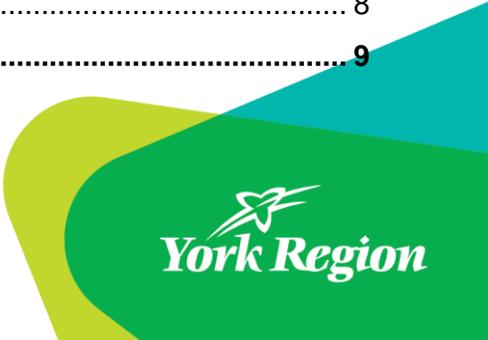


CANADA-WIDE EARLY LEARNING AND CHILD CARE (CWELCC) SYSTEM

2023 Eligibility and Funding Conditions

TABLE OF CONTENTS

- Program Overview 2**
- Participation 3**
 - Non-Participation 3
- Fee Reduction 4**
 - Payment Process 4
 - Payment Implementation Timelines 4
 - Rate Incentive And CWELCC 4
 - Fee Subsidy Parent Contribution Reduction 4
- Workforce Compensation 5**
 - RECE Wage Floor And Annual Wage Increase Eligibility 5
 - Hourly Wage Floor 2022 to 2026 5
 - Implementation Timelines 5
 - Ineligible Positions 6
 - Non-RECE Minimum Wage Offset 6
 - Eligible Positions 6
 - Ineligible Positions 6
 - Payments to Staff 7
 - Payment Process 7
 - Mandatory Benefits 7
- Additional Funding 8**
 - Cost Escalation Funding 8
 - Administrative Funding 8
- Funding Conditions 9**



Program Overview

The Government of Canada committed to investing in a national child care system with all provinces and territories, as well as Indigenous organizations. As part of this agreement, Ontario will receive \$13.2 billion over six years, beginning in 2022.

Funding under the Canada-Wide Early Learning and Child Care (CWELCC) system will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, access, affordability, flexibility and inclusivity in early learning and child care. This will be accomplished by:

- A) Reducing market rates for eligible children by 25% (to a minimum of \$12 per day), retroactive to April 1, 2022, for Licensees enrolled in the CWELCC system. Starting December 31, 2022, an additional 37% reduction will give parents of eligible children an overall reduction of 52.75%, to a minimum \$12 per day. By September 2025, child care fees for eligible children will reach an average of \$10 a day;
- B) Creating 86,000 new licensed child care spaces, including more than 33,000 licensed child care spaces created since 2019, with capital start-up grants targeting growth in communities with populations who need them most;
- C) Ensuring space expansion plans and programming are informed by, and support the needs of, vulnerable and diverse populations in communities; and
- D) Strengthening the early childhood workforce through enhanced compensation, training and professional learning opportunities.

As the second year of rollout for the CWELCC system, 2023 will continue to be a year of transition for the early years and child care sector. The phased approach to implementing the CWELCC system will focus on the immediate objectives of affordability for families and system stability, before moving on to addressing the objectives of increasing accessibility and inclusion over the longer term.

Participation

All Licensees serving children under the age of six in the Regional Municipality of York (York Region) are eligible to apply to participate in the CWELCC system. Participation is optional; however, Licensees are encouraged to participate so that staff can benefit from increased wage compensation and families can benefit from fee reductions. A Licensee that did not participate in 2022 may apply to participate in the CWELCC system in 2023. Approval will be dependent on the need for additional child care spaces and availability of funding.

To be eligible for CWELCC funding, child care operators must be:

- Located in the Regional Municipality of York
- Licensed under the [Child Care and Early Years Act, 2014 \(CCEYA\)](#)
- Enroll by submitting the CWELCC application form by the date outlined by York Region
- Maintain child care fees at the rate charged March 27, 2022 (2022 fee freeze)
- Demonstrate financial viability – process to be determined
- Complete the Licensed Child Care Operations Survey from the Ontario Ministry of Education
- Agree to operate under the criteria outlined in this document to receive funding to reduce base fees for eligible children

Licensees initially applying to participate in the CWELCC system are required to communicate to all parents and staff within 14 days of the Region's notification of their application approval status.

NON-PARTICIPATION

Licensees that have notified the Region that they **will not participate** in the CWELCC system may continue to run their operations under the existing provincial licensing and regulatory framework. Licensees are required to indicate in their parent handbook that they are not participating in the CWELCC system and must include their fee amounts.

Unlicensed child care programs, including unlicensed home child care, authorized recreational programs and school board-operated extended day programs, are not eligible to participate in the CWELCC system.

Fee Reduction

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.

A graduated approach to fee reductions will begin in Spring 2022 as follows:

- A fee reduction of up to 25% (to a minimum of \$12 per day) retroactive to April 1, 2022
- An additional 37% to an overall 52.75% fee reduction (to a minimum of \$12 per day), effective December 31, 2022
- \$10-per-day average child care fees by 2026

PAYMENT PROCESS

Beginning in 2023, fee reduction funding will be paid through the Record of Attendance (ROA) in the Ontario Child Care Management System (OCCMS). Operators will be required to submit the ROA no later than the eighth day of each month. Operators will complete the fee subsidy attendance, if applicable, and the CWELCC attendance for eligible full fee children receiving a CWELCC fee reduction. Payment will be based on operating capacity.

