



CWELCC User Guide
Licensed Home Child Care
Canada-Wide Early Learning and Child Care
(CWELCC)

Canada-Wide Early Learning and Child Care

Canada-Wide Early Learning and Child Care (CWELCC) Application Form

Head Office:

1

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

Head Office Search

- 1
- Type at least three characters of your Head Office name
 - Click on "Head Office Search"
 - The enter key will generate a search
- 2
- Click on the head office
- 3
- Click on the home agency name

Head Office:

happy

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

Head Office Search

Head Office / Home Agency Search Results

Click on your head office to show related child care sites / home agencies

Head Office

Happy Valley Inc, (o/a Bugs & Bunny Inc.)

Bumble Happy Bee

Corporation Name: Happy Valley Inc, (o/a Bugs & Bunny Inc.)

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

Add HeadOffice

2

Click on your site below to display related information.

Site Name

Mickey Mouse

Goofy

Minnie Mouse

Happy Valley Childcare Centre

Snow White

Site Name:

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

Add Site

3

Head Office:

happy

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

Head Office Search

Head Office / Home Agency Search Results

Click on your head office to show related child care sites / home agencies

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Site Name

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Site Name:

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

Add Site

If your head office is not listed, click "Add Head Office" to add your head office.

If your home agency is not listed, click "Add Site" to add the agency.

Canada-Wide Early Learning and Child Care

HEAD OFFICE INFORMATION

Corporation Name

Happy Valley Inc, (o/a Bugs & Bunny Inc.)

Business Type

Profit

Address

14b West Drive

City/Town

Newmarket

Postal Code:

L3X4T6

Contact Name

Candice Trotter

Email

candice.trotter@york.ca

Phone

111-222-3344

Site Information

Child Care Name

Snow White

Service Type

Home Based

License Number:

5655

Site Address:

123 Happy Valley Road

City/Town

Newmarket

Postal Code:

L9B 4H7

Phone

1112224445

Email

denise.cheng@york.ca

Go To Next Page

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- The head office and site information will automatically be populated.
- If any of the information requires updating, please contact your Contract and Funding Coordinator (CFC)
- Click on “Go To Next Page” to start your CWELCC Application.

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Canada-Wide Early Learning and Child Care (CWELCC) Application Form

SECTION 1: CHILD CARE LICENSEE BASIC INFORMATION

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

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

Reference ID:
Application Status:

* CWELCC Participation

- ☐ I would like to participate in the CWELCC System
☐ I do not wish to participate in the CWELCC System

SECTION 1: CHILD CARE LICENSEE BASIC INFORMATION

Head Office: Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Business Type: Profit
Address: 14b West Drive ,Newmarket, L3X4T6
Contact Name: Candice Trotter
Email: candice.trotter@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: 318039678535
Application Status: Saved

* CWELCC Participation

- ☐ I would like to participate in the CWELCC System
☒ I do not wish to participate in the CWELCC System

Opt-out

If you DO NOT wish to participate in the CWELCC System, please confirm the following statements:

- ☐ I understand that by opting out, I will NOT be eligible to receive any CWELCC System funding, including funding to reduce parent fees or increase compensation for staff.
- ☐ I understand that I will not be able to opt into the CWELCC System for the remainder of 2022.
- ☐ I understand that should I wish to participate in the CWELCC System in future years, my acceptance will be determined based on a number of factors, including provincial and local priorities and the availability of funds, and is not guaranteed.
- ☐ I have advised parents and staff that we do not intend to enrol in the CWELCC System.
- ☐ By submitting this Opt-Out form I am notifying my service system manager, The Regional Municipality of York, that I will not be participating in the CWELCC System.

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- Select your CWELCC participation option.

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- If you choose to not participate/opt-out, you must select all the statements in this section.

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SECTION 2: CHILD CARE LICENSEE SITE INFORMATION

Child Care Centre / Home Agency Information For All Licensed Rooms / Homes

* Number of Rooms:

* Number of Licensed
Homes:

* Licensed Capacity:

* Operating Capacity:

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Rooms & Market Rates

Complete this section by entering information for rooms which are licensed for 0-5 years of age (infant, toddler, preschool and kindergarten). If a school age room is licensed with mixed age grouping and a child less than 6 years of age is attending the school age room please include the room details.

Market rates are the rates charged to full fee paying families as of March 27, 2022.

Room Name	Age Group	License Capacity	Operating Capacity	Avg. Enrollment
S. Smith	Preschool	6	6	5
W. Opal	Preschool	6	6	4
L. Runny	Preschool	6	6	8

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+ Add Room

Edit Room

Remove Room

* Total Licensed Capacity

* Total Operating Capacity

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- Report the information for the agency
- Licensed capacity = number of homes the agency is licensed for
- Operating capacity = number of home providers in operation

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- Click "Add Room" to enter home provider details, including weekly market rates that are charged to families
- Add Room = Add home provider (enter home providers name and weekly market rates)
- Licensed capacity = number of children in care at the associated rate
- Operating capacity = same as licensed capacity
- A home provider may have different rates for privately placed children; please add those rate details

Edit Entry

* Room Name

* Licensed Capacity

* Operating Capacity

* Age Group

* Child Care Rate Information

Operation	Weekly Market Rate	Average number of children enrolled (Jan - Jun 2022)
Full Day	\$250.00	2
Half Day	\$175.00	1
After (10 months)	\$100.00	1

+ Add

Edit

Remove

Save

Cancel

9

Edit Entry

* Operation Type

* Average number of children enrolled
(Jan - June 2022)

* Weekly Market Rate
\$250.00
(rate charged to parents)

Save

Cancel

9

- Remember to add the JK full-day summer rate for JK B&A children that may attend full day throughout the summer

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* CWELCC funding is meant to cover a portion of the funding required to operate eligible spaces (those of the 0-5 year age range). CWELCC funding can be used to cover eligible expenses (those that are mandatory for parents to pay, that they are not able to opt out of). Do your market rates cover those eligible expenses for the CWELCC eligible spaces?

