



# 2023 CWELCC Reconciliation

[Canada-Wide Early Learning and Child Care \(CWELCC\)](#)

# 2023 CWELCC Reconciliation

Canada-Wide Early Learning and Child Care  
2023 CWELCC Reconciliation  
January 1, 2023 to December 31, 2023

Head Office:

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

1

- 1
- Type at least 3 characters of your Head Office name
  - Click on "Head Office Search"
  - The enter key will generate a search

- 2
- Click on the head office

- 3
- Click on site name

Canada-Wide Early Learning and Child Care  
2023 CWELCC Reconciliation  
January 1, 2023 to December 31, 2023

Head Office:

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

**Head Office / Home Agency Search Results**

Click on your head office to show related child care sites / home agencies

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

Corporation Name: Happy Valley Inc, (o/a Bugs & Bunny Inc.)

Click on your site below to display related information.

Site Name
Bugz Bunny
Donald Duck
Mickey Mouse
Goofy
Minnie Mouse

Site Name:

2

3

# 2023 CWELCC Reconciliation

**HEAD OFFICE INFORMATION** 4

<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> Nadia Boismier	<b>Email</b> nadia.boismier@york.ca	<b>Phone</b> 111-222-3344

**Site 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> Nadia.Boismier@york.ca	

**Reference ID** 5

318027797532

Please enter your CWELCC Reference ID then click outside of this box

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**4**

- Your head office and site information will automatically be populated
- Please review your information to ensure it is correct. Contact your Contract Funding Coordinator (CFC) if you require any changes

**5**

- Enter your Staff Compensation Application Reference ID
- Your Staff Compensation Application Reference ID can be found on last years Staff Compensation Application email. Contact your CFC if you cannot locate it.

**6**

- Click on "Go To Next Page" to start your CWELCC Reconciliation"

# 2023 CWELCC Reconciliation

## Fee Reduction Funding

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. Children enrolled in a school age program who turn six years old between January 1 and June 30 are only eligible until the end of the month they turn 6.

For every age group with a CWELCC fee reduction please report the number of children that received a fee reduction including enrolment details (daily rate, # of days per week, full day / half day). You may add more than 1 line item to account for various daily rates.

Age Group	Full, Half or Part Day	Days per week	Daily Rate (frozen)	52.75% of Daily Rate	Total Enrollments	Total Vacancies	Total Fee Reduction
Infant	Full Day	5 Days a Week	\$80.00	\$42.20	108	19	\$99,127.80

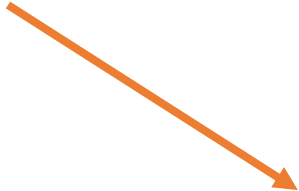
7

7

- To capture fee reduction funding, select the plus (+) icon to add a record
- Each rate group will require a new entry

8

- Complete the entry accordingly. There may be multiple entries per age group if there are children who attend a different number of days per week
- Age Group:** Select the correct age group associated with the rate
- Full Day, Half Day or Part Day:** select if the rate is for full, half or part day
- Days per week:** select the # of days per week this group attends
- Days per month:** this field auto populates to the average number of days per month based on how many **days per week** is inputted



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- Daily Rate (frozen):** Input the daily rate associated with this entry
- 52.75% of Daily Rate:** will auto populated what 52.75% of the daily rate is for this entry based on what is inputted for **Daily Rate**
- Reduced Parent Rate:** will auto populate the reduced parent rate with the 52.75% reduction applied

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### Add Entry

* Age Group Infant	* Full, Half or Part Day Full Day	* Days per week 5 Days a Week	* Days Per Month 21.75
* Daily Rate (frozen) \$80.00	* 52.75% of Daily Rate \$42.20	* Reduced Parent Rate \$37.80	* Total Fee reduction \$99,127.80

**Enrollments: Fill in the number of children that were enrolled each month (full fee and children receiving subsidy)**

* Jan	* Feb	* Mar	* Apr	* May	* Jun	* Jul	* Aug	* Sep	* Oct	* Nov	* Dec	* Total
9	9	9	9	9	9	9	9	9	9	9	9	108

