



Toronto Children's Services

2025 Funding Requirements

Child Care Locations and Home Child Care Agencies

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Introduction

Toronto Children's Services (TCS) requires all licensees in receipt of funding to submit operating information that will be used to determine annual funding amounts. This document provides users with the details of this requirement.

Operating information will be used to administer the Canada-Wide Early Learning and Child Care (CWELCC) funding, fee subsidies and other funding as appropriate.

This document refers to definitions and concepts from the Ministry of Education's CWELCC Cost-Based Funding Guideline. For details, please refer to the CWELCC Cost-Based Funding Guideline. For guidelines, tools and other resources, visit Toronto Children's Services [CWELCC Operator Information](#).

Who is required to submit operating information?

Licensees that are required to submit operating information include:

- Centre-based licensees with CWELCC in 2025
- Agency home-based licensees with CWELCC in 2025
- Centre-based licensees with fee subsidy in 2025
- Agency home-based licensees with fee subsidy in 2025
- Centre-based licensees who have declared interest in opting into CWELCC for 2025 and have been invited to submit operating information

Licensees that receive only fee subsidy and are not participating in CWELCC, are required to submit operating information for the calendar year for which fee subsidy children are placed. When fee subsidy children are placed prior to January 1, 2025, existing fee subsidy agreements will continue to be funded until the benefitting child ages out of the program or leaves the licensee. Licensees that exclusively serve children aged 6-12 will continue to be funded for fee subsidy.

Online Services for Operators: Contact & User Management

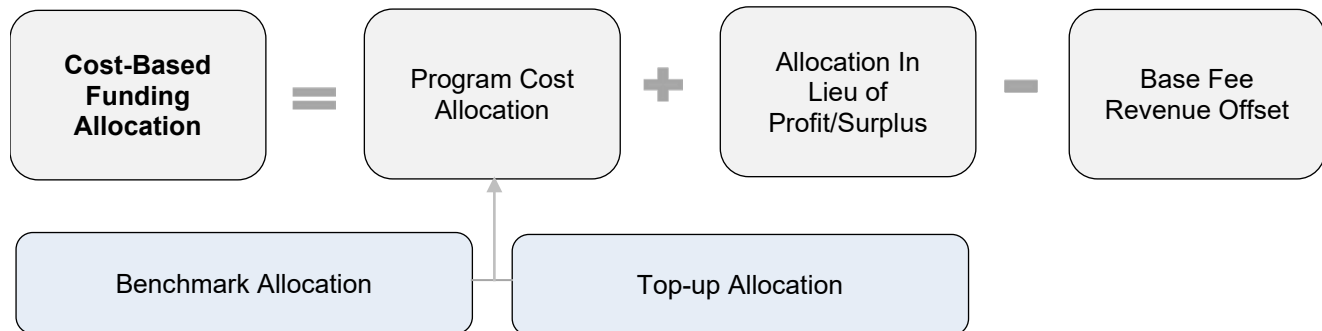
The Operating Information Online Form is available to all licensed child care locations who have access to Online Services, Financial Application. Only a contact with a User Role of Signing Authority can submit the Operating Information Online Form.

All licensees that have access to Online Services must annually review and confirm the Contact List in the User Management application. This includes verifying, terminating and/or assigning contact and user roles. Once the annual review is completed, ensure that the Contact List is in "Confirmed" status. Only a contact with a User Role of Signing Authority can confirm the contact list.

For more information, licensees can access the Contact and User Management Guide in Online Services on the User Management application landing page, under Quick Links.

Cost-Based Funding Allocation

Centres/agencies under the CWELCC Agreement will receive a Cost-Based Funding Allocation. Cost-based funding is calculated per eligible centre/agency.



Program Cost Allocation

Benchmark Allocation

The Benchmark Allocation is designed to represent typical costs incurred by licensed child care centres and home child care agencies, as determined by statistical benchmarking calculations from the Province.

The four cost components for eligible centres include Program Staffing, Supervisor, Accommodations, and Operations.

The four cost components for eligible agencies include Provider Compensation, Visitor Compensation, Agency Operations (variable), and Agency Operations (fixed).

