



2022 CWELCC Reconciliation

Canada-Wide Early Learning and Child Care (CWELCC)

2022 CWELCC Reconciliation

Canada-Wide Early Learning and Child Care
2022 CWELCC Reconciliation
April 1, 2022 to December 31, 2022

Head Office:

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

Head Office Search

1

Canada-Wide Early Learning and Child Care
2022 CWELCC Reconciliation
April 1, 2022 to December 31, 2022

Head Office:

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.)

Click on your site below to display related information.

Site Name

Bugz Bunny

Donald Duck

Mickey Mouse

Goofy

Minnie Mouse

Site Name:

2

3

1

- Type at least 3 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 site name

2022 CWELCC Reconciliation

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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

Nadia Boismier

Email

nadia.boismier@york.ca

Phone

111-222-3344

Site Information

Child Care Name

Bugz Bunny

Service Type

Centre Based

License Number:

75738

Site Address:

14h West Drive

City/Town

Newmarket

Postal Code:

L9B 2G6

Phone

111-222-3333

Email

Nadia.Boismier@york.ca

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Reference ID

318027797532

Please enter your CWELCC Reference ID then click outside of this box

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Go To Next Page

- 4

- Your head office and site information will automatically be populated
 - Please review your information to ensure it is correct. Contact your Contract Funding Coordinator (CFC) if you require any changes
- 5

- Enter your 2022 CWELCC Application Reference ID
 - Your Application Reference ID can be found on your CWELCC Reconciliation email received with the link to the Reconciliation Form
- 6

- Click on “Go To Next Page” to start your CWELCC Reconciliation”

2022 CWELCC Reconciliation

Fee Reduction Funding

Fee reduction funding is focused on reducing parent fees for families with eligible children in licensed child care. A child is eligible until the last day of the month in which the child turns six years old; where a child turns six between January 1 and June 30 the child is eligible until June 30. Children enrolled in a school age program who turn six years old between January 1 and June 30 are only eligible until the end of the month they turn 6.

For every age group with a CWELCC fee reduction please report the number of children that received a fee reduction including enrolment details (daily rate, # of days per week, full day / half day). You may add more than 1 line item to account for various daily rates.

Age Group	Full or Half Day	Days per week	Number of Children	Daily Rate (frozen)	Total Retroactive credits/refunds issued to families	Total Fee reduction after retroactive credits/refunds applied	Total Fee Reduction
Infant	Full Day	5 Days a Week	68	\$80.00	\$22,620.00	\$6,960.00	\$29,580.00

7

Fee Reduction (Budget)

\$239,580.60
from Regional Municipality of York

Fee Reduction (Reported)

\$29,580.00

7

- To capture fee reduction funding , select the plus (+) icon to add a record
- Each rate group will require a new entry

8

- Complete the entry accordingly. There may be multiple entries per age group if there are children who attend a different number of days per week
- Age Group:** Select the correct age group associated with the rate
- Full Day, Half Day or Part Day:** select if the rate is for full, half or part day
- Days per week:** select the # of days per week this group attends
- Days per month:** this field auto populates to the average number of days per month based on how many **days per week** is inputted

9

- Daily Rate (frozen):** Input the daily rate associated with this entry
- 25% of Daily Rate:** will auto populated what 25% of the daily rate is for this entry based on what is inputted for **Daily Rate**
- Reduced Parent Rate:** will auto populate the reduced parent rate with the 25% reduction applied

Edit Entry

8

9

* Age Group

Infant

* Full or Half Day

Full Day

* Days per week

5 Days a Week

* Days Per Month

21.75

* Daily Rate (frozen)

\$80.00

* 25% of Daily Rate

\$20.00

* Reduced Parent Rate

\$60.00

Months - fill in the number of children that were enrolled each month (full fee and children receiving subsidy)

* Apr

6

* May

6

* Jun

7

* Jul

9

* Aug

10

* Sep

8

* Oct

6

* Nov

6

* Dec

10

* Number of Children

68

(April to December)

