

# 2023 STAFF COMPENSATION APPLICATION USER GUIDE

WAGE ENHANCEMENT AND CANADA-WIDE  
EARLY LEARNING AND CHILD CARE  
FUNDING



# CENTRE-BASED INSTRUCTIONS

**Head Office:**

happy 1

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

**Head Office / Agency Search Results**

Click on your head office to show related child care sites.

Head Office
Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Bumble Happy Bee <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span>

**Corporation Name:**

If your Head office is not listed in the table above, add your head office into the system by clicking here:

Click on your site below to display related information.

Site Name
Bugz Bunny
Donald Duck
Mickey Mouse
Goofy <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span>
Minnie Mouse

**Site Name: Bugz Bunny**

If your site is not listed in the table above, add the site into the system by clicking here:

**HEAD OFFICE INFORMATION**

<b>Corporation Name</b> Happy Valley Inc, (o/a Bugs & Bunny Inc.)	<b>Business Type</b> Profit	<b>Address</b> 14b West Drive
<b>City/Town</b> Newmarket	<b>Postal Code:</b> L3X4T6	
<b>Contact Name</b> Candice Trotter	<b>Email</b> azar.saneei@york.ca	<b>Phone</b> 111-222-3344

**PROGRAM INFORMATION**

<b>Child Care Name</b> Bugz Bunny	<b>Service Type</b> Centre Based	<b>License Number:</b> 75738
<b>Site Address:</b> 14h West Drive	<b>City/Town</b> Newmarket	<b>Postal Code:</b> L9B 2G6
<b>Phone</b> 111-222-3333	<b>Email</b> Candice.Trotter@york.ca	

**Reference ID** 4

Please enter your most recent Wage Enhancement Reference ID then click outside of this box

- 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 or no search results are populated

- 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 2022 Wage enhancement Reference ID – you can find this in the email you received after submitting the 2022 Wage Enhancement Application or contact your Contract and Funding Coordinator to request
  - If you did not receive wage enhancement, in 2022, proceed to the next page

# Site Information and Employee Position Details

# Centre-Based

## APPLICANT DETAILS

**Head Office:** Happy Valley Inc. (o/a Bugs & Bunny Inc.)      **Child Care Name:** Bugz Bunny      **Reference ID:** 337131367153  
**Business Type:** Profit      **Service Type:** Centre Based      **Application Status:** Saved  
**Address:** 14b West Drive ,Newmarket, L3X4T6      **License Number:** 75738      **Funding Year:** 2023  
**Contact Name:** Candice Trotter      **Site Address:** 14h West Drive , Newmarket, L9B 2G6      **Application Type:** Continue 2023 WE & CWELCC Application  
**Email:** azar.saneel@york.ca      **Site Email:** Candice.Trotter@york.ca  
**Phone:** 111-222-3344      **Site Phone:** 111-222-3333

## Service Data for staff who are not eligible for wage enhancement

Staff who receive a base hourly salary that exceeds \$28.58 per hour are ineligible for wage enhancement.

\* Number of ineligible\* RECEs       \* Number of ineligible\* Supervisors  
 \* Number of ineligible\* Non-RECEs       \* Number of ineligible\* Home Visitors

## EMPLOYEE / POSITION INFORMATION

### WORKFORCE COMPENSATION

This section will collect staff compensation details to determine eligibility for wage enhancement, minimum wage offset, wage floor and annual increase funding. Complete this section by entering or updating position details for RECE program staff, RECE Supervisor and Non-RECE program staff.

Staff Name	Category	Age Group	Estimated Number of Hours in 2023	Base Hourly Wage
Dorothy Davis	Supervisor	All age groups	2,080	\$22.00
Linda Brown	RECE	Preschool	2,000	\$20.00
John Williams	RECE	Toddler	2,000	\$15.75
Maria Roderiguez	NON-RECE	Preschool	1,980	\$15.50
James Brown	NON-RECE	Toddler	1,980	\$15.50
Susan George (floater)	NON-RECE	All age groups	1,300	\$16.00
Kenneth Jackson (cook)	NON-RECE	All age groups	1,820	\$15.50

      