Top-Up Allocation

Legacy top-up will support legacy centres/agencies with cost structures that exceed their individual benchmark allocations for the calendar year of 2025. Legacy top-up only applies to 2025 and becomes part of the rolling top-up after 2025.

Growth top-up applies to new centres/agencies in the calendar year or existing centres/agencies that expand with new licensed spaces/active homes in the calendar year.

Rolling top-up is intended to ensure that cost structures are covered from one calendar year to the next, and can include either legacy top-up, growth top-up or some combination.

Cost reviews will be completed for those centres/agencies with top-up allocations that exceed the growth multiplier for the City of Toronto.

Allocation In Lieu of Profit/Surplus

An Allocation In Lieu of Profit/Surplus will be provided, which recognizes the opportunity cost and the risk of operating a business and allows for reinvesting in child care.

Base Fee Revenue Offset

The Base Fee Revenue Offset is the base fee revenue for the calendar year to be earned from parent fees and/or fee subsidy. This must reflect the sum of all distinct daily base fees that apply to eligible children. Registration and other mandatory fees are to be included in the Actual Base Fee Revenue Offset in year-end reporting.

Fee Subsidy

For licensees with eligible age groups, fee subsidy will be funded at the reduced fee (up to \$22), which represents the base fee in 2025.

All licensees receiving fee subsidy, including those not participating in CWELCC in 2025 and/or which operate ineligible age groups, must submit an Operating Information Online Form.

Fee subsidy rates for licensees not in CWELCC and/or ineligible age groups will be confirmed after the Operating Information Online Form is received by TCS.

Process Cycle and Key Dates

Before the Calendar Year		During the Calendar Year		After the Calendar Year	
Requirement	Due Date	Requirement	Due Date	Requirement	Due Date
Licensees submit Operating Information Form	<i>November 30, 2024 *</i>	Licensees receive advance monthly payments for CWELCC	<i>By the 5th day of each month *</i>	Annual attestation and standardized financial reports	<i>Early 2026</i>
TCS calculates Cost-Based Allocation & Legacy Top-Up	<i>December 31, 2024</i>	Process in-year funding change requests (based on changes to operating plans or emergency funding)	<i>Ongoing</i>	Direct Engagements to Report on Compliance (licensees selected by TCS)	<i>2026</i>
TCS confirms Fee Subsidy rates	<i>December 31, 2024</i>	TCS performs cost reviews	<i>Ongoing</i>	Licensees submit Audited Financial Statements	<i>4 months after fiscal year-end</i>

* Delayed operating information submissions will result in delayed allocations and monthly payment. Licensees that submit after November 30, 2024 will not receive an advanced monthly payment for January.

Child Care Locations: 2025 Operating Information Online Form

Centre-based licensees will use the Operating Information Online Form to submit location-based operating information to Toronto Children's Services.

This online form will streamline the data collection and review process to align with the Provincial funding model. For licensees with CWELCC, this online form will provide an estimate of the centres annual funding allocation.

For fee subsidy licensees and age-groups not funded through CWELCC, the form will be used to collect the operating plan and fee data for the services provided, which will be used for funding and data reporting needs.

A technical guide on how to use the online form is available in Online Services for Operators.

Licensed Setting

The Licensed Setting is identified at the top of the form as “Community” or “Public School”. This will inform the funding allocation benchmarks used. If this is incorrect, please contact your District Consultant to have this corrected prior to submitting the form.

Operating Summary

This section includes the planned operations that reflect the licensee’s typical costs of providing childcare. This information will be used to calculate the funding allocation.

Operating Information Form Field *	Details
Licensed Spaces	Enter the licensed spaces for each age group on page 1 of the Ministry of Education Child Care License. Licensed spaces must not include alternate capacities.
Operating Spaces	Enter the operating spaces for each age group. Operating spaces must include alternate capacities in use, if applicable. Alternate capacities by age group may exceed the licensed capacity entered under Licensed Spaces for that age group.
Service Days	Enter the number of days in the calendar year, during which the licensee charges a base fee per the parent handbook, even if the centre or home is not open (for example, on a statutory holiday).
Hours of Service	Enter the typical number of hours of service provided by the centre for each eligible age group for the calendar year. For example, if a location operates a before/after program (5 hours for 200 days) and full day hours (10 hours for 50 days), use the number of hours served for majority of the year, in this case 5 hours.

