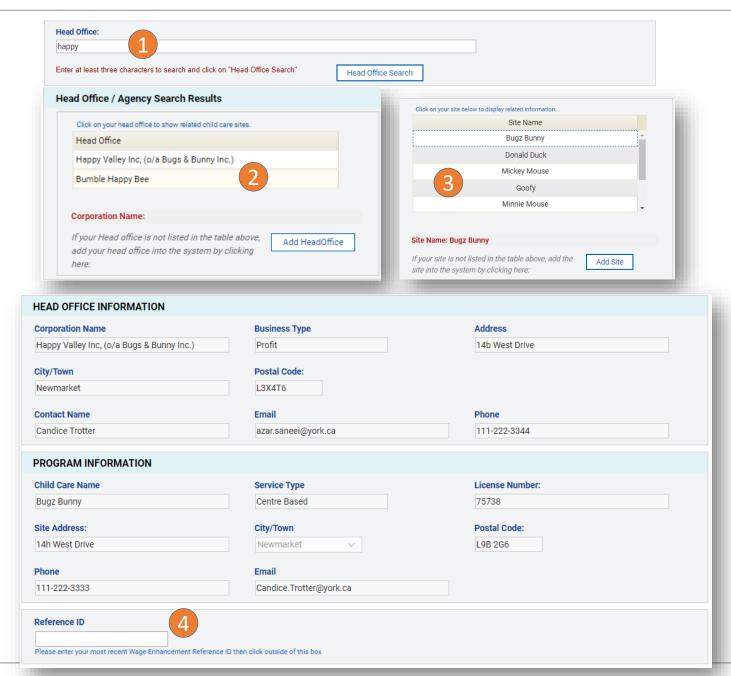
2024 STAFF COMPENSATION APPLICATION USER GUIDE

WAGE ENHANCEMENT AND CANADA WIDE EARLY LEARNING AND CHILD CARE FUNDING



CENTRE-BASED INSTRUCTIONS

Search Head Office and Site Selection



(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

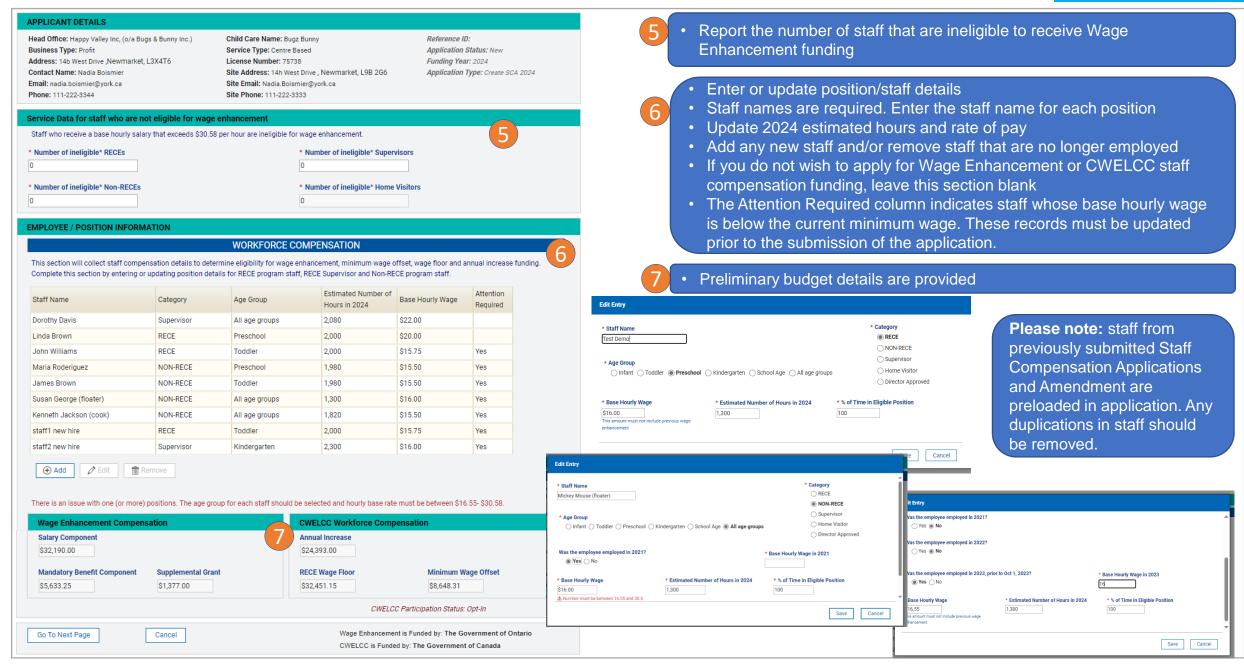
- · Click on your head office name
- Click on "Add Head Office" if this is the first year applying

