6

Save Cancel

Edit Entry

Was the employee employed in 2021? Yes No

Was the employee employed in 2022? Yes No

Was the employee employed in 2023, prior to Oct 1, 2023? Yes No

* Base Hourly Wage in 2023:

* Base Hourly Wage: * Estimated Number of Hours in 2024: * % of Time in Eligible Position:
This amount must not include previous wage enhancement

Save Cancel

Add Entry

* **Age Group**

Infant
 Toddler
 Preschool
 Kindergarten
 School Age
 All age groups

Supervisor
 Home Visitor
 Director Approved

Was the employee employed in 2021?
 Yes No

*** Base Hourly Wage in 2021**

Was the employee employed in 2022?
 Yes No

*** Base Hourly Wage in 2022**

Was the employee employed in 2023, prior to Oct 1, 2023?
 Yes No

*** Base Hourly Wage in 2023**

*** Base Hourly Wage** *** Estimated Number of Hours in 2024** *** % of Time in Eligible Position**

Invalid Information

 **Correct the following issues and then try submitting again**

- **Base Hourly Wage in 2022:** This value is required
- **Base Hourly Wage in 2023:** This value is required

Please note: there is a known error some are facing when adding a Non-RECE to the application. Operators experiencing this error should complete the following steps when adding the details of a Non-RECE that started working in 2021:

- Was the employee employed in 2023, prior to Oct 1, 2023?
 - Check Yes then Check No
- Was the employee employed in 2022?
 - Check Yes then Check No
- Was the employee employed in 2021?
 - Check Yes then enter the Base Hourly Wage in 2021
 - Enter the Base Hourly Wage (this is the 2024 Wage)
 - Estimated Number of Hours in 2024
 - % of Time in Eligible Position
- Then click Add or Save in the bottom right

APPLICANT DETAILS

Head Office: Happy Valley Inc. (o/a Bugs & Bunny Inc.)	Child Care Name: Donald Duck	<i>Reference ID:</i> 367648653816
Business Type: Profit	Service Type: Centre Based	<i>Application Status:</i> Saved
Address: 14b West Drive ,Newmarket, L3X4T6	License Number: 34567	<i>Funding Year:</i> 2024
Contact Name: Nadia Boismier	Site Address: 125 Happy Valley Road , Newmarket, L3Y 2U7	<i>Application Type:</i> Continue SCA
Email: nadia.boismier@york.ca	Site Email: azar.saneei@york.ca	
Phone: 111-222-3344	Site Phone: 16479278353	

2024 WAGE ENHANCEMENT ADMINISTRATION FUNDING

Wage enhancement administration funding is available to support Operators with administration costs to administer wage enhancement funding and meet reporting requirements.

* I wish to apply for Administration Funding

Yes No

8

Maximum: \$ 1740.66

Request Amount

1,740.66

Update

Note:

- One funding approval per head office
- Maximum approval of \$5,625 or 7% of total wage enhancement approval for the head office, whichever is lower.

2024 CWELCC ADMINISTRATION FUNDING

Administration funding is available to support Operators with the incremental administration costs incurred as a result of participating in CWELCC.

* I wish to apply for Administration Funding

Yes No

9

Note:

- One funding approval per head office
- Maximum approval is 10% of the approved fee reduction budget or \$5,000 whichever is lower
- Administration funding approved budget will be included in the acknowledgement email

8

- Wage Enhancement administration funding is available to a maximum of \$5,625 or 7% of the Wage Enhancement budget per head office
- Multi-site operators only need to apply for funding up to \$5,625
- Click Update once amount requested has been entered

9

- CWELCC administration funding is available to a maximum of \$5,000 or 10% of the CWELCC fee reduction allocation per head office, whichever is lower
- Funding approval will be confirmed once application has been reviewed
- **Please note: 2024** funding to reduce parent registration fees will be paid through the Record of Attendance