* For reference point in the CWELCC Cost-Based Funding Guideline, see “Definitions” and “Part 1: Cost-Based Funding Allocation”.

Base Fee Revenue

This section includes the estimated base fee revenue collected from parent fees and/or fee subsidy. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines.

Enter a row for each Age Group and Program Category that the licensee offers. There can be more than one entry per Age Group and Program Category to be representative of the licensee's services. The Program Category options can be used for a range of program types and users can select the category that best aligns with the program being offered.

Operating Information Form Field*

Age Group	Program Category	Details
Infant	Infant part-day	Infant spaces that are offered for part of the day (less than 6 hours)
Infant	Infant full-day	Infant spaces that are offered for the full day (6 hours or more)
Toddler	Toddler part-day	Toddler spaces that are offered for part of the day (less than 6 hours)
Toddler	Toddler full-day	Toddler spaces that are offered for the full day (6 hours or more)
Preschool	Preschool part-day	Preschool spaces that are offered for part of the day (less than 6 hours)
Preschool	Preschool full-day	Preschool spaces that are offered for the full day (6 hours or more)
Kindergarten	Kindergarten before school	Kindergarten spaces that are offered for before school only
Kindergarten	Kindergarten after school	Kindergarten spaces that are offered for after school only
Kindergarten	Kindergarten before and after school	Kindergarten spaces that are offered for both before and after school
Kindergarten	Kindergarten full-day instructional	Kindergarten spaces that are offered for a kindergarten full-time program, where children do not attend full-day kindergarten in a publicly funded school
Kindergarten	Kindergarten full-day non-instructional	Kindergarten spaces that are offered for the full day on non-instructional days (e.g. Professional Activity days, school breaks, summer break), where children attend full-day kindergarten in a publicly funded school
Primary/Junior School Age	Primary/Junior School Age before school	Primary/Junior School Age spaces that are offered for before school only

Age Group	Program Category	Details
Primary/Junior School Age	Primary/Junior School Age after school	Primary/Junior School Age spaces that are offered for after school only
Primary/Junior School Age	Primary/Junior School Age before and after school	Primary/Junior School Age spaces that are offered for both before and after school
Primary/Junior School Age	Primary/Junior School Age full-day non-instructional	Primary/Junior School Age spaces that are offered for the full day on non-instructional days (e.g. Professional Activity days, school breaks, summer break)
Junior School Age Only use this category if licensed accordingly at 1:20 ratio	Junior School Age before school	Junior School Age spaces that are offered for before school only
Junior School Age Only use this category if licensed accordingly at 1:20 ratio	Junior School Age after school	Junior School Age spaces that are offered for after school only
Junior School Age Only use this category if licensed accordingly at 1:20 ratio	Junior School Age before and after school	Junior School Age spaces that are offered for both before and after school
Junior School Age Only use this category if licensed accordingly at 1:20 ratio	Junior School Age full-day non-instructional	Junior School Age spaces that are offered for the full day on non-instructional days (e.g. Professional Activity days, school breaks, summer break)

Daily Base Fee	<p>CWELCC eligible age groups: Starting January 1, 2025, the base fee for Infant, Toddler, Preschool and Kindergarten programs would be the lesser of \$22 per day or the reduced base fee charged to parents on December 31, 2024 (which would typically equal the frozen daily base fee multiplied by $(100\% - 52.75\% = 47.25\%)$, to a minimum of \$12 per day).</p> <p>Operators are encouraged to only charge base fees directly related to the child care service provided by age group. Costs related to other mandatory fees (such as registration fee) are funded through the Program Cost Allocation and Legacy Top-Up, if applicable.</p> <p>Other mandatory fees collected from families (within the \$22 per day maximum), that are not captured in the Estimated Base Fee Revenue Offset section of the online form, will be captured in the Actual Base Fee Revenue offset and reduce the Cost-Based Funding Allocation. This could result in a recovery by TCS during reconciliation.</p> <p>Age groups not funded through CWELCC, for example School Age programs: Enter the daily fee charged to families.</p>
Operating Spaces charged Daily Base Fee	Enter the operating spaces in which an eligible child is enrolled or could be enrolled immediately, by daily base fee.
Service Days charged Daily Base Fee	The number of service days in the calendar year that are charged the daily base fee, even if the centre is not open.

