

**Toronto Children's Services
Canada-wide Early Learning and Child Care (CWELCC)
Enrollment Guide - Home Child Care**

July 2025

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Background

The [Canada-Wide Early Learning and Child Care \(CWELCC\) system](#) aims to make licensed child care more affordable, accessible, inclusive and high-quality for families. This includes reducing fees to an average of \$10 per day for children under the age of 6 in participating licensed child care programs, by March 2026.

The CWELCC program also makes investments in the early years workforce to increase wages and enhance training and professional development opportunities for Registered Early Childhood Educators.

The **Toronto Children Services' (TCS) 2025 CWELCC Enrollment Guide Home Child Care Agencies, July 2025** is designed to inform Home Child Care Agencies about the process for enrolling in the CWELCC System in 2025. This guide outlines the City of Toronto's CWELCC expansion priorities for Home Child Care, eligibility requirements, and the steps involved in the application process.

Priorities

In line with the [Ministry of Education's Access and Inclusion Framework](#) along with Toronto's Child Care Growth Strategy, the goal is to create new child care spaces in priority areas to increase access for families.

Auspice Ratio

The Ministry of Education sets guidelines on the proportion of not-for-profit spaces each service system manager must maintain.

Toronto will be prioritizing applications from not-for-profit agencies, as well as Indigenous-led, Francophone, and Black-Led, Black-Mandated, and Black-Serving organizations. Applications from Commercial Home Child Care Agencies will be considered. As outlined in the [Ministry of Education CWELCC Guidelines \(Updated March 2025\), Chapter 2.1, page 11](#), “for the purposes of the CWELCC Agreement, all home child care agency licensees are deemed to be not-for-profit licensed child care, regardless of auspice”.

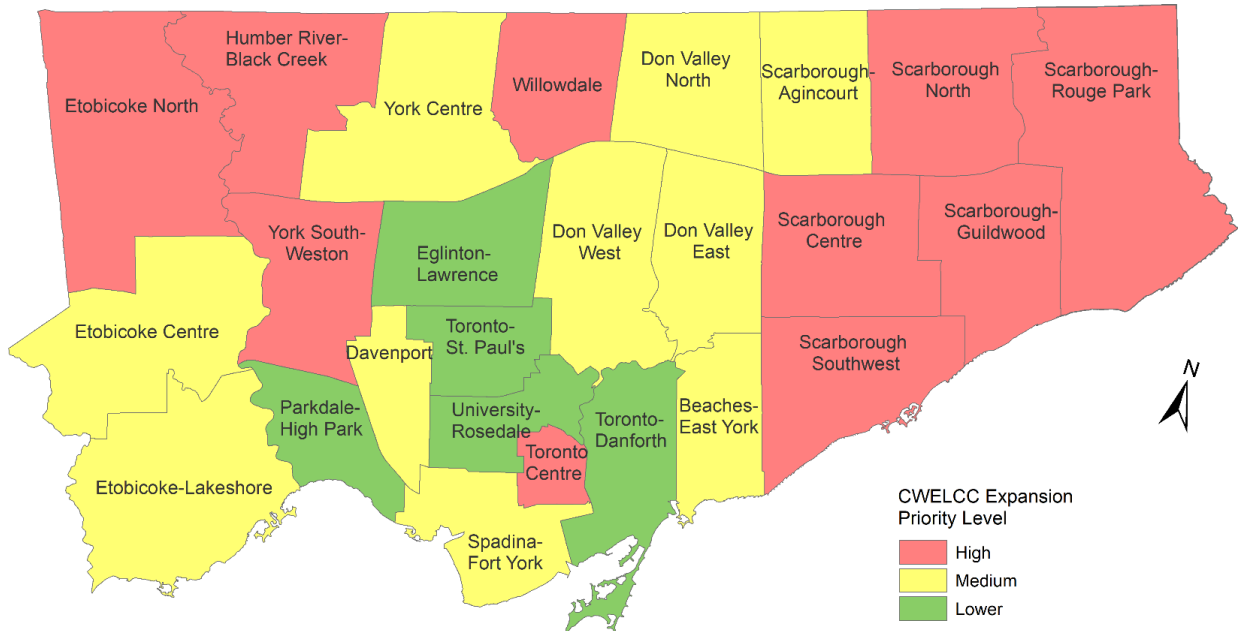
Priority Neighbourhoods and Groups

The Ministry of Education's *Access and Inclusion Framework* requires System Service Managers responsible for child care in Ontario, including the City of Toronto, to develop priority neighbourhoods. The Ministry requires new CWELCC spaces to be prioritized in these neighbourhoods. For more information on the Toronto Children's Services' approach to enhance access and inclusion for priority areas and target populations see the [June 14, 2023 City of Toronto Council approved Supplementary Report](#).