Wage Enhancement and CWELCC Workforce Compensation Summary

10

Staff Name	Hourly Wage	Estimated Hours	Wage Enhancement	Annual Increase (CWELCC)	RECE Wage Floor (CWELCC)	Min. Wage Offset (CWELCC)	Total Wage Enhancement	Total Annual Increase	Total RECE Wage Floor	Total Min. Wage Offset
Daisy Duck	\$ 16.55	1650	\$ 2.00	\$ 2.00	\$ 3.31	\$ 0	\$ 3877.50	\$ 3877.50	\$ 6417.26	\$ 0
Goofy	\$ 16.65	1400	\$ 2.00	\$ 0	\$ 0	\$ 0.49	\$ 3290.00	\$ 0	\$ 0	\$ 806.05
Moana	\$ 16.65	1760	\$ 2.00	\$ 0	\$ 0	\$ 1.00	\$ 4136.00	\$ 0	\$ 0	\$ 2068.00
Lilo	\$ 20.00	1800	\$ 2.00	\$ 2.00	\$ 0	\$ 0	\$ 4230.00	\$ 4230.00	\$ 0	\$ 0
Stitch	\$ 19.00	1600	\$ 2.00	\$ 2.00	\$ 0.86	\$ 0	\$ 3760.00	\$ 3760.00	\$ 1616.80	\$ 0
Cinderella	\$ 24.00	2000	\$ 2.00	\$ 2.00	\$ 0	\$ 0	\$ 4700.00	\$ 0	\$ 0	\$ 0

WAGE ENHANCEMENT SUMMARY

11

Total Salary Component	Total Statutory Benefit Component	Total Compensation	Supplemental Grant	Administration Funding	GRAND TOTAL
\$ 20,420.00	\$ 3,573.50	\$ 23,993.50	\$ 873.00	\$ 1,740.66	\$ 26,607.16

CWELCC STAFF COMPENSATION SUMMARY

12

Total Annual Increase Compensation	Total RECE Wage Floor Compensation	Total Min. Wage Offset Compensation
\$ 11,867.5	\$ 8,034.06	\$ 2,874.05

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that are counted towards adult to child ratios under the Child Care and Early Years Act (CCEYA) as of 01/10/2024

⚠ The value entered is invalid

* Name of Signing Authority

Nadia Boismier

Reference ID #: 367648653816

* Title

Supervisor

* Date:

1/10/2024

* Email

nadia.boismier@york.ca

Return to main page

Save and Close

Complete and Submit

14

Wage Enhancement is Funded by: The Government of Ontario
CWELCC is Funded by: The Government of Canada

10

- This summary confirms eligibility for each staff by the various funding types

11

- This summary confirms wage enhancement funding

12

- This summary confirms CWELCC staff compensation funding

13

- The individual who has signing authority must certify and submit this application

14

- If you wish to save and continue your application at a later time, click Save and Close. Be sure to write down your new Reference ID so you can load and complete your application later
- Click Complete and Submit once you are finished the application

HOME-BASED INSTRUCTIONS

Head Office:

happy 1

Enter at least three characters to search and click on "Head Office Search"

Head Office / Agency Search Results

Click on your head office to show related child care sites.

Head Office
Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Bumble Happy Bee

2

Corporation Name:

If your Head office is not listed in the table above, add your head office into the system by clicking here:

Click on your site below to display related information.

Site Name
Bugz Bunny
Donald Duck
Mickey Mouse
Goofy
Minnie Mouse

3

Site Name: Bugz Bunny

If your site is not listed in the table above, add the site into the system by clicking here:

HEAD OFFICE INFORMATION

Corporation Name	Business Type	Address
Happy Valley Inc, (o/a Bugs & Bunny Inc.)	Profit	14b West Drive
City/Town	Postal Code:	
Newmarket	L3X4T6	
Contact Name	Email	Phone
Candice Trotter	azar.saneei@york.ca	111-222-3344

PROGRAM INFORMATION

Child Care Name	Service Type	License Number:
Bugz Bunny	Centre Based	75738
Site Address:	City/Town	Postal Code:
14h West Drive	Newmarket	L9B 2G6
Phone	Email	
111-222-3333	Candice.Trotter@york.ca	

Reference ID 4

Please enter your most recent Wage Enhancement Reference ID then click outside of this box

- 1
 - Type at least three characters of your Head Office name
 - Click on "Head Office Search"
 - The enter key will not generate a search
- 2
 - Click on your head office name
 - Click on "Add Head Office" if this is the first year applying
- 3
 - Click on your site name
 - Click on "Add Child Care Site" if this is the first year applying or the site is not populated
- 4
 - Type in your most recent 2023 Staff Compensation Application or Amendment Reference ID – you can find this in the email you received after submitting the 2023 Staff Compensation Application or Amendment or contact your Contract and Funding Coordinator to request it
 - If you did not submit a Staff Compensation Application or Amendment in 2023, proceed to the next page