* For reference point in the CWELCC Cost-Based Funding Guideline, see “Definitions” and “Part 1: Cost-Based Funding Allocation”.

Legacy Top-Up

This section includes information from legacy centres to calculate Legacy Top-Up allocation.

This section is required to be completed by CWELCC legacy centres (enrolled in CWELCC or applied for enrolment on or before August 14, 2024). Licensees with fee subsidy only and/or age groups not funded through CWELCC are not required to complete this section.

Refer to the CWELCC Cost-Based Funding Guideline for more information and the “CWELCC Legacy Cost Estimator” to determine the values for input.

Operating Information Form Field *		"CWELCC Legacy Cost Estimator for Legacy Centres" values
2023 Child Care Expenses for Ages 0-12	Program Staffing	Stage 2- Sum of Program Staffing section "Col. 1 Child care expenses for ages 0-12"
	Supervisor	Stage 2- Sum of Supervisor(s) section "Col. 1 Child care expenses for ages 0-12"
	Accommodations	Stage 2- Sum of Accommodations section "Col. 1 Child care expenses for ages 0-12"
	Operations	Stage 2- Sum of Operations section "Col. 1 Child care expenses for ages 0-12"
2023 Fixed Costs	Occupancy	Stage 2- Section "Calculate 2023 Adjusted Costs", enter "Fixed Cost- Occupancy Costs"
	Insurance	Stage 2- Section "Calculate 2023 Adjusted Costs", enter "Fixed Cost- Insurance Premium"
	Property Tax	Stage 2- Section "Calculate 2023 Adjusted Costs", enter "Fixed Cost- Property Tax"
2025 Fixed Costs	Occupancy	Stage 2- Section "Calculate Legacy Costs", enter "Fixed Cost- Occupancy costs Col. 4"
	Insurance	Stage 2- Section "Calculate Legacy Costs", enter "Fixed Cost- Insurance Premium Col. 4"
	Property Tax	Stage 2- Section "Calculate Legacy Costs", enter "Fixed Cost- Property Tax Col. 4"
Other	2023 Non-Recurring Costs	Stage 2- Section "Calculate 2023 Adjusted Costs", enter "2023 non-recurring costs"
	2023 Salary/Benefits for One Controlling Owner Employed by the Centre	Stage 1- "2023 salary/benefits for one controlling owner employed by the eligible centre" <i>Update: As per the October 22, 2024 release of the legacy estimator, a TCS update will be released in 2025 and locations will be able to resubmit the form.</i>
	2023 Funding Attributable to Workforce	Stage 2- Section "Calculate 2023 Adjusted Costs", enter "Workforce funding attributable to 2023"
	2025 Funding Attributable to Workforce	Stage 2- Section "Calculate Legacy Costs", enter "Estimated 2025 workforce funding"
	How many centres is the controlling owner (if applicable) planning to contribute to labour in 2025?	Stage 1- "To how many centres is the controlling owner (if applicable) planning to contribute their labour during 2025?"

* For reference point in the CWELCC Cost-Based Funding Guideline, see “Definitions” and “Part 1: Cost-Based Funding Allocation”.

Allocation Estimate

A partial allocation estimate for CWELCC will be provided to the user when the form is saved. This estimate only includes Benchmark Allocation and Base Fee Revenue Offset, and excludes Top-Up Allocation and Allocation In Lieu of Profit/Surplus.

The final allocation will include all components as required in the CWELCC Cost-Based Funding Guideline, including Top-Up Allocation and Allocation in Lieu of Profit/Surplus.

An allocation estimate will not be provided for licensees that only receive fee subsidy, for age-groups not funded through CWELCC and for licensees that are opting-in in 2025.

Home Child Care Agencies: 2025 Operating Information Form

Agency home-based licensees will use the excel Operating Information Form to submit agency-based operating information to Toronto Children's Services.