### Wage Enhancement Compensation

**Salary Component**  
  
**Mandatory Benefit Component**      **Supplemental Grant**  
     

### CWELCC Workforce Compensation

**Annual Increase**  
  
**RECE Wage Floor**      **Minimum Wage Offset**  
     

CWELCC Participation Status: Opt-In

    

Wage Enhancement is Funded by: **The Government of Ontario**  
 CWELCC is Funded by: **The Government of Canada**

5 • Report the number of staff that are ineligible to receive wage enhancement funding

6 • Enter or update position/staff details  
 • Staff names are now required so please enter the staff name for each position  
 • Update 2023 estimated hours and rate of pay  
 • Add any new staff and/or remove staff that are no longer employed  
 • If you do not wish to apply for wage enhancement or CWELCC staff compensation funding, leave this section blank

7 • Preliminary budget details are provided

**Edit Entry**

\* Staff Name:

\* Category:  
 RECE  
 NON-RECE  
 Supervisor  
 Home Visitor  
 Director Approved

\* Age Group:  
 Infant    Toddler    Preschool    Kindergarten    School Age    All age groups

\* Base Hourly Wage:       \* Estimated Number of Hours in 2023:       \* % of Time in Eligible Position:

This amount must not include previous wage enhancement

**Edit Entry**

\* Staff Name:

\* Category:  
 RECE  
 NON-RECE  
 Supervisor  
 Home Visitor  
 Director Approved

\* Age Group:  
 Infant    Toddler    Preschool    Kindergarten    School Age    All age groups

\* Was the employee employed in 2021?  
 Yes       No

\* Base Hourly Wage in 2021:       \* Base Hourly Wage Jan 1, 2022:

\* Base Hourly Wage Oct 1, 2022:       \* Estimated Number of Hours in 2023:       \* % of Time in Eligible Position:

This amount must not include previous wage

### APPLICANT DETAILS

<b>Head Office:</b> Happy Valley Inc. (o/a Bugs & Bunny Inc.)	<b>Child Care Name:</b> Bugz Bunny	<b>Reference ID:</b> 337131367153
<b>Business Type:</b> Profit	<b>Service Type:</b> Centre Based	<b>Application Status:</b> Saved
<b>Address:</b> 14b West Drive ,Newmarket, L3X4T6	<b>License Number:</b> 75738	<b>Funding Year:</b> 2023
<b>Contact Name:</b> Candice Trotter	<b>Site Address:</b> 14h West Drive , Newmarket, L9B 2G6	<b>Application Type:</b> Continue 2023 WE & CWELCC Application
<b>Email:</b> azar.saneei@york.ca	<b>Site Email:</b> Candice.Trotter@york.ca	
<b>Phone:</b> 111-222-3344	<b>Site Phone:</b> 111-222-3333	

### 2023 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

Yes  No

Maximum: \$ 2010.94

Request Amount

1,500

Update

8

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.

### 2023 CWELCC ADMINISTRATION FUNDING

Administration funding is available to support Operators with the incremental cost of obtaining audited financial statements, administration staffing costs as a result of participating in CWELCC and reducing parent registration fees.

\* I wish to apply for Administration Funding

Yes  No

9

Note:

- One funding approval per head office
- Maximum approval is 10% of the approved fee reduction budget or \$10,000 whichever is lower
- Administration funding approved budget will be included in the acknowledgement email

8

- 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

9

- CWELCC administration funding is available to a maximum of \$10,000 or 10% of the CWELCC fee reduction allocation per head office
- Funding approval will be confirmed once application has been reviewed