PAYMENT IMPLEMENTATION TIMELINES

Licensees must ensure that, effective December 31, 2022, the additional fee reduction of 37% is in place.

Licensees that are enrolled into the CWELCC system for the first time are permitted to continue charging higher parent fees for 20 calendar days after the Region notifies them that they are enrolled in the CWELCC system. On and after the 21st day after the Licensee is notified by the Region of the enrollment date, Licensees cannot charge a base fee that is higher than the daily rate minus the CWELCC fee reduction.

Refunds must be provided to the parent within 20 calendar days after the day the Licensee receives funding from the Region. Refunds are required for all parents of eligible children who paid higher fees on or after the enrollment date, regardless of whether their child currently receives care from the Licensee.

RATE INCENTIVE AND CWELCC

For Licensees receiving rate incentive funding, the Region will provide 52.75% of the market rate. The Licensee will apply the fee reduction (52.75%) of the rate families paid (applying the rate incentive to the market rate and calculating the 52.75% reduction based on the reduced rate).

FEE SUBSIDY PARENT CONTRIBUTION REDUCTION

Parents accessing fee subsidy will receive a 50% reduction for eligible children in their parent contribution with no floor of \$12 per day.

Workforce Compensation

Workforce compensation funding will support recruitment and retention of Ontario’s child care workforce through improved compensation for low-wage earners through a wage floor, and an annual wage increase for eligible registered early childhood educators (RECEs). In addition, workforce compensation is available to Licensees to offset wage increase costs for non-RECE staff associated with the minimum wage increases that came into effect in 2022.

RECE WAGE FLOOR AND ANNUAL WAGE INCREASE ELIGIBILITY

To be eligible to have their wage raised by the annual increase and to the wage floor, staff must be in a position categorized as:

- RECE program staff
- RECE child care supervisor
- RECE home child care visitor

To be eligible for an **annual wage increase** of \$1 per hour, RECE staff must be receiving Wage Enhancement (WE) funding, and their hourly wage including wage enhancement must be below the wage cap of \$25 per hour on January 1 of each eligible year.

To be eligible to have their wage raised to the **RECE wage floor**, staff must be receiving wage enhancement and their hourly wage, including wage enhancement, and the annual increase must be below the wage floor for the respective year.

Hourly Wage Floor 2022 to 2026

Staff position	2022	2023	2024	2025	2026
RECE program staff	\$18	\$19	\$20	\$21	\$22
RECE supervisor / home visitor	\$20	\$21	\$22	\$23	\$24

For clarity, to determine the RECE wage eligibility, the following order of operations must be followed:

1. 2022 base wage (by employer)
2. Wage enhancement (\$2 per hour, up to a maximum as per WE guidelines)
3. CWELCC annual wage increase \$1 per hour, up to \$25 per hour
4. CWELCC incremental wage floor funding, if applicable

IMPLEMENTATION TIMELINES

The wage floor for 2022 came into effect April 1, 2022. For all following years, the wage floor will come into effect on January 1 of each year.

Licensees will be permitted to continue to pay eligible staff below the wage floor for 31 calendar days after the Region notifies them that they are participating in CWELCC or that the annual application has been approved. On and after the 32nd day after the Licensee is notified by the Region of the approval, the Licensee is required to pay eligible staff at least the wage floor.

Licensees would then be given one additional month (for a total of 61 calendar days from the day they were approved) to provide staff with a retroactive payment for any wages that were below the wage floor, retroactive to January 1 or the date they were licensed if after January 1.

INELIGIBLE POSITIONS

The following positions are not eligible for RECE wage floor and annual wage increase funding:

- Non-RECE program staff
- Non-program staff
- Director-approved positions

The wage floor and annual increase will not apply to non-program staff, such as:

- Cook, custodial and other non-program staff positions
- Special needs resourcing (SNR)-funded resource teachers/consultants and supplemental staff
- Staff hired through a third party, such as a temp agency

The only exception to the first two positions noted above is if the staff is a RECE and the position spends at least 25% of their time to support ratio requirements as outlined in the *CCEYA*, in which the staff would be eligible for the wage floor and annual wage increase for the hours that they are supporting the ratio requirements.

NON-RECE MINIMUM WAGE OFFSET

To be eligible, Licensees must employ staff that were earning less than \$15 per hour (not including wage enhancement or General Operating Grant) on March 31, 2021, and before January 1, 2022. In addition, Licensees with staff earning less than \$15.50 per hour on September 30, 2022, are also eligible. Minimum wage offset funding will be provided to licensees starting the date of participation in CWELCC up to and including 2026.