This form will streamline the data collection and review process to align with the Provincial funding model and will provide an estimate of the agency's annual funding allocation.

The excel Operating Information Form will include details and examples on the information to include, which will be emailed to home child care agencies on the opening date.

For reference point in the CWELCC Cost-Based Funding Guideline, see “Definitions” and “Part 1: Cost-Based Funding Allocation”.

Operating Summary

This section includes the planned operations for active homes that reflect the licensee's typical costs of providing home-based childcare. This information will be used to calculate the funding allocation.

Base Fee Revenue

This section includes the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines.

Legacy Top-Up

This section includes information from legacy agencies to calculate Legacy Top-Up allocation.

This section is required to be completed by CWELCC legacy agencies (enrolled in CWELCC or applied for enrolment on or before August 14, 2024).

Refer to the CWELCC Cost-Based Funding Guideline for more information and the “CWELCC Legacy Cost Estimator for Agencies” to determine the values for input.

Allocation Estimate

A partial allocation estimate for CWELCC will be provided as the form is completed. This estimate only includes Benchmark Allocation and Base Fee Revenue Offset, and excludes Top-Up Allocation and Allocation In Lieu of Profit/Surplus.

The final allocation will include all components as required in the CWELCC Cost-Based Funding Guideline, including Top-Up Allocation and Allocation in Lieu of Profit/Surplus.

Financial Reporting Requirements

TCS will provide further information on the implementation of the Actual Cost-Based Funding reconciliation and the Accountability Framework in 2025.

For reference point in the CWELCC Cost-Based Funding Guideline, see “Part 2: Actual Cost-Based Funding (Reconciliation)” and “Part 3: Accountability Framework”.

Appendix A: Examples of 2025 Operating Information Online Form for Child Care Locations

The examples below demonstrate different scenarios for the Operating Summary and Base Fee Revenue sections of the Operating Information Online Form. The Legacy Top-Up section is required to be completed by CWELCC legacy centres. In the examples provided, the Legacy Top-Up section is not illustrated. Refer to the CWELCC Cost-Based Funding Guideline for more information and the “CWELCC Legacy Cost Estimator” to determine the values for input.

Example 1: Centre operates multiple Program Categories within an Age Group, and Operating Spaces vary throughout the year

A centre in a school setting is licensed for 52 kindergarten spaces and operates all weekdays throughout the year (261 days).

They plan to operate 52 spaces during the school year (216 days) and 26 spaces during the summer break (45 days).

During the school year, they operate multiple program categories within the kindergarten age group. Their hours of service before and after school are from 7:00 a.m. to 9:00 a.m. and from 2:30 p.m. to 6:00 pm (5.5 hours).

Here is an example of how they may complete the Operating Summary and Base Fee Revenue sections of the Operating Information Online Form after the CWELCC reduction is applied to the Daily Base Fee:

Operating Summary

Enter the planned operations that reflect the licensee's typical costs of providing quality child care. This information will be used to calculate the funding allocation. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Licensed Spaces	Operating Spaces	Service Days	Hours of Service ⓘ
INFANT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TODDLER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRESCHOOL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
KINDERGARTEN	52	52	261	5.5
PRIMARY/JUNIOR SCHOOL AGE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
JUNIOR SCHOOL AGE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Base Fee Revenue

Enter the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Program Category	Daily Base Fee	Operating Spaces charged Daily Base Fee ⓘ	Service Days charged Daily Base Fee ⓘ
KINDERGARTEN ▾	Kindergarten before school ▾	\$ 12.00	3	216
KINDERGARTEN ▾	Kindergarten after school ▾	\$ 18.56	12	216
KINDERGARTEN ▾	Kindergarten before and after school ▾	\$ 22.00	40	216
KINDERGARTEN ▾	Kindergarten full-day non-instructional ▾	\$ 22.00	26	45
-- Select Age -- ▾	-- Select Program -- ▾	\$		

Show 5 Additional Rows

Example 2: Centre operates part-day and full-day Program Categories within an Age Group, and Operating Spaces vary throughout the year

A centre is licensed for 48 preschool spaces, and they plan to operate one room with 24 spaces and a second room with 16 spaces, for a total of 40 operating spaces.

