



**Provincial Wage Enhancement
Application for
Child Care Centers, Home Visitors and
Home Child Care Providers (2018)**

User Guide – New Application

www.york.ca/childcareoperators

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Head Office:

happy[x



Head Office Search

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

- Type at least 3 characters of your Head Office name
- Click on "Head Office Search"
- The enter key will not generate a search

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Head Office / Agency Search Results

Selected Head Office: Happy Valley Inc

[Click on your head office to show related day care sites](#)

ID	Head Office
568	Happy Valley Inc

Please wait for a few seconds until the search is complete. If your office is not listed in the table above, add your head office into the system by clicking here: [Add Head Office](#)

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

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Selected Site: Mickey Mouse Child Care

[Click on your site below to display related information.](#)

Site ID	Site Name
656	Bugs Bunny Child Care
657	Mickey Mouse Child Care

Please wait for a few seconds until the search is completed. If your site is not listed in the table above, add the site into the system by clicking here: [Add Site Operator](#)

- Click on your site name
- Click on "Add Site" if this is the first year applying

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APPLICANT DETAILS

* Site Address:

1 Minnie Lane

Service Type

Centre Based

Business Type

Profit

* Postal Code:

L7B 2H6

City/Town

Aurora

License Number:

To make the process easier and faster, you can download your last year Wage Enhancement application into your 2018 Wage enhancement application by entering your application [Reference ID](#) in the box and click "Download your 2017 application and Create 2018 application" button below. If you don't have your [Reference ID](#), Click on the "Create 2018 Wage Enhancement application" button to start from scratch.

Reference ID

After your reference ID is placed in the above Box, click outside and then inside the box for your reference ID to be validated. Once your ID is validated you can load your application.

[Download your 2017 application and Create 2018 application](#)

[Create New Application for Child Care Centres & Home Visitors](#)

- Click on "Create New Application for Child Care Centres & Home Visitors"

- Complete the form.
- All fields are mandatory.



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CONTACT INFORMATION

* Contact Name

* Contact Number

* Email Address

* Confirm Email

AGENCY OPERATING INFORMATION

* How many weeks is your center in operation annually?

* Standard Work Week (in hours)

* Standard number of hours worked by each employee in a week.

* Total Operating Capacity:

* Total Licensed Capacity:

SERVICE DATA

* Number of ineligible* RECES

* Number of ineligible* Supervisors

* Number of Ineligible* Non-RECES

* Number of ineligible* Home Visitors

**** Staff who receive an hourly salary that exceeds \$27.07 per hour are ineligible**

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EMPLOYEE / POSITION INFORMATION

Wage Enhancement Employee Position Information (Program Staff Only)

Position Description	Position Created in 2017/2018	Category	Base Hourly Wage	Number of Hours Worked in 2017	% of Time in Eligible Position
Infant 1	No	RECE	18.50	1,975.00	100.00
Infant 2	No	NON-RECE	16.50	2,053.00	100.00
Cook / Break Floater	No	NON-RECE	16.50	2,000.00	40.00

+ Add Edit Remove

Add Entry

Category
 RECE
 NON-RECE
 Supervisor
 Home Visitor

* Base Hourly Wage

This amount must not include previous wage enhancement subsidy

* Number of Hours Worked in 2017

Enter estimated hours for 2018 if this position was created in 2017/2018

Add Cancel

Click Add to enter all positions that are eligible for wage enhancement

The FTE in box 6 and box 7 should total 100%
 This example is only for positions who are partially eligible for wage enhancement and GOG

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- Click Add to enter positions not eligible for wage enhancement but are eligible for General Operating
- Click Add to enter positions that are listed above at less than 100% time in eligible position (shown in box 6 & 7)

The information collected below will be used for the General Operating Grant calculations. Please enter non-program staff and/or staff earning more than \$27.07 per hour who do not appear in the list above.

Position Description	Category	Base Hourly Wage	Number of Hours Worked in 2017	% of Time in Eligible Position	FTE
Cook / Break Floater	Cook	16.50	2,000.00	60.00	0.68

+ Add Edit Remove

Add Entry

* Position Description

* Category
 RECE NON-RECE Supervisor/Director Home Visitor Cook Other

* Base Hourly Wage * Number of Hours Worked in 2017 * % of Time in Eligible Position

Enter estimated hours for 2018 if this position was created in 2017/2018

* FTE

Add Cancel

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2018 WAGE ENHANCEMENT ADMINISTRATION FUNDING

* I wish to apply for Administration Funding

Yes No

Maximum: 2252.25

Request Amount

2,250

Update

Note:

- One funding approval per head office
- Maximum approval of \$7,500.00 or 10% of total wage enhancement approval for the head office, ever is lower.

Administration funding can be used to offset costs for accounting/bookkeeping and payroll upgrades.

Click Update once amount requested has been entered

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CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of 01/24/2018

* Name of Signing Authority

Candice Trotter

Reference ID #: 179725266117

* Title

Supervisor

* Date:

1/24/2018

The individual who has signing authority must submit this form

Return to main page

Print Summary

Save and Continue

Complete and Submit

Wage Enhancement is Funded by:
The Government of Ontario

Be sure to print your application before submitting.
Keep your Reference ID for future use.