Eligible positions:

- Non-RECE program staff
- Non-RECE child care supervisor
- Non-RECE home child care visitor

Ineligible positions:

The minimum wage offset **will not apply** to non-program staff, such as:

- Cook, custodial and other non-program staff positions
- SNR-funded resource teachers/consultants and supplemental staff
- Staff hired through a third party, such as a temp agency

The only exception to the first two positions noted above is if the staff is a non-RECE and the position spends at least 25% of their time to support ratio requirements as outlined in the *CCEYA*, in which the staff would be eligible for the wage floor and annual wage increase for the hours that they are supporting the ratio requirements.

PAYMENTS TO STAFF

Licensees must include workforce compensation payments in each pay cheque or payment made. Workforce compensation may not be paid at the end of the year as a lump sum payment.

PAYMENT PROCESS

Workforce compensation funding will be available through an annual application. Operators will receive an email acknowledgement once the application has been approved. The acknowledgement will provide a summary of the budget details. Funding will be paid through OCCMS and the initial payment of each year will be retroactive to January 1 and subsequent payments will be processed monthly.

MANDATORY BENEFITS

Workforce compensation funding includes up to 17.5% in benefits. Benefits of up to 17.5% must support Licensees in meeting their statutory benefit requirements.

Once all statutory benefit requirements are met (including two weeks of vacation and nine statutory days), any remaining funding within 17.5% can be used to fund other benefit expenses paid by the employer on behalf of the employee.

Additional Funding

COST ESCALATION FUNDING

Funding is available to support cost increases that operators may face that are beyond the Licensee's control and may impact their capacity to participate in CWELCC. Licensees can only use the cost escalation funding to address operating cost increases beyond the control or discretion of the licensee, such as salaries and wages, benefits, operations and accommodations. An additional 2.75% will be paid monthly through the CWELCC budget. The allocation is calculated using the Operator's child care fees as of March 27, 2022.

ADMINISTRATIVE FUNDING

Licensees will be budgeted 10% to a maximum of \$10,000 per head office to spend on incremental administrative costs incurred as a result of participating in CWELCC, and to reduce any parent registration fees paid on or after April 1, 2022, by 25%. Starting December 31, 2022, the fee reduction increases to a total 52.75% reduction. These costs will be reconciled with the Region at year-end.

Funding Conditions

1. A Licensee must ensure that, after March 27, 2022, it does not charge a fee higher than its capped fee for any eligible children enrolled at the child care centre it operates or at a home child care premises it oversees unless the fee had already been communicated to parents. (See O. Reg 137/15 for additional information about the cap on fees.) Licensees are subject to the cap on fees until either the Licensee notifies the Region, staff and parents of eligible children in writing they are not applying to enroll in CWELCC, or the until the Licensee is notified by the Region of the decision about enrollment in CWELCC system.
2. Licensees are required to reduce their market rates, provide refunds to parents where applicable, in accordance with O. Reg. 137/15, and to increase the wages of Registered Early Childhood Educators to support a mandated wage floor and an annual wage increase as well as any other requirements set by the Region.
3. Licensees must maintain the age zero-to-five spaces for which they are receiving funding to reduce market rates for eligible children. For example, a licensed infant space must remain an infant space. Any revisions or use of alternate capacity must be reported to the Region and the Region may determine whether this may require recovering funding from the Licensee.
4. CWELCC funding amounts to Licensees will be determined at the discretion of the Region.
5. Licensees must demonstrate financial viability to the Region. In exceptional cases where the Licensee is not able to demonstrate financial viability, or if the Region has strong concerns that the funding will be used for improper purposes, the Region may deny a licensee's enrollment in the CWELCC system.
6. Licensees must provide sufficient and detailed financial information through an audited financial statement for review in accordance with the funding, accountability and reconciliation process as determined by the Region.
7. Licensees must submit audited financial statements and other financial information as determined by the Region to verify that the funding provided was used for the purpose(s) intended. Where a Licensee fails to meet this requirement, funds may be recovered, or the Licensee may be ineligible to receive future funding.
8. Any adjustments and recoveries of funding will be determined at the discretion of the Region based on the Region's reconciliation process.
9. Licensees operating as for-profit corporations or individuals can continue to earn profit and licensees operating as not-for-profit corporations will be permitted a surplus amount to build reserves or reinvest in the organization.
10. Licensees will be required to apply for the Wage Enhancement Grant to be eligible to receive funding to implement the wage floor and wage increase for Registered Early Childhood Educators employed by the Licensee.

11. During the term of the CWELCC funding agreement, licensed child care programs that close for more than two consecutive weeks or more than four weeks in a calendar year will be funded for the months in which they are operating. Market rates cannot be charged for any closure above and beyond these timelines.
12. Licensees must permit the Region to audit financial and service records related to the CWELCC system at any reasonable time.
13. Licensees must adhere to all requirements as set out in applicable legislation, regulation and local requirements as provided in the Region's Guidelines.