24 full-day spaces operate on weekdays all year from 7:00 a.m. to 6:00 p.m. (11 hours for 261 days).

16 part-day spaces operate Monday-Friday mornings from 9:00 a.m. to 12:00 p.m. (3 hours), and Monday-Thursday afternoons from 1:30 p.m. to 4:00 p.m. (2.5 hours). The part-day spaces do not operate in July and August.

Here is an example of how they may complete the Operating Summary and Base Fee Revenue sections of the Operating Information Online Form, after the CWELCC reduction is applied to the Daily Base Fee:

Operating Summary

Enter the planned operations that reflect the licensee's typical costs of providing quality child care. This information will be used to calculate the funding allocation. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Licensed Spaces	Operating Spaces	Service Days	Hours of Service ⓘ
INFANT				
TODDLER				
PRESCHOOL	48	40	261	11
KINDERGARTEN				
PRIMARY/JUNIOR SCHOOL AGE				
JUNIOR SCHOOL AGE				

Base Fee Revenue

Enter the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Program Category	Daily Base Fee	Operating Spaces charged Daily Base Fee ⓘ	Service Days charged Daily Base Fee ⓘ
PRESCHOOL ▾	Preschool part-day ▾	\$ 20.10	16	215
PRESCHOOL ▾	Preschool part-day ▾	\$ 18.35	16	172
PRESCHOOL ▾	Preschool full-day ▾	\$ 22.00	24	261
-- Select Age -- ▾	-- Select Program -- ▾	\$		
-- Select Age -- ▾	-- Select Program -- ▾	\$		

Show 5 Additional Rows

Example 3: Centre offers special fees for employees and families with siblings

A centre in a community setting is licensed for and operates 10 infant, 15 toddler, and 24 preschool spaces.

They close for 2 weeks in the summer for which they do not charge parent fees, and their hours of service are from 7:30 a.m. to 6:00 p.m. (10.5 hours for 251 days).

The centre offers special fees for employees and families with siblings. After the CWELCC reduction is applied, the Daily Base Fees are:

- Infant: \$22 for both the regular and the special fee (all spaces are charged the same base fee of \$22)
- Toddler: \$22 for the regular fee, and \$20 for the special fee (5 toddler spaces are charged the special fee)
- Preschool: \$21 for the regular fee, and \$19 for the special fee (8 preschool spaces are charged the special fee)

Here is how they would complete the Operating Summary and Base Fee Revenue sections of the Operating Information Online Form:

Operating Summary

Enter the planned operations that reflect the licensee's typical costs of providing quality child care. This information will be used to calculate the funding allocation. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Licensed Spaces	Operating Spaces	Service Days	Hours of Service ⓘ
INFANT	10	10	251	10.5
TODDLER	15	15	251	10.5
PRESCHOOL	24	24	251	10.5
KINDERGARTEN				
PRIMARY/JUNIOR SCHOOL AGE				
JUNIOR SCHOOL AGE				

Base Fee Revenue

Enter the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Program Category	Daily Base Fee	Operating Spaces charged Daily Base Fee ⓘ	Service Days charged Daily Base Fee ⓘ
INFANT	Infant full-day	\$ 22	10	251
TODDLER	Toddler full-day	\$ 22	10	251
TODDLER	Toddler full-day	\$ 20	5	251
PRESCHOOL	Preschool full-day	\$ 21	16	251
PRESCHOOL	Preschool full-day	\$ 19	8	251

Show 5 Additional Rows

Example 4: Centre operates one room at the alternate licensed capacity

A centre in a community setting is licensed for 20 infant, 15 toddler, and 24 preschool spaces. They have 4 rooms, and 1 of the rooms has an alternate capacity:

1. Infant Room 1 is licensed for 10 infants.
2. Infant Room 2 is licensed for 10 infants or an alternate capacity of 10 toddlers. *This room operates with 10 toddlers all year.*
3. Toddler Room 1 is licensed for 15 toddlers.
4. Preschool Room 1 is licensed for 24 preschoolers.

They operate all weekdays throughout the year, and their hours of service are from 7:00 a.m. to 6:00 p.m. (11 hours for 261 days).