- ☐ Yes
☒ No

* Does this program close for more than 4 consecutive weeks in a calendar year?

- ☒ Yes
☐ No

Save

* Please explain what other mandatory expenses are being charged to parents in the comment box below.

operator can explain what additional expensed incurred that are not supported by the rates charged to families.

10

* Please report the number of days in a calendar year the program is closed.

operator can report number of days closed per year

10

- Please answer the questions accordingly

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SECTION 3: STAFFING INFORMATION

WORKFORCE COMPENSATION

Workforce compensation is focused on supporting Registered Early Childhood Educator (RECE) staff who are low wage earners. Increased compensation for low wage earners will help support recruitment and retention of RECEs working in the child care sector. In addition, workforce compensation is available to Licensees to offset wage increases for non-RECE staff associated with the increased minimum wage that came into effect January 1, 2022.

* What is the percentage you pay for employer-related mandatory benefits?

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(i.e. CPP, EI, WSIB, EHT, vacation pay, public holiday pay)

RECE WAGE FLOOR

Workforce compensation is available to support increased wages to RECEs that are earning less than \$18 per hour and RECE Supervisors and Home Visitors that are earning less than \$20 per hour. To be eligible staff must be receiving wage enhancement (WE) and their hourly wage including WE and GOG must be below the threshold of \$18/hr for RECEs and \$20/hr for RECE Supervisors and Home Visitors. Eligible Positions:

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

* Do you employee RECE program staff that have a wage of less than \$18 per hour?

- ☐ Yes
☒ No

* Do you employee RECE Supervisor or Home Visitor that have a wage of less than \$20 per hour?

- ☒ Yes
☐ No

Complete this section by entering information for RECE program staff, RECE supervisors and home visitors that are earning less than the hourly wage thresholds.

RECE Staff Positions

Staff Name	Staff Position	Hours Worked	Base Wage	Wage Enhancement	General Operating	Pay Equity	Total Wage
Sally Smith	RECE Home Child Care Visitor	1,200.00	\$16.00	\$2.00	\$1.00	\$0.00	\$19.00

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- Benefits are supported at a maximum of 17.5%. Please report the percentage of mandatory benefits that the employer is responsible for.

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- Report wage information for Registered Early Childhood Educators (RECE) home visitors that are earning less than \$20/hour
- To determine the General Operating Grant (GOG) hourly rate where it is not paid hourly, divide biweekly/monthly payments by average number of hours worked
- Hours worked are the estimated number of hours for April to December 2022

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NON-RECE MINIMUM WAGE OFFSET

To be eligible for the minimum wage offset, Licensees must be participating in the CWELCC System and employ staff in a position categorized as:

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

To be eligible for a minimum wage offset, Licensees must employ staff that were earning less than \$15 per hour (not including wage enhancement and GOG) on March 31, 2021, or were hired after March 31, 2021, and before January 1, 2022, and had wages below \$15 per hour (not including wage enhancement and GOG).

Ineligible positions

- 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).

The only exception to the first to positions noted above is if the staff is a non-RECE and the positions spends at least 25 per cent of their time to support ratio requirements in which case the staff would be eligible for the minimum wage offset for the hours that they are supporting the ratio requirements.

Staff Name	Staff Position	2021 Base Wage	Average number of hours worked weekly
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12

There are no submissions.

+ Add Non-RECE

✎ Edit Non-RECE

🗑 Remove Non-RECE

Save

12

- This section may not apply for home agencies
- Report wage information for Non-RECE staff who were earning less than \$15/hour between March 31 to December 31, 2021.
- Base wage is excluding Wage Enhancement, General Operating Grant, Pay Equity Funding

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ADMINISTRATION FUNDING

Administration funding is available to support Licensees with the cost of obtaining audited financial statements or administration staffing costs to administer CWELCC funding including issuing refunds to parents, adjusting fees charged to families and adjusting payroll for eligible staff.

* 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 \$10,000 whichever is lower
- Administration funding approved budget will be included in the acknowledgement email

- 12
- Select the administration funding selection

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CERTIFICATION

☒ As an authorized signing officer for this organization, I certify that the information included in this application is true and accurate.

* Name

Reference ID #:317675385313

Candice Trotter

* Title (person signing must have signing authority)

* Date:

Supervisor

6/13/2022

* Email

candice.trotter@york.ca

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Save & Continue

Complete and Submit

CWELCC is Funded by:
The Government of Ontario

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- Fill out the certification section
 - Click on "Complete and Submit"