## Wage Enhancement and CWELCC Workforce Compensation Summary

Staff Name	Hourly Wage	Estimated Hours	Wage Enhancement	Annual Increase (CWELCC)	RECE Wage Floor (CWELCC)	Min. Wage Offset (CWELCC)	Total Wage Enhancement	Total Annual Increase	Total RECE Wage Floor	Total Min. Wage Offset
Dorothy Davis	\$ 22	2080	\$ 2	\$ 1	\$ 0	\$ 0	\$ 4,888	\$ 2,444	\$ 0.00	\$ 0
Linda Brown	\$ 20	2000	\$ 2	\$ 1	\$ 0	\$ 0	\$ 4,700	\$ 2,350	\$ 0.00	\$ 0
John Williams	\$ 15.75	2000	\$ 2	\$ 1	\$ 0.25	\$ 0	\$ 4,700	\$ 2,350	\$ 587.50	\$ 0
Maria Roderiguez	\$ 15.5	1980	\$ 2	\$ 0	\$ 0	\$ 0.5	\$ 4,653	\$ 0	\$ 0.00	\$ 1,163.25
James Brown	\$ 15.5	1980	\$ 2	\$ 0	\$ 0	\$ 1.15	\$ 4,653	\$ 0	\$ 0.00	\$ 2,675.48
Susan George (floater)	\$ 16	1300	\$ 2	\$ 0	\$ 0	\$ 0	\$ 3,055	\$ 0	\$ 0.00	\$ 0
Kenneth Jackson (cook)	\$ 15.5	1820	\$ 2	\$ 0	\$ 0	\$ 1.15	\$ 1,069.25	\$ 0	\$ 0.00	\$ 614.82

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• This summary confirms eligibility for each staff by the various funding types

### WAGE ENHANCEMENT SUMMARY

Total Salary Component	Total Statutory Benefit Component	Total Compensation	Supplemental Grant	Administration Funding	GRAND TOTAL
\$ 23,590.00	\$ 4,128.25	\$ 27,718.25	\$ 1,009.50	\$ 1,500	\$ 30,227.75

11

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• This summary confirms wage enhancement funding

### CWELCC STAFF COMPENSATION SUMMARY

Total Annual Increase Compensation	Total RECE Wage Floor Compensation	Total Min. Wage Offset Compensation
\$ 7,144	\$ 587.5	\$ 4,453.55

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• This summary confirms CWELCC staff compensation funding

### CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that are counted towards adult to child ratios under the Child Care and Early Years Act (CCEYA) as of 01/23/2023

\* Name of Signing Authority

Candice Trotter

Reference ID #: 337131387153

13

\* Title

Owner

\* Date:

1/23/2023

\* Email

candice.trotter@york.ca

13

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

Return to main page

Save and Close

Complete and Submit

14

14

• 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

Wage Enhancement is Funded by: The Government of Ontario  
CWELCC is Funded by: The Government of Canada

# HOME-BASED INSTRUCTIONS

# Search Head Office and Agency Selection

## Home-Based

Head Office:

 **1**

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

**Head Office / Agency Search Results**

Click on your head office to show related child care sites.

Head Office
Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Bumble Happy Bee

**2**

Corporation Name:

If your Head office is not listed in the table above, add your head office into the system by clicking here:

Click on your site below to display related information.

Site Name
Bugz Bunny
Donald Duck
Mickey Mouse
Goofy
Minnie Mouse

**3**

Site Name: Bugz Bunny

If your site is not listed in the table above, add the site into the system by clicking here:

**HEAD OFFICE INFORMATION**

Corporation Name	Business Type	Address
<input type="text" value="Happy Valley Inc, (o/a Bugs &amp; Bunny Inc.)"/>	<input type="text" value="Profit"/>	<input type="text" value="14b West Drive"/>
City/Town	Postal Code:	
<input type="text" value="Newmarket"/>	<input type="text" value="L3X4T6"/>	
Contact Name	Email	Phone
<input type="text" value="Candice Trotter"/>	<input type="text" value="azar.saneei@york.ca"/>	<input type="text" value="111-222-3344"/>

**PROGRAM INFORMATION**

Child Care Name	Service Type	License Number:
<input type="text" value="Bugz Bunny"/>	<input type="text" value="Centre Based"/>	<input type="text" value="75738"/>
Site Address:	City/Town	Postal Code:
<input type="text" value="14h West Drive"/>	<input type="text" value="Newmarket"/>	<input type="text" value="L9B 2G6"/>
Phone	Email	
<input type="text" value="111-222-3333"/>	<input type="text" value="Candice.Trotter@york.ca"/>	

Reference ID **4**

Please enter your most recent Wage Enhancement Reference ID then click outside of this box

**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 or no search results are populated

**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 2022 Wage enhancement (home-based) Reference ID – you can find this in the email you received after submitting the 2022 Wage Enhancement Application or contact your Contract and Funding Coordinator to request
- If you did not receive wage enhancement in 2022, proceed to the next page