Here is an example of how they may complete the Operating Summary and Base Fee Revenue sections of the Operating Information Online Form after the CWELCC reduction is applied to the Daily Base Fee:

Operating Summary

Enter the planned operations that reflect the licensee's typical costs of providing quality child care. This information will be used to calculate the funding allocation. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Licensed Spaces	Operating Spaces	Service Days	Hours of Service ⓘ
INFANT	20	10	261	11
TODDLER	15	25	261	11
PRESCHOOL	24	24	261	11
KINDERGARTEN				
PRIMARY/JUNIOR SCHOOL AGE				
JUNIOR SCHOOL AGE				

Base Fee Revenue

Enter the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Program Category	Daily Base Fee	Operating Spaces charged Daily Base Fee ⓘ	Service Days charged Daily Base Fee ⓘ
INFANT ▾	Infant full-day ▾	\$ 22	10	261
TODDLER ▾	Toddler full-day ▾	\$ 22	25	261
PRESCHOOL ▾	Preschool full-day ▾	\$ 22	24	261
-- Select Age -- ▾	-- Select Program -- ▾	\$		
-- Select Age -- ▾	-- Select Program -- ▾	\$		

Show 5 Additional Rows

Example 5: Centre operates one room at the alternate licensed capacity for half of the year

A centre in a community setting is licensed for 10 toddler and 40 preschool spaces. They have 3 rooms, and 1 of the rooms has an alternate capacity:

1. Toddler Room 1 is licensed for 10 toddlers.
2. Preschool Room 1 is licensed for 16 preschoolers or an alternate capacity of 15 toddlers. *This room operates for the first half of the year with 15 toddlers, and the second half of the year with 16 preschoolers.*
3. Preschool Room 2 is licensed for 24 preschoolers.

They close for 1 day for staff professional development for which they do not charge parent fees, and their hours of service are from 7:30 a.m. to 6:00 p.m. (10.5 hours for 260 days).

Here is an example of how they may complete the Operating Summary and Base Fee Revenue sections of the Operating Information Online Form after the CWELCC reduction is applied to the daily base fee:

Operating Summary

Enter the planned operations that reflect the licensee's typical costs of providing quality child care. This information will be used to calculate the funding allocation. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Licensed Spaces	Operating Spaces	Service Days	Hours of Service ⓘ
INFANT				
TODDLER	10	25	260	10.5
PRESCHOOL	40	24	260	10.5
KINDERGARTEN				
PRIMARY/JUNIOR SCHOOL AGE				
JUNIOR SCHOOL AGE				

Base Fee Revenue

Enter the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Program Category	Daily Base Fee	Operating Spaces charged Daily Base Fee ⓘ	Service Days charged Daily Base Fee ⓘ
TODDLER ▾	Toddler full-day ▾	\$ 22.00	10	260
TODDLER ▾	Toddler full-day ▾	\$ 22.00	15	130
PRESCHOOL ▾	Preschool full-day ▾	\$ 21.58	16	130
PRESCHOOL ▾	Preschool full-day ▾	\$ 21.58	24	260
-- Select Age -- ▾	-- Select Program -- ▾	\$		

Show 5 Additional Rows

Example 6: Family Age Grouping

A centre in a community setting is licensed for a family age group of 13 children. In the Operating Information Online Form, they will enter the Operating Summary under the Toddler Age Group (benchmarks for the family age group are equal to the benchmarks for the toddler age group, this will result in an accurate Benchmark Allocation calculation).

They operate all weekdays throughout the year, and their hours of service are from 7:00 a.m. to 6:00 p.m. (11 hours for 261 days).