* Total Retroactive credits/refunds issued to families

\$22,620.00

* Total Fee reduction after retroactive credits/refunds applied

\$6,960.00

Total

\$29,580.00

Add Cancel

See next page for continued steps to complete this section

2022 CWELCC Reconciliation

Edit Entry

* Age Group

Infant

* Full or Half Day

Full Day

* Days per week

5 Days a Week

* Days Per Month

21.75

* Daily Rate (frozen)

\$80.00

* 25% of Daily Rate

\$20.00

* Reduced Parent Rate

\$60.00

Months - fill in the number of children that were enrolled each month (full fee and children receiving subsidy)

* Apr

6

* May

6

* Jun

7

* Jul

9

* Aug

10

* Sep

8

* Oct

6

* Nov

6

* Dec

10

* Number of Children

68

(April to December)

* Total Retroactive credits/refunds issued to families

\$22,620.00

* Total Fee reduction after retroactive credits/refunds applied

\$6,960.00

Total

\$29,580.00

Add

Cancel

10

- **Months:** Input the actual number of enrolled children who attended each month from April to December 2022 within this entry's age group/rate. This number should include full fee and fee subsidy children.
- **Number of Children:** this will auto populate the sum of children from each month

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- **Total Retroactive credits/refunds issued to families:** enter the total amount of credits/refunds that were issued to all families retroactively to April 2022
- **Total Fee Reduction after Retroactive Credits/Refunds Applied:** input the total 25% fee reduction applied to the daily rate after retroactive payments were issued
- **NOTE:** if you have any unissued refunds because you were unable to locate/contact families, please record them here as 'issued' and send email to your CFC with the total number of children with unissued refunds and the total dollar amount of unissued refunds. This email should also include unissued registration fee refunds. See step number 12 for instructions to record registration fee refunds

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How to Record PA Days/School Breaks:

- When **PA Day** is selected, the **Days Per Month** field defaults to one. This number can be adjusted
- When **School Break** is selected, the **Days Per Month** field defaults to one. This number can be adjusted
- When inputting the number of children in attendance each month, combine the number of children that attended each day within that month (ie: two PA days in May with 30 children each day results in a record of 60 children for May)
- If there were multiple school breaks with different days per month, add multiple entries. Indicate zero on months with no breaks

Add Entry

* Age Group

* Full or Half Day

* Days per week

School Break

* Days Per Month

1

* Daily Rate (frozen)

* 25% of Daily Rate

\$0.00

Months - fill in the number of children that were enrolled each month (if School Break receiving subsidy)

* Apr

* May

* Jun

* Jul

* Aug

* Sep

* Oct

* Nov

* Dec

* Number of Children

0

* Total Retroactive credits/refunds issued to families

* Total Fee reduction after retroactive credits/refunds applied

Total

Add

Cancel

12

- Select Add to complete the entry

2022 CWELCC Reconciliation

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Registration Fee Refund

Fee reduction funding is focused on reducing parent fees, including registration fees, for families with eligible children in licensed child care from April 1 to December 31, 2022.

Registration Fee Description	Registration Fee Amount	Number of Children	Credits/Refunds Issued to Families	25% Fee Reduction After Credits/Refunds Applied	Total
Registration Fee	\$40.00	18	\$130.00	\$50.00	\$180.00

+

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Registration Fee (Reported)
\$180.00

15

- Months: Input the number of registrants who paid that fee for each month
- Number of Children: this will auto populate and is a sum of all the registration fees paid from April to December 2022

16

- Credits/Refunds issued to families: enter the total amount of registration fee credits/refunds that were issued to all families retroactively to April 2022
- 25% Fee Reduction after Retroactive Credits/Refunds Applied: input the total 25% fee reduction applied to the registration fee after retroactive payments were issued
- NOTE: if you have any unissued refunds because you were unable to locate/contact families, please record them here as 'issued' and send email to your CFC with the total number of children with unissued refunds and the total dollar amount of unissued refunds. This email should also include unissued fee reduction refunds