**Vacancies**

* Jan	* Feb	* Mar	* Apr	* May	* Jun	* Jul	* Aug	* Sep	* Oct	* Nov	* Dec	* Total
0	0	0	0	0	0	0	0	0	0	0	0	0

See next page for continued steps to complete this section

# 2023 CWELCC Reconciliation

Edit Entry

**\* Age Group**

**\* Full, Half or Part Day**

**\* Days per week**

**\* Days Per Month**

**\* Daily Rate (frozen)**

**\* 52.75% of Daily Rate**

**\* Reduced Parent Rate**

**\* Total Fee reduction**

Enrollments: Fill in the number of children that were enrolled each month (full fee and children receiving subsidy)

* Jan	* Feb	* Mar	* Apr	* May	* Jun	* Jul	* Aug	* Sep	* Oct	* Nov	* Dec	* Total
6	6	6	6	6	6	6	6	6	6	6	6	72

Vacancies

* Jan	* Feb	* Mar	* Apr	* May	* Jun	* Jul	* Aug	* Sep	* Oct	* Nov	* Dec	* Total
0	0	0	0	0	0	0	0	0	0	0	0	0

10

11

10

11

- Enrollments:** Input the actual number of enrolled spaces each month in 2023 within this entry's age group/rate. This number should include full fee and fee subsidy spaces.
- This is not based on children, rather enrolled spaces. If two part time children are sharing a spot, that should be recorded as 1 enrollment.
- Total:** this will auto populate the sum of month's enrollment

- Vacancies:** Input the number of vacancies each month in 2023 within this entry's age group/rate. Vacancies is the number of available spaces your child care has based on your Operating Capacity where no staffing or space limitations exist, and you are currently able to accept children.
- If a spot was vacant for only part of the month, record that spot as an enrollment, not a vacancy.
- Total:** this will auto populate the sum of the vacancies from each month

### How to Record PA Days/School Breaks:

- When **PA Day** is selected, the **Days Per Month** field defaults to one. This number can be adjusted
- When **School Break** is selected, the **Days Per Month** field defaults to one. This number can be adjusted
- When inputting the number of children in attendance each month, combine the number of children that attended each day within that month (ie: two PA days in May with 30 children each day results in a record of 60 children for May)
- If there were multiple school breaks with different days per month, add multiple entries. Indicate zero on months with no breaks

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Add Entry

**\* Age Group**

**\* Full, Half or Part Day**

**\* Days per week**

**\* Days Per Month**

**\* Daily Rate (frozen)**

**\* 52.75% of Daily Rate**

**\* Total Fee reduction**

Enrollments: Fill in the number of children that were enrolled each month (full fee and children receiving subsidy)

* Jan	* Feb	* Mar	* Apr	* May	* Jun	* Jul	* Aug	* Sep	* Oct	* Nov	* Dec	* Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- Select Add to complete the entry

# 2023 CWELCC Reconciliation

## Registration Fee Refund

Fee reduction funding is focused on reducing parent fees, including registration fees, for families with eligible children in licensed child care from January 1 to December 31, 2023.

Registration Fee Description	Registration Fee Amount	52.75% of Registration fee	Total Number of Children	Total Fee reduction
Registration Fee	\$200.00	\$105.50	18	\$1,899.00

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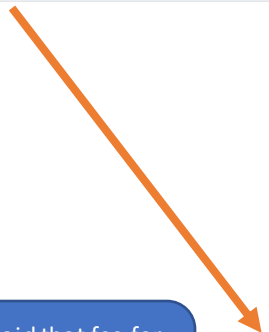


13

- To capture registration fee reduction, select the plus (+) icon to add a record
- Each fee reduction rate will require a new entry

14

- Select the Registration Fee type. Registration Fee selection is the standard fee, Discounted Fee registration is any discounted registration fees offered (ie: sibling discount)
- Input the Registration fee amount
- The 52.75% of Registration fee will auto populate based on the inputted registration fee amount



Registration Fee (Reported)  
\$1,899.00

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- Months:** Input the number of registrants who paid that fee for each month
- Number of Children:** this will auto populate and is a sum of all the registration fees paid in 2023