APPLICANT DETAILS

Head Office: Happy Valley Inc, (o/a Bugs & Bunny Inc.) **Child Care Name:** Snow White **Reference ID:** 368504200145
Business Type: Profit **Service Type:** Home Based **Application Status:** Saved
Address: 14b West Drive ,Newmarket, L3X4T6 **License Number:** 5655 **Funding Year:** 2024
Contact Name: Nadia Boismier **Site Address:** 123 Happy Valley Road , Newmarket, L9B 4H7 **Application Type:** Continue SCA
Email: nadia.boismier@york.ca **Site Email:** denise.cheng@york.ca
Phone: 111-222-3344 **Site Phone:** 1112224445

SERVICE DATA

Providers who have an associated base wage that exceeds \$285.90 per day are ineligible.

Staff who receive a base hourly salary that exceeds \$30.58 per hour are ineligible for wage enhancement.

* Number of ineligible* home child care providers

0

* Number of ineligible* home visitor

0

5

Home Provider Data for Wage Enhancement

This section will collect home provider details to determine eligibility for wage enhancement funding.

Provider Name	Provider Address	Works with multiple agencies?	Serves one child or more?	Full or Part Time?	Estimated Number of Days in 2024	Total Fees Received
Lora Lopez	17150 Yonge Street, Newmarket	No	Yes	Full Time	261	\$35,000.00
Sharon Edward	520 Cane Parkway, Newmarket	No	Yes	Part Time	100	\$12,000.00
Paula Smith	50 High Tech, Richmond Hill	Yes	Yes	Full Time	261	\$69,402.51

EMPLOYEE / POSITION INFORMATION

WORKFORCE COMPENSATION

This section will collect home visitor compensation details to determine eligibility for CWELCC RECE wage floor and annual increase funding.

Staff Name	Category	Age Group	Estimated Number of Hours in 2024	Base Hourly Wage	Attention Required
Brian Walker	Home Visitor	All age groups	1,500	\$18.00	
Kimberly Lee	Home Visitor	All age groups	2,000	\$16.00	Yes

6

There is an issue with one (or more) positions. The age group for each staff should be selected and hourly base rate must be between \$16.55- \$30.58.

Wage Enhancement is Funded by: **The Government of Ontario**
 CWELCC is Funded by: **The Government of Canada**

5

- This section is to report Home Provider Data Only (YORK REGION HOME PROVIDERS ONLY)
- Home Providers are only eligible for Wage Enhancement funding
- If you do not wish to apply for Wage Enhancement funding, leave this section blank

6

- This section is to report Home Visitor Data only
- Home Visitors are eligible for CWELCC Compensation and Wage Enhancement Funding
- If you do not wish to apply for CWELCC staff compensation funding, leave this section blank

Edit Entry

* **Provider Name**

* **Provider Address**

* **Works with multiple agencies?**
 Yes
 No

* **Serves one child or more?**
Including privately placed children; excluding provider's own children
 Yes
 No

* **Full or Part Time?**
Full Time is 6 or more hours per day Part Time is less than 6 hours
 Full Time
 Part Time

* **Estimated Number of Days in 2024**

* **Total Fees Received**

Edit Entry

* **Staff Name**

* **Category**
 RECE
 NON-RECE
 Supervisor
 Home Visitor
 Director Approved

* **Age Group**
 Infant Toddler Preschool Kindergarten School Age All age groups

* **Base Hourly Wage**

▲ Number must be between 16.55 and 30.6
 This amount must not include previous wage enhancement

* **Estimated Number of Hours in 2024**

* **% of Time in Eligible Position**

Please note: staff from previously submitted Staff Compensation Applications and Amendment are preloaded in application. Any duplications in staff should be removed.

APPLICANT DETAILS

Head Office: Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Business Type: Profit
Address: 14b West Drive ,Newmarket, L3X4T6
Contact Name: Nadia Boismier
Email: nadia.boismier@york.ca
Phone: 111-222-3344

Child Care Name: Snow White
Service Type: Home Based
License Number: 5655
Site Address: 123 Happy Valley Road , Newmarket, L9B 4H7
Site Email: denise.cheng@york.ca
Site Phone: 1112224445

Reference ID:
Application Status: New
Funding Year: 2024
Application Type: Create SCA 2024

2024 WAGE ENHANCEMENT ADMINISTRATION FUNDING 7

Wage enhancement administration funding is available to support Operators with administration costs to administer wage enhancement funding and meet reporting requirements.