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Edit Entry

* Registration Fee

Registration Fee

* Registration Fee Amount

\$40.00

* 25% of Registration fee

\$10.00

Months - Fill in the months for newly enrolled children who were charged a registration fee

* Apr

1

* May

3

* Jun

2

* Jul

0

* Aug

1

* Sep

5

* Oct

1

* Nov

3

* Dec

2

* Number of Children

18

(April to December)

* Credits/Refunds Issued to Families

\$130.00

* 25% Fee Reduction After Credits/Refunds Applied

\$50.00

Total

\$180.00

Add

Cancel

13

- To capture registration fee reduction, select the plus (+) icon to add a record
- Each fee reduction rate will require a new entry

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- Select the Registration Fee type. Registration Fee selection is the standard fee, Discounted Fee registration is any discounted registration fees offered (ie: sibling discount)
- Input the Registration fee amount
- The 25% of Registration fee will auto populate based on the inputted registration fee amount

2022 CWELCC Reconciliation

Inflationary Increase Funding (2.6%)

Increases in costs not addressed due to Provincial direction to freeze your child care fees as of March 27, 2022 (e.g., increases such as rent/lease, food, staffing, administration, inflation, etc.). Invoices for expenses claimed may be requested.

Inflationary Increase (Budget)

\$25,052.74

from Regional Municipality of York

Expenses

\$25,000.00

Fee Subsidy Overpayment

Fee reduction funding was paid through a budget in 2022 for all operating spaces. Operators received a duplicate payment for fee subsidy occupied spaces through the Record of Attendance payment. This overpayment can be used to support operating expenses that haven't already been funded. Invoices for operating expenses claimed may be requested.

Overpayment received

\$1,511.11

from Regional Municipality of York

Operating Expenses

\$1,500.00

Admin Funding

Administration costs associated with administrating the CWELCC program. This amount is calculated based on 10% of your CWELCC Funding allocation to a maximum of \$10,000 per head office. Invoices for expenses claimed may be requested.

Admin Funding (Budget)

\$10,000.00

from Regional Municipality of York

Expenses

\$7,500.00

Registration Fees

\$200.00

Total

\$7,700.00

- **Inflationary Increase (budget):** this will be prepopulated based on funding issued
- **Expenses:** Input total child care-related operational expense increase amounts. (ie: if your rent increased between March 27, 2022, and December 31, 2022, you record the increase, not the total rent)
- Please retain all invoices as it may be requested as part of the reconciliation audit process

- **Overpayment received:** this will prepopulate based on funding issued. Not everyone received this funding.
- **Operating Expenses:** record any additional child care-related operational expenses incurred not reflected in the previous Inflationary Increase Funding section. If no funding was received, leave this section blank
- Please retain all invoices as it may be requested as part of the reconciliation audit process

- **Admin Funding (budget):** this will prepopulate based on funding issued. Not everyone received this funding.
- **Expenses:** record any administrative expenses incurred.
- Please retain all invoices as it may be requested as part of the reconciliation audit process
- **Registration Fees:** this will auto populate based on the total registration fees reported in the Registration Fee Refund section and then totaled with the expenses

2022 CWELCC Reconciliation

RECE Wage Floor

The incremental amount needed to increase eligible RECE staff wages (including grants) to the wage floor, plus 17.5% benefits. The 2022 the wage floor was \$18/hour for RECE program staff and \$20/hour for RECE child care supervisors and RECE home child care visitors.