(3)

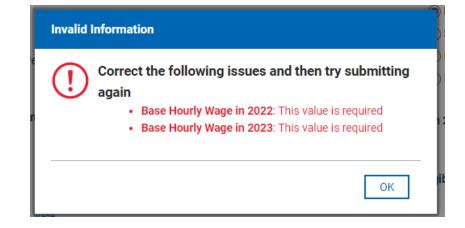
- · Click on your site name
- Click on "Add Child Care Site" if this is the first year applying or the site is not populated

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



| + Ago Croup | | Supervisor |
|--|--|----------------------------------|
| * Age Group Infant Toddler Preschool |) Kindergarten ○ School Age ○ All age groups | O Home Visitor |
| 0 |) | Oirector 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, pr | or to Oct 1, 2023? | * Base Hourly Wage in 2023 |
| * Base Hourly Wage | * Estimated Number of Hours in 2024 | * % of Time in Eligible Position |
| | | Add Cancel |



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

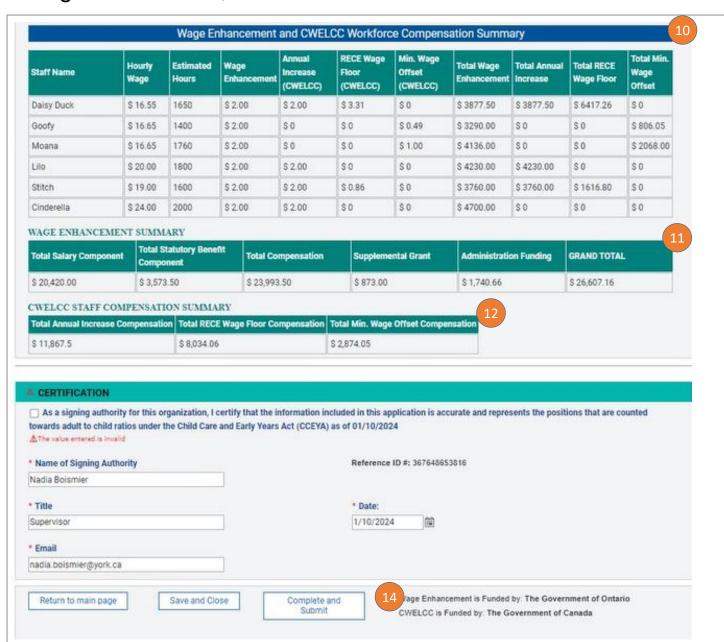
Wage Enhancement and CWELCC Administration Funding

APPLICANT DETAILS Head Office: Happy Valley Inc, (o/a Bugs & Bunny Inc.) Child Care Name: Donald Duck Reference ID: 367648653816 Business Type: Profit Service Type: Centre Based Application Status: Saved Address: 14b West Drive , Newmarket, L3X4T6 License Number: 34567 Funding Year: 2024 Site Address: 125 Happy Valley Road , Newmarket, L3Y 2U7 Application Type: Continue SCA Contact Name: Nadia Boismier Email: nadia.boismier@vork.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 Maximum: \$ 1740.66 (a) Yes () No Request Amount Update 1,740.66 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 Note: · One funding approval per head office Maximum approval is10%% of the approved fee reduction budget or \$5,000 whichever is lower · Administration funding approved budget will be included in the acknowledgement email

- 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
- 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