### APPLICANT DETAILS

**Head Office:** Happy Valley Inc. (o/a Bugs & Bunny Inc.)     **Child Care Name:** Snow White     *Reference ID:* 337133812546  
**Business Type:** Profit     **Service Type:** Home Based     *Application Status:* Submitted  
**Address:** 14b West Drive ,Newmarket, L3X4T6     **License Number:** 5655     *Funding Year:* 2023  
**Contact Name:** Candice Trotter     **Site Address:** 123 Happy Valley Road , Newmarket, L9B 4H7     *Application Type:* Create new 2023 WE & CWELCC Application  
**Email:** azar.saneel@york.ca     **Site Email:** denise.cheng@york.ca  
**Phone:** 111-222-3344     **Site Phone:** 1112224445

### SERVICE DATA

Providers who have an associated base wage that exceeds \$265.90 per day are ineligible.  
 Staff who receive a base hourly salary that exceeds \$28.58 per hour are ineligible for wage enhancement.

\* Number of ineligible\* home child care providers     \* Number of ineligible\* home visitor  
    

### Home Provider Data for Wage Enhancement

This section will collect home provider details to determine eligibility for wage enhancement funding.

Provider Name	Provider Address	Works with multiple agencies?	Serves one child or more?	Full or Part Time?	Estimated Number of Days in 2023	Total Fees Received
Lora Lopez	17150 Yonge Street, Newmarket	No	Yes	Full Time	261	\$35,000.00
Sharon Edward	520 Cane Parkway, Newmarket	No	Yes	Part Time	100	\$12,000.00
Paula Smith	50 High Tech, Richmond Hill	Yes	Yes	Full Time	261	\$69,402.51

5

### Edit Entry

\* Provider Name:   
 \* Provider Address:   
 \* Works with multiple agencies?:  Yes  No  
 \* Serves one child or more?:  Yes  No  
 \* Full or Part Time?:  Full Time  Part Time  
 \* Estimated Number of Days in 2023:   
 \* Total Fees Received:

### EMPLOYEE / POSITION INFORMATION

### WORKFORCE COMPENSATION

This section will collect home visitor compensation details to determine eligibility for CWELCC RECE wage floor and annual increase funding.

Staff Name	Category	Age Group	Estimated Number of Hours in 2023	Base Hourly Wage
Brian Walker	Home Visitor	All age groups	1,500	\$18.00
Kimberly Lee	Home Visitor	All age groups	2,000	\$16.00

6

### Edit Entry

\* Staff Name:      \* Category:  RECE  NON-RECE  Supervisor  Home Visitor  Director Approved  
 \* Age Group:  Infant  Toddler  Preschool  Kindergarten  School Age  All age groups  
 \* Base Hourly Wage:      \* Estimated Number of Hours in 2023:      \* % of Time in Eligible Position:   
This amount must not include previous wage enhancement

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 • 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

Wage Enhancement is Funded by: **The Government of Ontario**  
 CWELCC is Funded by: **The Government of Canada**

### APPLICANT DETAILS

<b>Head Office:</b> Happy Valley Inc, (o/a Bugs & Bunny Inc.)	<b>Child Care Name:</b> Snow White	<b>Reference ID:</b> 337133812546
<b>Business Type:</b> Profit	<b>Service Type:</b> Home Based	<b>Application Status:</b> Submitted
<b>Address:</b> 14b West Drive ,Newmarket, L3X4T6	<b>License Number:</b> 5655	<b>Funding Year:</b> 2023
<b>Contact Name:</b> Candice Trotter	<b>Site Address:</b> 123 Happy Valley Road , Newmarket, L9B 4H7	<b>Application Type:</b> Create new 2023 WE & CWELCC Application
<b>Email:</b> azar.saneel@york.ca	<b>Site Email:</b> denise.cheng@york.ca	
<b>Phone:</b> 111-222-3344	<b>Site Phone:</b> 1112224445	

### 2023 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**

Yes  No

Maximum: \$911.26

**Request Amount**

900

Update

7

**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.

### 2023 CWELCC ADMINISTRATION FUNDING

Administration funding is available to support Operators with the incremental cost of obtaining audited financial statements, administration staffing costs as a result of participating in CWELCC and reducing parent registration fees.