*** I wish to apply for Administration Funding**

Yes No

Note:

- One funding approval per head office
- Maximum approval of \$5,625 or 7% of total wage enhancement approval for the head office, whichever is lower.

2024 CWELCC ADMINISTRATION FUNDING 8

Administration funding is available to support Operators with the incremental administration costs incurred as a result of participating in CWELCC.

*** I wish to apply for Administration Funding**

Yes No

Note:

- One funding approval per head office
- Maximum approval is 10% of the approved fee reduction budget or \$5,000 whichever is lower
- Administration funding approved budget will be included in the acknowledgement email

- 7 • Wage Enhancement administration funding is available to a maximum of \$5,625 or 7% of the wage enhancement budget per head office
- Multi-site operators only need to apply for funding up to \$5,625
- Click Update once amount requested has been entered

- 8 • CWELCC administration funding is available to a maximum of \$5,000 or 10% of the CWELCC fee reduction allocation per head office, whichever is lower
- Funding approval will be confirmed once application has been reviewed
- **Please note: 2024** funding to reduce parent registration fees will be paid through the Record of Attendance

Staff Compensation 2024 – Summary and Administration Funding

Home-Based

Wage Enhancement and CWELCC Workforce Compensation Summary

HOME PROVIDER INFORMATION

Provider Name	Provider Address	Works with multiple agencies?	Serves one child or more?	Full or Part Time	Estimated # of Days	Total Fees Received	Daily Compensation	Eligibility Status	Daily Wage Enhancement	Total Compensation
Lora Lopez	17150 Yonge Street, Newmarket	No	Yes	Full Time	261	\$35,000	\$ 134.1	Full	\$ 20	\$ 5,220
Sharon Edward	520 Cane Parkway, Newmarket	No	Yes	Part Time	100	\$12,000	\$ 120	Partial	\$ 10	\$ 1,000
Paula Smith	50 High Tech, Richmond Hill	Yes	Yes	Full Time	261	\$69,402.51	\$ 265.91	None	\$ 0	\$ 0

HOME VISITOR INFORMATION

Staff Name	Hourly Wage	Estimated Hours	Wage Enhancement	Annual Increase (CWELCC)	RECE Wage Floor (CWELCC)	Min. Wage Offset (CWELCC)	Total Wage Enhancement	Total Annual Increase	Total RECE Wage Floor	Total Min. Wage Offset
Brian Walker	\$ 18.00	1500	\$ 2.00	\$ 2.00	\$ 2.86	\$ 0	\$ 1762.50	\$ 3525.00	\$ 2520.38	\$ 0
Kimberly Lee	\$ 16.00	2000	\$ 2.00	\$ 2.00	\$ 4.86	\$ 0	\$ 4700.00	\$ 4700.00	\$ 11421.00	\$ 0

WAGE ENHANCEMENT SUMMARY

Home Visitor Summary/Home Provider Summary

SUMMARY	FTE	Salary Component	Statutory Benefit Component	Total Compensation
Fully Eligible Visitors	1.57	\$5,500.00	\$962.50	\$6,462.50
Partially Eligible Visitors	0.00	\$0.00	\$0.00	\$0.00
SUPPLEMENTAL GRANT				\$235.50
SUBTOTAL				\$6,698.00

SUMMARY	Eligible Positions	MAXIMUM GRANT TRANSFER
Fully Eligible Providers	1	\$ 5,220.00
Partially Eligible Providers	1	\$ 1,000.00
Total	2	\$ 6,220.00
Supplemental Grant		\$ 100
Sub-Total		\$ 6,320
Administrative Funding		\$ 900
Grand Total		\$ 13,018

CWELCC STAFF COMPENSATION SUMMARY

Total Annual Increase Compensation	Total RECE Wage Floor Compensation	Total Min. Wage Offset Compensation
\$ 8,225	\$ 13,941.38	\$ 0

9 • This summary provides Wage Enhancement budget details for each home provider

10 • This summary provides wage enhancement and CWELCC compensation funding details for home visitor(s)

11 • Wage Enhancement budget details

12 • CWELCC Staff Compensation budget details

13 • The individual who has signing authority must certify and submit this application

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that are counted towards adult to child ratios under the Child Care and Early Years Act (CCEYA) as of 01/09/2024.

* Name of Signing Authority: Reference ID #: 357711872453

* Title: * Date:

* Email:

Wage Enhancement is Funded by: The Government of Ontario
 CWELCC is Funded by: The Government of Canada

