

Toronto Children's Services -- Canada-Wide Early Learning and Child Care (CWELCC)

2025 CWELCC Application Form - Home Child Care Agencies

Please refer to **Toronto Children Services' (TCS) CWELCC Enrollment Guide Home Child Care, July 2025** for complete details on the 2025 CWELCC application process, eligibility criteria and requirements.

APPLICATION SUBMISSION GUIDELINES

1. **Complete All Required Sections:** Ensure that all mandatory sections of the application form are filled out in full.
2. **Submit a Complete Application with Supporting Documents:** All required supporting documents must accompany your application.
3. **Authorized Signature Required:** The declaration must be signed by the individual(s) authorized to sign on behalf of your Agency.
4. **Submit by Email:** Send your completed application and all supporting documents to tcsgrowth@toronto.ca
5. **Need Assistance:** For more information on the application process, visit www.toronto.ca/cwelcc or email tcsgrowth@toronto.ca. If your program is already a licensed child care centre in Toronto, you may also contact your assigned Toronto Children's Services Consultant. Consultant contact details are listed at the bottom of each centre's entry in the [A-Z List of Licensed Child Care Centres](#).

SECTION 1: APPLICANT INFORMATION AGENCY HEAD OFFICE

Table 1.1 – Agency Information

Agency Name:	Business Number:	
Agency Address: <i>(Street Number, Street Name, Unit/Suite)</i>	City/Town:	Postal Code:
Agency Primary Contact <i>(First, Last)</i> :	Position Title:	
Agency Primary Contact Email:	Agency Primary Contact Telephone Number:	
Auspice: <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Commercial	Fiscal Year End:	
Type of Program (if applicable): <input type="checkbox"/> Indigenous-led <input type="checkbox"/> Francophone <input type="checkbox"/> Black-Led, Black-Mandated, and Black-Serving organizations		

Please select all items that describe your application request.

Table 1.2 – Application Request

<input type="checkbox"/>	Enroll Existing Home Child Care Agency	<input type="checkbox"/>	Enroll New Home Child Care Agency <i>(not yet licensed)</i>
In addition to CWELCC Expansion, are you requesting the following? Select all that apply.			
<input type="checkbox"/>	Fee Subsidy Agreement <i>(Applicable for Not-For-Profit Agencies only)</i>		

SECTION 2: ACCESS AND INCLUSION

All CWELCC Directed Growth Expansion applications will be reviewed and approved based on Toronto Children's Services eligibility criteria, priorities, and space allocations that align with the Ministry of Education's, *Access and Inclusion Framework* and Toronto Children's Services Growth Strategy.

We look for organizations who will provide increased access to care in areas with historically lower availability of child care spaces and are committed to equitable, inclusive, and high-quality child care services that are responsive to local community needs.

Instructions: Please respond to all sections listed below. If the Home Child Care Agency is not yet operational, please answer questions based on the Agency's plan.

Table 2.1 – Priority Groups

Does your child care program prioritize access and inclusion for one or more of the following groups? (Please select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Children from low-income families | <input type="checkbox"/> Black and other racialized children and families |
| <input type="checkbox"/> Children with extra support needs or disabilities | <input type="checkbox"/> 2SLGBTQ+ children and families |
| <input type="checkbox"/> Indigenous children and families | <input type="checkbox"/> Francophone children and families |
| <input type="checkbox"/> Newcomer families | |

Table 2.2 – Supporting Documentation and Acknowledgement

Please list the supporting documentation included in your application package, that describes how your Agency actively prioritizes access and inclusion for the priority groups identified above:

Examples include but are not limited to the following: Parent/Family Handbook, mission statement, policies that ensure child care is accessible and inclusive to all children and to the community it serves, link to Agency's website, etc.

The Agency commits to providing accessible and inclusive high-quality services that welcome all families and are responsive to local community needs.

☐ Yes ☐ No

SECTION 3: OPERATIONAL INFORMATION

**Information provided must align with the Agency's submitted Parent/Family Handbook.*

SERVICE DAYS:

Service day is a 24-hour period that begins in the calendar year, starting at the time the eligible centre normally first begins to accept children into care or the end of the previous 24-hour period, during which the licensee is enrolled in CWELCC in respect of the eligible centre and charges a base fee per the parent/family handbook, even if the centre is not open (for example, on a statutory holiday).

Instructional days: Instructional days for either the English or French School Boards in Toronto.

Non-instructional days: Non-instructional days are the school holiday breaks and professional activity ("P.A") days for either the English or French School Boards in Toronto,

Instructions: Enter the operating days from January 1, 2025, to December 31, 2025. If you do not provide a service for an age group, please enter 0. For a new Home Child Care Agency, please enter the proposed annual service days.

Table 3.1 – Service Days

	Licensed Age Group				
Number of Service Days [January 1 st to December 31 st , 2025]	Infant	Toddler	Preschool	Kindergarten	School Age
Total Number of Service Days					
Number of Instructional Service Days					
Number of Non-Instructional Service Days					

DAYS OF CLOSURE:

As per the CWELCC guidelines, a licensed Home Child Care program may not exceed two consecutive weeks of closure, and not more than four weeks of closure within a calendar year where parents are charged full fees. This includes statutory holidays in the maximum four weeks (20 days) days of closure.

