

FAQ for CWELCC Opt-in/Opt-out Online Form

What should I do before submitting the Opt-in or Opt-out form for the Canada Wide Early Learning and Childcare System?

- Review [Ministry of Education guidelines](#) and [Children's Services Budget Guidelines \(pdf\)](#)
- Meet with your Governing Body; for example your Board/Owner to go over all aspects of the Canada Wide Early Learning Child Care (CWELCC) System

What is the CWELCC System Opt-in/Opt-out online form?

As the Service System Manager, Toronto Children's Services (TCS) must track and report on the participation of all licensed child care in the CWELCC system. The Opt-in/Opt-out online form, through [Online Services](#), is the way each agency will communicate their option to TCS.

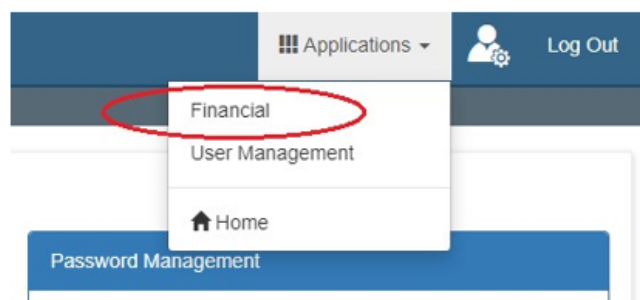
The Ministry of Education has set the deadline of September 1, 2022 for opting in or out. The Opt-in/Opt-out online form will no longer be available after September 1, 2022. Any required documentation must also be received by the September 1, 2022 deadline.

This form is only available to licensed Child Care locations in Toronto that have access to the Online Services portal.

Note: Home Child Care agencies will be contacted by Toronto Children's Services directly with their next steps.

How do I access the CWELCC Opt-in/Opt-out online form?

1. Log in to [Online Services](#) using your username and password
2. Select 'Financial' in the Applications menu on the top right of the page



3. You will find the button for the Opt-in/Opt-out online form on the right side of the page, in the section titled 'Canada Wide Early Learning Child Care (CWELCC)'

1) Who can access the CWELCC Opt-in/Opt-out online form?

The Opt-in/Opt-out online form is available to view by anyone in a licensed Child Care Centre who has access to the Online Services Financial landing page.

Only individuals with "Signing Authority" can submit the Opt-in/Opt-out online form. Individuals with signing authority typically have the "Budget Submitter" or "PWE Preparer" user role.

2) Why does my agency not have access to the form?

Only eligible Toronto licensed Group Child Care agencies are able to opt-in or opt-out using the Opt-in/Opt-out online form. If your agency is eligible and does not have access to Online Services, please contact your District Consultant.

3) I have already opted-in or opted-out with a different Service System Manager, why do I need to submit this form in Toronto?

Licensed Child care operators must opt-in or opt-out in each region, county or city they operate, through their designated Service System Manager. Your agency must follow the process from each Service System Manager.

4) My agency is part of a multi-agency organization, do I need to submit the Opt-in/Opt-out form for one agency at a time?

The Opt-in/Opt-out online form can be submitted at the multi-agency level or by each agency or by each location.

If you want to submit at the multi-agency level this must be done before any agency or single location is submitted. If one agency or centre location is submitted, the option to submit at the multi-agency level is no longer available.

To submit the form for all agencies, select the option 'All Agencies' from the drop-down list.



The screenshot shows a web form titled "Find An Agency/Location". Below the title is a grey bar with the text "Select an agency and/or location in order to opt-in/opt-out of the CWELCC System." There are two dropdown menus. The first is labeled "Select an Agency" and has "All Agencies" selected, which is circled in red. The second is labeled "Select a Location" and is currently empty.

Once you submit your intention to opt-in or opt-out, it cannot be revised.

5) My agency has multiple locations, do I need to Opt-in or Opt-out for them one at a time?

The Opt-in/Opt-out online form can be submitted at the agency level or by each centre location.

If you want to submit at the agency level, this must be done before any single location is submitted. If one location is submitted, the option to submit at the agency level is no longer available.

To submit the form for all locations, select the option 'All Locations' from the drop-down list.



Find An Agency/Location

Select an agency and/or location in order to opt-in/opt-out of the CWELCC System.

Select an Agency

All Agencies

Select a Location

All Locations

Once you submit your intention to opt-in or opt-out this cannot be changed.

6) Why does my centre location have 'Not Entered' beside the location name in the drop-down list?

If you are seeing a 'Not Entered' message next to a location name, this means this location has not submitted the Opt-in/Opt-out online form. A submission must be received by Toronto Children's Services by September 1, 2022.

Any required documentation must also be received by the September 1, 2022 deadline.

7) Why does my location have 'Opted-in' or 'Opted-out' beside the location name in the drop-down list?

This message confirms that the signing authority for the child care agency has submitted the Opt-in/Opt-out online form for this location. This response cannot be changed and/or edited.

8) I chose to opt-in, but my agency currently does not have a Service Agreement for fee subsidy with Toronto Children's Services. What do I do after I submit this form?

Start gathering the required documentation and wait for Toronto Children's Services to contact you with details on how to submit the information required to complete your application.

9) Why can I see the online form but am not able to submit the form?

If you are unable to submit the form, you do not have access to the user role allowed to submit the form.

Only a signing authority with the user role of "Budget Submitter" and /or "PWE Preparer" has access to submit this form to Toronto Children's Services.

10) What is the deadline to submit your intention for CWELCC 2022?

The Ministry of Education has set the deadline of September 1, 2022 for opting in or out. The CWELCC Opt-in/Opt-out online form will only be available until September 1, 2022.

Any additional information requested by Toronto Children's Services must also be provided by September 1, 2022.

11) Can I change my response once I have submitted my intention to Opt-in or Opt-out?

Once you have submitted your Opt-in/Opt-out online form, your submission cannot be changed and remains valid for 2022. If you have made an error please contact your District Consultant.

12) If I choose to opt-out, what do I do after submitting the online form?

If you have chosen to opt-out, you need to complete and email the Ministry CWELCC Opt-out form to CWELCC@toronto.ca with the subject line: Opt-out CWELCC 2022, by September 1, 2022. You will also have to:

- Inform families and employees that your location has opted-out of CWELCC
- Families have 30 days to provide 30 days' notice of withdrawal (with no penalty)
- Update your Parent Handbook to reflect you are not enrolled in the CWELCC System
- Resume operations in accordance with CCEYA

13) Why do I have to complete the Ministry of Education Opt-out form and send it to Toronto Children's Services?

This is a requirement of the Ministry of Education for opting-out.

14) Who do I contact if I need support or have any further questions?

Please contact your District Consultant.

15) How do I find out who is my District Consultant at the City of Toronto?

The Consultant for your location is published on the City of Toronto web site under the [A-Z listing](#) for all child care centres.