Staff Name	Staff Position	Staff serving CWELCC eligible children	Base Wage	RWF for April to December 2022	Mandatory Benefit	Total
Test Staff	RECE Program Staff	CWELCC eligible children	\$15.00	\$500.00	\$87.50	\$587.50
Test Staff 2	RECE Child Care Supervisor	CWELCC eligible children	\$17.00	\$500.00	\$87.50	\$587.50

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Wage Floor (Budget)

\$10,799.04
from Regional Municipality of York

RECE Wage Floor (Reported)

\$1,175.00

- **RECE Wage Floor:** To add a new record, select the plus (+) icon
- Each RECE staff will require a new entry
- Input only staff that were eligible for wage floor funding

- Input the staff name, select the position and indicate if they were serving CWELCC eligible children.
- In rooms with CWELCC and non-CWELCC eligible children, as long as there was 1 CWELCC eligible child, please indicate this staff as serving CWELCC eligible children
- Input their **base wage** before wage enhancement or general operating grant is applied
- Input their hours worked from April to December 2022
- **Total wage, eligibility rate and RECE wage floor** will auto populate

- Input the amount of **Wage Enhancement, General Operating Grant and Mandatory Benefit** funding this RECE staff received
- Total: will auto populate based on the information inputted for this staff

Edit Entry

* Staff Name
Test Staff

* Staff Position
RECE Program Staff

* Staff serving CWELCC eligible children
CWELCC eligible children
children under 6 years old are CWELCC eligible

* Base Wage
\$15.00

* Hours Worked April to December
1,000

Total Wage
\$17.50

Eligibility Rate
\$0.50

RECE Wage Floor
\$500.00

* Wage Enhancement
\$2.00

* General Operating
\$0.50

* Mandatory Benefit
\$87.50

* Total
\$587.50

Add

Cancel

2022 CWELCC Reconciliation

Minimum Wage Offset

The incremental amount needed to increase non-RECE staff wages to the increased minimum wage of \$15/hr effective January 1, 2022, and to \$15.50/hr effective October 1, 2022.

Staff Name	Staff Position	Staff serving CWELCC eligible children	MWO Eligibility Rate 2021	MWO Eligibility Rate 2022	Mandatory Benefits	Total
Test Staff3	Director Approved	Children not eligible for CWELCC	\$650.00	\$1,150.00	\$11.00	\$1,811.00
Test Staff4	Non-RECE Program Staff	Children not eligible for CWELCC	\$0.00	\$100.00	\$11.00	\$111.00

20



Wage Offset (Budget)

\$27.84

from Regional Municipality of York

Minimum Wage Offset (Reported)

\$1,922.00

20

- Minimum Wage Offset:: To add a new record, select the plus (+) icon
- Input only non-RECE staff that were eligible for wage floor funding in 2021
- Each eligible staff will require a new entry

21

- Was the employee employed in 2021? If you select No, only the three bottom fields will appear

22

- If you select Yes: complete the **base wage in 2021** and **hours worked from April 1 to September 30, 2022** fields according to this non-RECE staff. **Eligibility Rate** and **Total Minimum Wage Offset** will auto populate accordingly

23

- Complete the **hours worked from October 1 to December 31, 2022** fields according to this non-RECE staff. **Eligibility Rate** and **Total Minimum Wage Offset** will auto populate accordingly

Edit Entry

* Staff Name

Test Staff3

* Staff Position

Director Approved

* Staff serving CWELCC eligible children

Children not eligible for CW

children under 6 years old are CWELCC eligible

* Was the employee employed in 2021?

☒ Yes

☐ No

* Base Wage in 2021

\$14.35

* Hours worked- April 1st - September 30th 2022

1,000

Eligibility Rate

\$0.65

Total Minimum Wage Offset

\$650.00

* Hours worked October 1st - December 31st 2022

1,000

Eligibility Rate

\$1.15

Total Minimum Wage Offset

\$1,150.00

Add

Cancel

2022 CWELCC Reconciliation

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 #:318027797532

Nadia Boismier

* Title (person signing must have signing authority)

* Date:

Supervisor

4/19/2023



* Email

nadia.boismier@york.ca

Save & Continue

Complete and Submit

- Fill out the certification section and check box
- Click on “Save and Continue” if you are not ready to submit and would like to come back to the form at a later time. **NOTE:** you will not be able to access form for up to 15 minutes once this option is selected
- Click on “Complete and Submit” once the form is completed and ready for submission. Once this is selected, you will not be able to edit. Call your CFC if you require changes once you have submitted and require access to document