**\* I wish to apply for Administration Funding**

Yes  No

8

**Note:**

- One funding approval per head office
- Maximum approval is 10% of the approved fee reduction budget or \$10,000 whichever is lower
- Administration funding approved budget will be included in the acknowledgement email

7

- 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

8

- CWELCC administration funding is available to a maximum of \$10,000 or 10% of the CWELCC fee reduction allocation per head office
- Funding approval will be confirmed once application has been reviewed

# Staff Compensation 2023 – Summary and Administration Funding

## Home-Based

### Wage Enhancement and CWELCC Workforce Compensation Summary

#### HOME PROVIDER INFORMATION

Provider Name	Provider Address	Works with multiple agencies?	Serves one child or more?	Full or Part Time	Estimated # of Days	Total Fees Received	Daily Compensation	Eligibility Status	Daily Wage Enhancement	Total Compensation
Lora Lopez	17150 Yonge Street, Newmarket	No	Yes	Full Time	261	\$35,000	\$ 134.1	Full	\$ 20	\$ 5,220
Sharon Edward	520 Cane Parkway, Newmarket	No	Yes	Part Time	100	\$12,000	\$ 120	Partial	\$ 10	\$ 1,000
Paula Smith	50 High Tech, Richmond Hill	Yes	Yes	Full Time	261	\$69,402.51	\$ 265.91	None	\$ 0	\$ 0

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• This summary provides wage enhancement budget details for each home provider

10

• This summary provides wage enhancement and CWELCC compensation funding details for home visitor(s)

#### HOME VISITOR INFORMATION

Staff Name	Hourly Wage	Estimated Hours	Wage Enhancement	Annual Increase (CWELCC)	RECE Wage Floor (CWELCC)	Min. Wage Offset (CWELCC)	Total Wage Enhancement	Total Annual Increase	Total RECE Wage Floor	Total Min. Wage Offset
Brian Walker	\$ 18	1500	\$ 2	\$ 1	\$ 0	\$ 0	\$ 1,762.5	\$ 881.25	\$ 0.00	\$ 0
Kimberly Lee	\$ 16	2000	\$ 2	\$ 1	\$ 2	\$ 0	\$ 4,700	\$ 2,350	\$ 4700.00	\$ 0

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11

• Wage Enhancement budget details

#### WAGE ENHANCEMENT SUMMARY

##### Home Visitor Summary/Home Provider Summary

SUMMARY	FTE	Salary Component	Statutory Benefit Component	Total Compensation
Fully Eligible Visitors	1.57	\$5,500.00	\$962.50	\$6,462.50
Partially Eligible Visitors	0.00	\$0.00	\$0.00	\$0.00
SUPPLEMENTAL GRANT				\$235.50
<b>SUBTOTAL</b>				<b>\$6,698.00</b>

11

12

• CWELCC Staff Compensation budget details

SUMMARY	Eligible Positions	MAXIMUM GRANT TRANSFER
Fully Eligible Providers	1	\$ 5,220.00
Partially Eligible Providers	1	\$ 1,000.00
<b>Total</b>	<b>2</b>	<b>\$ 6,220.00</b>
Supplemental Grant		\$ 100
<b>Sub-Total</b>		<b>\$ 6,320</b>
Administrative Funding		\$ 900
<b>Grand Total</b>		<b>\$ 13,918</b>

12

13

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

#### CWELCC STAFF COMPENSATION SUMMARY

Total Annual Increase Compensation	Total RECE Wage Floor Compensation	Total Min. Wage Offset Compensation
\$ 3,231.25	\$ 4,700	\$ 0

12

#### CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that are counted towards adult to child ratios under the Child Care and Early Years Act (CCEYA) as of 01/22/2023

\* Name of Signing Authority: Candice Trotter Reference ID #: 337133812546

\* Title: Owner \* Date: 1/22/2023

\* Email: candice.trotter@york.ca

13

[Return to main page](#)
[Save and Close](#)
[Complete and Submit](#)

Wage Enhancement is Funded by: The Government of Ontario  
 CWELCC is Funded by: The Government of Canada