- 52.75% Fee Reduction Applied:** input the total 52.75% fee reduction applied to the registration fee

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**Edit Entry**

* Registration Fee	* Registration Fee Amount	* 52.75% of Registration fee	* Reduced Parent Rate	* Total Fee Reduction
Registration Fee	\$200.00	\$105.50	\$94.50	\$1,899.00

Months - Fill in the months for newly enrolled children who were charged a registration fee

* Jan	* Feb	* Mar	* Apr	* May	* Jun	* Jul	* Aug	* Sep	* Oct	* Nov	* Dec	* Total
1	2	1	2	1	2	1	2	1	2	1	2	18

Save Cancel

# 2023 CWELCC Reconciliation

**Cost Escalation Funding**

Increases in costs not addressed due to Provincial direction to freeze your child care fees as of March 27, 2022 (e.g., increases such as rent/lease, food, staffing, administration, inflation, etc.). Invoices for expenses claimed may be requested.

**Cost Escalation (Budget)**  
  
 from Regional Municipality of York

**Expenses**

**Additional Cost Escalation**

Increases in costs not addressed due to Provincial direction to freeze child care fees as of March 27, 2022. Additional Cost Escalation Funding was provided to Child Care Operators who were operating at a deficit and deemed eligible through completion of the Cost of Care Analysis and met eligibility criteria in 2023. This funding is used to address operating cost increases such as salaries and wages, benefits, operations, and accommodations. Invoices for expenses claimed may be requested.

**Additional Cost Escalation**  
  
 from Regional Municipality of York

**Expenses**

**Admin Funding**

Administration costs associated with administering the CWELCC program. This amount is calculated based on 10% of your CWELCC Funding allocation to a maximum of \$10,000 per head office. Invoices for expenses claimed may be requested.

**Admin Funding (Budget)**  
  
 from Regional Municipality of York

Expenses	Registration Fees	Total
<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

- **Cost Escalation(budget):** this will be prepopulated based on funding issued
- **Expenses:** Input total child care-related operational expense increase amounts. (ie: if your rent increased in 2023, you record the increase, not the total rent)
- Please retain all invoices as it may be requested as part of the reconciliation audit process

- **Additional Cost Escalation:** this will prepopulate based on funding issued (not everyone received this).
- **Expenses:** Input total additional child care-related operational expense increase amounts based on the funding request needs (such as salaries and wages, benefits, operations, and accommodations)
- Please retain all invoices as it may be requested as part of the reconciliation audit process

- **Admin Funding (budget):** this will prepopulate based on funding issued. Not everyone received this funding.
- **Expenses:** record any administrative expenses incurred.
- Please retain all invoices as it may be requested as part of the reconciliation audit process
- **Registration Fees:** this will auto populate based on the total registration fees reported in the Registration Fee Refund section and then totaled with the expenses

# 2023 CWELCC Reconciliation

## Annual Increase & RECE Wage Floor

The incremental amount needed to increase eligible RECE staff wages (including grants) to the wage floor, plus 17.5% benefits. The 2023 the wage floor was \$19/hour for RECE program staff and \$21/hour for RECE child care supervisors and RECE home child care visitors.

Staff Name	Staff Position	Base Wage	Hours Worked	WE	Total Annual Increase	Total RECE Wage Floor	Staff serving CWELCC eligible children
Test Staff	RECE Program Staff	\$16.00	1,000.00	\$2.00	\$1,175.00	\$0.00	CWELCC eligible children



### Annual Increase (Budget)

\$1,175.00  
from Regional Municipality of York

### Annual Increase (Reported)

\$1,175.00

### Wage Floor (Budget)

\$0.00  
from Regional Municipality of York

### RECE Wage Floor (Reported)

\$0.00

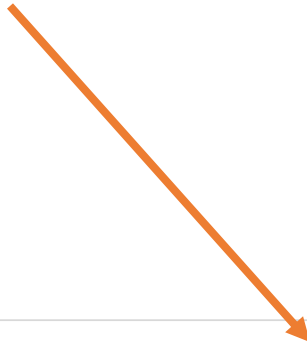
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- **RECE Wage Floor:** To add a new record, select the plus (+) icon
- Each RECE staff will require a new entry
- Input only staff that were eligible for wage floor funding