Instructions: Enter all closed days (including statutory holidays) from January 1, 2025, to December 31, 2025. For a new Home Child Care Agency (not yet licensed), provide the proposed annual closed days.

Table 3.2 – Days of Closure

[illegible]

		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

HOURS OF OPERATION:

Instructions: Please complete the table below.

Table 3.3 – Hours of Operation		
Agency Hours of Operation: <i>Monday to Friday</i>		
Home Child Care Provider Hours of Operation <i>Monday to Friday</i>		
Home Child Care Providers offer Extended Hours of Care <i>If yes, please list hours.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:
Home Child Care Providers offer Weekend Care <i>If yes, please list hours</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:

SECTION 4: PROPOSED EXPANSION DETAILS

Total number of Homes on License: Total number of homes available on the license, unassigned and assigned.

Active/Assigned Homes: Number of homes on the license that identifies in which Municipality they are located. These homes need to be active and ready to take enrollment.

Unassigned Homes: Number of homes on the license that are not active/assigned, identified on the last page of the Provincial License.

Instructions:

- For requests to enroll an existing Home Child Care Agency complete Table 4.1
- For requests to enroll a new Home Child Care Agency (not yet licensed), complete Table 4.2

Table 4.1 - Licensed Home Child Care Agency <u>not</u> enrolled in CWELCC - Current License Capacities	
Total number of homes on the current license	
Total number of homes on the current license assigned to Toronto	
Total number of homes on the current license assigned to other Municipalities <i>Please list the other Municipalities.</i>	
The Agency has a fee subsidy agreement with another Municipality(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of Unassigned homes listed on the current license	
The license is in good standing with the Ministry of Education	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table 4.2 – Home Child Care Agency Net yet Licensed - Proposed License Capacity	
Proposed total number of homes for license	
Proposed number of homes assigned to Toronto	

Proposed number of homes assigned to other Municipality(s) <i>Please list the other Municipalities.</i>	
Number of homes that can be active (open and ready for enrollment)	
Estimated date that proposed homes will be operational	
The new license application has been submitted on the Child Care Licensing System (CCLS).	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5: REQUIRED FINANCIAL AND SUPPORTING DOCUMENTS

Note: Additional financial documentation may be required. If requested additional information is not received by the deadline provided by Toronto Children's Services during the application review process, your application will be closed.

Table 5.1 – Required Documents	
The following Required Documents must be submitted with your application package:	Included in application package
Parent/Family Handbook: <ul style="list-style-type: none"> Handbook the includes all CWELCC requirements (this may be a draft copy). <i>Parent/Family Handbook must be dated, on Agency letterhead, list all closure days and if families are charged for these days, hours of operation, and base and non-base fees per age groups as per license/proposed. Please refer to the Child Care and Early Years Act (CCEYA), O. Reg 137/15, and Provincial Child Care Centre Licensing Manual for complete fee and handbook requirements.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Not for Profit Declaration <i>Required if the Agency is requesting a new Fee Subsidy Agreement</i> Not-for-Profit Declaration Form can be found on the Service Agreements for Early Years Programs website	<input type="checkbox"/> Yes <input type="checkbox"/> No
Letters Patent or Articles of Incorporation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Initial Return / Notice of Change (Form 1)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financial Documents: <i>Applicable for Agencies with an established Home Child Care operational history equal to or more than 1 year.</i> <ul style="list-style-type: none"> Audited Financial Statements [Audit]; or Review Engagement Report [RER]; or Board of Directors approved financial reports [applicable to Not-for-Profit Agencies only] <i>Note: if the Agency is in the process of obtaining its latest Audit/RER, please submit the draft financial statements with the designated accountant's confirmation of the estimated final sign-off date.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Supporting Documentation: <ol style="list-style-type: none"> Verification of cash resource such as a bank statement showing cash, line of credit/approved bank loan, etc.), <u>and</u> Supporting documents such as: mortgage, loan documents, etc. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
CWELCC Cost-Based Child Care Funding Estimator: Complete the Provincial CWELCC Cost-Based Child Care Funding Estimator . Save the PDF file and submit with your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table 5.1 – Required Documents

The following Required Documents must be submitted with your application package:	Included in application package
Agency banking information (i.e., void cheque, to set-up direct deposit)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: If approved, insurance documentation will be required. The policy is to be issued in the name of the Agency and name the CITY OF TORONTO, 55 John St. as additional insured and shall have inclusive limits of not less than two million dollars (\$2,000,000).

SECTION 6: DECLARATION

By signing this Declaration as a signing authority for this Agency, I/we affirm all information to be true and accurate.

Note: In accordance with the Toronto Children's Services' policies and guidelines, you may be asked to provide additional documentation to support this Declaration. Not-for-Profit Agencies must have two Signing Officers sign the Declaration.

Certification:

As a signing authority for the Agency, _____
[print Agency name]

I certify that the information included in this declaration is accurate.

First Signing Officer/Owner Printed Name

First Signing Officer/Owner [Signature]

Title at Agency

Second Signing Officer/Owner Printed Name

Second Signing Officer/Owner [Signature]

Title at Agency

Signed on this date: _____