Here is an example of how they may complete the Operating Summary and Base Fee Revenue sections of the Operating Information Online Form after the CWELCC reduction is applied to the Daily Base Fee:

Operating Summary

Enter the planned operations that reflect the licensee's typical costs of providing quality child care. This information will be used to calculate the funding allocation. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Licensed Spaces	Operating Spaces	Service Days	Hours of Service ⓘ
INFANT	0	0	0	0
TODDLER	13	13	261	11
PRESCHOOL	0	0	0	0
KINDERGARTEN	0	0	0	0
PRIMARY/JUNIOR SCHOOL AGE				
JUNIOR SCHOOL AGE				

Base Fee Revenue

Enter the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Program Category	Daily Base Fee	Operating Spaces charged Daily Base Fee ⓘ	Service Days charged Daily Base Fee ⓘ
INFANT ▾	Infant full-day ▾	\$ 22	2	261
TODDLER ▾	Toddler full-day ▾	\$ 22	4	261
PRESCHOOL ▾	Preschool full-day ▾	\$ 21	4	261
KINDERGARTEN ▾	Kindergarten full-day instructional ▾	\$ 20	3	261
-- Select Age -- ▾	-- Select Program -- ▾	\$		

Show 5 Additional Rows

Example 7: Centre has a Service Agreement for fee subsidy and is not participating in CWELCC in 2025

A centre in a school setting has a Service Agreement for fee subsidy and is not participating in CWELCC in 2025. Fee subsidy will continue to be funded until benefitting children age out of the program or leave the licensee. Operational data is required by Toronto Children's Services to determine appropriate funding amounts.

They are licensed for and operate 16 preschool, 26 kindergarten, and 30 primary/junior school age spaces. Because this location does not participate in CWELCC, they will enter the Daily Base Fee without the CWELCC reduction, and the Legacy Top-Up section does not need to be completed.

Upon saving or submitting the online form, a CWELCC Allocation Estimate will not be provided.

Here is an example of how they may complete the Operating Information Online form:

Operating Summary

Enter the planned operations that reflect the licensee's typical costs of providing quality child care. This information will be used to calculate the funding allocation. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Licensed Spaces	Operating Spaces	Service Days	Hours of Service ⓘ
INFANT				
TODDLER				
PRESCHOOL	16	16	261	10.5
KINDERGARTEN	26	26	261	5
PRIMARY/JUNIOR SCHOOL AGE	30	30	261	5
JUNIOR SCHOOL AGE				

Base Fee Revenue

Enter the estimated base fee revenue collected from families. This information will be used to calculate the Expected Base Fee Revenue Offset based on the Ministry of Education's CWELCC funding guidelines. All cells in a row must be filled out, partially filled-out rows will result in a form error.

Age Group	Program Category	Daily Base Fee	Operating Spaces charged Daily Base Fee ⓘ	Service Days charged Daily Base Fee ⓘ
PRESCHOOL ▾	Preschool full-day ▾	\$ 75.00	16	261
KINDERGARTEN ▾	Kindergarten before and after school ▾	\$ 30.00	26	216
KINDERGARTEN ▾	Kindergarten full-day non-instructional ▾	\$ 45.00	26	45
PRIMARY/JUNIOR SCHOOL AGE ▾	Primary/Junior School Age before and after school ▾	\$ 20.00	30	216
PRIMARY/JUNIOR SCHOOL AGE ▾	Primary/Junior School Age full-day non-instructional ▾	\$ 35.00	30	45

[Show 5 Additional Rows](#)**Legacy Top-Up**

This section is to be completed by legacy centres to calculate legacy top-up, if applicable.

To determine whether your location should complete this section, refer to the CWELCC guidelines and tools. Use the Ministry of Education's 'CWELCC Legacy Cost Estimator for Legacy Centres', to complete this section.

The legacy top-up amount is not included in the allocation estimated on this tool and will be communicated after review by Toronto Children's Services.

2023 Child Care Expenses for Ages 0-12 (by eligible cost category)					
Program Staffing:	\$		Supervisor:	\$	
Accommodations:	\$		Operations:	\$	
2023 Fixed Costs			2025 Fixed Costs		
Occupancy:	\$		Occupancy:	\$	
Insurance:	\$		Insurance:	\$	
Property Tax:	\$		Property Tax:	\$	
Other					
2023 Non-Recurring Costs:	\$		2025 Funding Attributable to Workforce:	\$	
2023 Salary/Benefits for One Controlling Owner Employed by the Centre:	\$		To how many centres is the controlling owner (if applicable) planning to contribute their labour in 2025?		
2023 Funding Attributable to Workforce:	\$				