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- Input the staff name, select the position and indicate if they were serving CWELCC eligible children.
- In rooms with CWELCC and non-CWELCC eligible children, as long as there was 1 CWELCC eligible child, please indicate this staff as serving CWELCC eligible children
- Input their **base wage** before wage enhancement or general operating grant is applied
- Input their hours worked in 2023
- **Total wage, eligibility rate and RECE wage floor** will auto populate



19

- Input the amount of **Wage Enhancement, General Operating Grant and Mandatory Benefit** funding this RECE staff received
- Total: will auto populate based on the information inputted for this staff

18

### Add Entry

**\* Staff Name**

**\* Staff Position**

**\* Staff serving CWELCC eligible children**

children under 6 years old are CWELCC eligible

**\* Base Wage**

**\* Hours Worked**

**\* Wage Enhancement**

<b>Annual Increase Rate</b>	<b>Annual Increase</b>	<b>* Annual Increase Benefit</b>	<b>* Total Annual Increase</b>	<b>Total Wage</b>
<input type="text" value="\$1.00"/>	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$175.00"/>	<input type="text" value="\$1,175.00"/>	<input type="text" value="\$19.00"/>
<b>RECE Wage Floor Rate</b>	<b>RECE Wage Floor</b>	<b>* RECE Wage Floor Benefit</b>	<b>* Total RECE Wage Floor</b>	
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	

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# 2023 CWELCC Reconciliation

## Minimum Wage Offset

The incremental amount needed to increase non-RECE staff wages to the increased minimum wage of \$15.50/hr effective January 1, 2023, and to \$16.55/hr effective October 1, 2023.

20

Staff Name	Staff Position	Staff serving CWELCC eligible children	MWO Eligibility Rate 2022	MWO Eligibility Rate 2023	Mandatory Benefits	Total
Test Staff 3	Director Approved	Children not eligible for CWELCC	\$500.00	\$620.00	\$45.00	\$1,165.00



20

- Minimum Wage Offset:: To add a new record, select the plus (+) icon
- Input only non-RECE staff that were eligible for wage floor funding in 2022
- Each eligible staff will require a new entry

### Wage Offset (Budget)

\$1,421.75

from Regional Municipality of York

### Minimum Wage Offset (Reported)

\$1,165.00

21

- Was the employee employed in 2023? If you select No, only the three bottom fields will appear

22

- If you select Yes: complete the base wage in 2023 and hours worked from April 1 to September 30, 2023 fields according to this non-RECE staff. Eligibility Rate and Total Minimum Wage Offset will auto populate accordingly

23

- Complete the hours worked from October 1 to December 31, 2023 fields according to this non-RECE staff. Eligibility Rate and Total Minimum Wage Offset will auto populate accordingly

21

22

23

**\* Staff Name**

**\* Staff Position**

**\* Staff serving CWELCC eligible children**

children under 6 years old are CWELCC eligible

**\* Was the employee employed in 2022?**

Yes

No

**\* Base Wage in 2022**

**\* Hours worked- January 1st - September 30th 2023**

**\* Eligibility Rate**

**Total Minimum Wage Offset**

**\* Hours worked October 1st - December 31st 2023**

**Eligibility Rate**

**Total Minimum Wage Offset**

## CERTIFICATION

As an authorized signing officer for this organization, I certify that the information included in this application is true and accurate.

\* Name

Nadia Boismier

Reference ID #:337380681140

\* Title (person signing must have signing authority)

Supervisor

\* Date:

2/20/2024



\* Email

nadia.boismier@york.ca

Save & Continue

Complete and Submit

- Fill out the certification section and check box
- Click on "Save and Continue" if you are not ready to submit and would like to come back to the form at a later time. **NOTE:** you will not be able to access form for up to 15 minutes once this option is selected
- Click on "Complete and Submit" once the form is completed and ready for submission. Once this is selected, you will not be able to edit. Call your CFC if you require changes once you have submitted and require access to document