

Licensee/Agency/Operator Name:

Contact Person Name:

Contact Person Phone #:

Section 2: Licensed Site Information

Licensed Site	
Name of Child Care Centre:	
License Number:	Type of Program (if applicable): Please check all that apply. <input type="checkbox"/> Indigenous (off-reserve) <input type="checkbox"/> Francophone
Location Address: <i>Street Number, Street Name, Unit / Suite Number</i>	City/Town/Village: <i>City / Town</i>
Request Type: Please check one. <input type="checkbox"/> New Service Agreement (for those who do not currently have a purchase of service agreement with the service system manager and who want to participate in CWELCC). <input type="checkbox"/> Change to Existing Service Agreement (for those with an existing purchase of service agreements and who want to participate in CWELCC).	

Hours of Operation
Types of Service Provided and hours of operation per service: Check all that apply. <input type="checkbox"/> Full-day child care. Hours: _____ <input type="checkbox"/> Part-time child care. Hours: _____ <input type="checkbox"/> Before and/or after school programs (6-12 yrs). Hours: _____ <input type="checkbox"/> Before and/or after school programs (4-5 yrs). Hours: _____ <input type="checkbox"/> Licensed home child care. Hours: _____

Staffing Information

Please complete a separate line of the table below for each program staff for each classroom in your centre. The term **program staff** refers to an individual who is counted towards ratio in the room or classroom to meet CCEYA regulations and requirements for staffing. The term **supervisor** refers to an individual who holds a direct supervisory role over program staff in the centre. *Note: A centre with seven or more program staff must have a supervisor off program at all times.

If the staff member occupies a float position between classrooms and or centres, report that staff for **one** classroom only.

Do not include staff such as:

- 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).

Note that qualified employees or supervisors that are not Registered Early Childhood Educators (RECEs) but are otherwise approved by a director under the Child Care and Early Year Act, 2014 (CCEYA) are not eligible for the wage floor or annual wage increase.

Staffing by Room

List each staff member as of April 1st, 2022 on a separate line.

“Program Staff” means an individual who is counted towards ratio in the room or classroom to meet CCEYA regulations and requirements for staffing.

“Supervisor” means an individual who holds a direct supervisory role over program staff. *Note: A centre with seven or more program staff must have a supervisor off program at all times.

*Hourly Wage = should this be total hourly wage including any GOG and WEG contributions?

Room/Classroom	Staff Type	Hourly Wage (\$) (Wage including GOG and <u>WEG</u>)	Hours per Week (#) (Estimate average)	Weeks per Year (#) (Weeks/year including vacation)
Ex. Room 1	RECE Program Staff	\$18.75	35	50
Continue on next page.....				

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Base Fees

Base fees are any fee or part of a fee that is charged in respect of a child for child care (i.e., if the Licensee requires parents to pay for something and it is not optional, then it has to be included in base fee). This includes anything the Licensee is required to provide under O. Reg. 137/15, or anything the Licensee requires the parent to purchase from the Licensee, but does not include a non-base fee.

Base fee information should be the fees as of March 27, 2022. **All base fee information should be calculated on a daily basis even if your fees are typically calculated on an hourly, weekly, bi-weekly, monthly, or annual basis.** Include your standard fees for children in each age group who are not receiving a fee subsidy

FULL WEEK Infant, Toddler, PreSchool 5 Days per week	Base Fee (\$)	Not Applicable
Part Day (1 to 6 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
Full Day (6 to 9 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
Extended Day (10 or more hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>

PART WEEK Infant, Toddler, PreSchool 1 to 4 Days per week	Base Fee (\$)	Not Applicable
Part Day (1 to 6 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
Full Day (6 to 9 hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>
Extended Day (10 or more hours per day)		
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months to 29 months)		<input type="checkbox"/>
Preschool (30 months to 6 years)		<input type="checkbox"/>

Kindergarten and Family Age Grouping	Base Fee (\$)	Not Applicable
Before School Only		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>
After School Only		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>
Before and After School		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>
Full Day (Non-Instructional Day, Camp, PD Day)		
Kindergarten (44 months to 6 years)		<input type="checkbox"/>