Budget Summaries, Certification and Submission

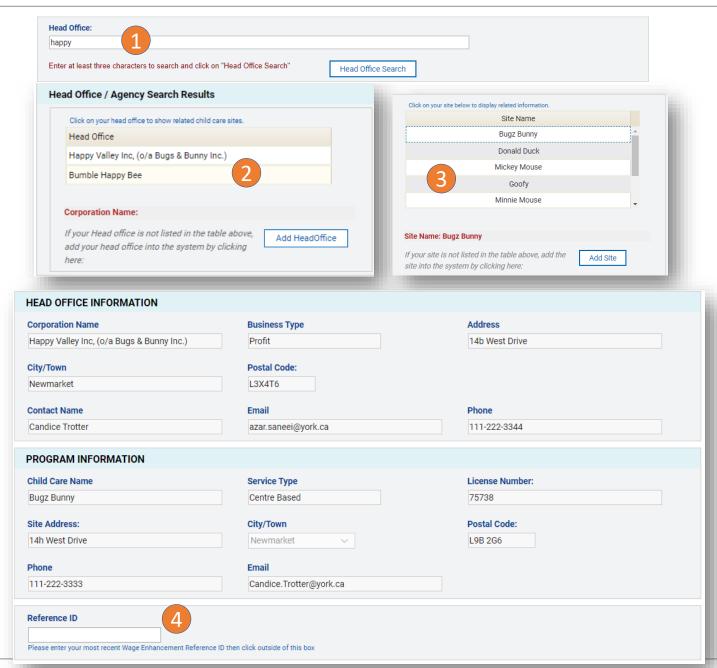
Centre-Based



- This summary confirms eligibility for each staff by the various funding types
- This summary confirms wage enhancement funding
- This summary confirms CWELCC staff compensation funding

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



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

Staff Compensation 2024 – Applicant, General Information, Home-based and Visitor

Home-Based

| usiness Type: Prof | Drive ,Newmarket, L3X4 ⁻ ia Boismier er@york.ca | Servic F6 Licens Site Ad Site Er | Care Name: Snow White Type: Home Based be Number: 5655 ddress: 123 Happy Vall mail: denise.cheng@yomone: 1112224445 | ey Road , Newmarke | | Application Si Funding Year: | | 4 |
|----------------------|--|---|---|--------------------|----------------------------------|---------------------------------|----------------|------|
| | e an associated base was base hourly salary that | - | | | | | 5 | |
| Number of ineligi | ble* home child care pro | oviders | * | Number of ineligib | le* home visitor | | | |
| | | Home | Provider Data for | Wage Enhance | ement | | | |
| This section will co | ollect home provider det | ails to determine eligil | bility for wage enhanc | ement 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 | \$35,000.00 | |
| Sharon Edward | 520 Cane Parkway, Newmarket | No | Yes | Part Time | 100 | \$12,000.00 | \$12,000.00 | |
| Paula Smith | 50 High Tech, Richmond Hill | Yes | Yes | Full Time | 261 | \$69,402.51 | | |
| | ITION INFORMATIO | 1 | WORKFORCE CO | | | | | |
| his section will co | llect home visitor comp | ensation details to de | termine eligibility for (| CWELCC RECE wage | e floor and annual in | crease fundin | g. | 6 |
| Staff Name | Ca | Age Group Estimated Number of Hours in 2024 Base Ho | | urly Wage | Attention Required | | | |
| Brian Walker | | | All age groups | 1,500 | \$18.00 | | | |
| | Fedit Remove | | All age groups | 2,000 | \$16.00 | hatwaan \$16 F | Yes 55, 630 59 | |
| Go To Next Page | | ncel | r each stail should be | · | nhancement is Funde | | | ario |

- 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

Kimberly Lee

* Base Hourly Wage

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

- · 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

○ RECE

* % of Time in Eligible Position

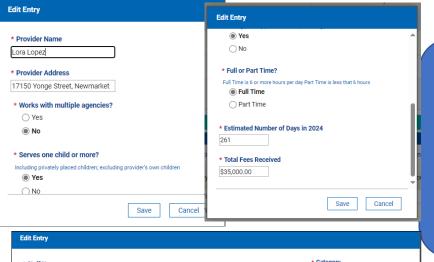
○ NON-RECE
○ Supervisor

● Home Visitor

O Director Approved

Save

Cancel



○ Infant ○ Toddler ○ Preschool ○ Kindergarten ○ School Age ● All age groups

* Estimated Number of Hours in 2024

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

Staff Compensation 2024 – Wage Enhancement and CWELCC Admin Funding

Home-Based

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



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

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

- 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
- 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



- This summary provides Wage Enhancement budget details for each home provider
- This summary provides wage enhancement and CWELCC compensation funding details for home visitor(s)
- 11 Wage Enhancement budget details
- CWELCC Staff Compensation budget details
- The individual who has signing authority must certify and submit this application

| Name of Signing Authority | Reference ID #: 367711872453 |
|-----------------------------|------------------------------|
| Kim | |
| Title | • Date: |
| Tester | 1/9/2024 |
| Email | |
| kim.edwards-bennett@york.ca | |

York Region