To support equity planning principles of age and geographic equity, TCS will consider where the Home Child Care Agency is providing service in relation to the priority areas for expansion.

TCS Priority Levels for CWELCC Expansion by Toronto Wards are illustrated in the map below. To lookup your location's ward, please visit the [Ward Profiles – City of Toronto webpage](#).

Figure 1: TCS Priority Levels for CWELCC Expansion by Toronto Wards map



Eligibility

Home Child Care Agencies that meet the following criteria are eligible to apply:

- Not-for-Profit Agency
- Indigenous-led, Francophone or Black-Led, Black-Mandated, and Black-Serving Organizations
- Applications from Commercial Home Child Care Agencies will be considered

Types of Requests

The 2025 CWELCC Application process is for Home Child Care Agencies requesting to enroll into the CWELCC program. The Home Child Care Agency will provide service in the city of Toronto. Requests to open homes in other regions will not be reviewed. Please reach out to the service system manager of that region.

Home Child Care Agencies that are currently enrolled in the CWELCC system in Toronto and want to increase the total number of homes on their Provincial license (capacity) and receive CWELCC funding for the proposed increased capacity are not required to complete this application form. Please contact tcsfunding@toronto.ca for this type of request.

Home Child Care Requirements:

The Home Child Care Agency's head office is located in Toronto.

- The Agency address listed on the application form is a Toronto address.
- The current license or new license application on the Provincial Child Care Licensing System (CCLS) indicates the following:
 - The Agency's head office address is in the city of Toronto.
 - The City of Toronto is listed as the Consolidated Municipal Service Manager.

Expansion Plan:

- Home Child Care Agency must have a minimum of 2 homes assigned in Toronto, active or ready to be opened with Home Child Care Providers that are ready to accept enrollment.
 - The license will be reviewed to ensure a minimum of 2 homes are assigned to Toronto.
 - If enrollment in the CWELCC program is approved, your Agency will need to have a minimum of 5 homes opened in Toronto, active with Home Child Care Providers that are ready to accept children in care by the end of the 1st year of CWELCC enrollment.
 - The Agency will need to provide contact information, address and child enrollment information for all Home Child Care Providers.
- The child care program meets TCS' [Full-time Access to Service](#) requirements that include:
 - *Full-time access refers to both the number of hours throughout the day and number of days throughout the year that a program is available to families.*
 - *Infant, Toddler and Preschool Groups: Provides a minimum of 7 hours continuous service per day for a minimum of 11 months/239 operating days per calendar year.*
 - *Kindergarten and School Age Groups: Provides a minimum of 11 months/239 operating days which includes a minimum of before and after school during instructional school days and 7 hours continuous service per day during non-instructional school days.*
- The Agency's policies and enrollment practices will strive to maintain the Home Child Care Provider to child ratio in accordance with the [Child Care and Early Years Act \(CCEYA\), O. Reg 137/15, Schedule 1](#). For example, 1 provider for every 6 children.
- The Ministry of Education new license application has been submitted on the Child Care Licensing System (CCLS), if applicable.

Financial and Supporting Documentation:

Please refer to Section 5 of the application form for a complete list of required documentation to be submitted with your application.

- Provide a Parent/Family Handbook that includes all CWELCC requirements. *Parent/Family Handbook must be dated, on Agency letterhead, list all closure days and if families are charged for these days, hours of operation for the Agency and providers, 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.
- The Agency is required to submit the financial documentation specified in the application form. This documentation will be reviewed to assess the Agency's financial viability.
- The Agency has policies in place that require all contracted Home Child Care Providers to provide tax receipts for all children including privately placed children (not Agency enrolled).
- Complete the Provincial [CWELCC Cost-Based Child Care Funding Estimator](#) and submit a copy with your application.
- If requesting an agreement for Fee Subsidy, a [Not-for-Profit Declaration Form](#) is required with your application package. The form can be found on the [Service Agreements for Early Years Programs](#) website

Compliance:

- If the Home Child Care Agency is currently licensed, the license is in good standing with the Ministry of Education.
- All programs are subject to the Provincial Cap on Fees as outlined in the [Child Care and Early Years Act \(CCEYA\), O. Reg 137/15](#), and the fees must be at, or below the “Regional Maximum”. Child care base fees are capped at \$22 per day effective January 1, 2025.
- The Agency and expansion plan meets all CWELCC requirements as outlined in the [Ministry of Education CWELCC Guidelines \(Updated March 2025\)](#).

Note: Other eligibility requirements may be developed and applied by the City of Toronto related to Directed Growth.

Start-Up Grant

The Start-up Grant supports the creation of new licensed full day child care spaces for children 0-4 in targeted regions for underserved communities and populations. High need populations include vulnerable children, including those living in low income, children with extra support needs, and Indigenous, Francophone, and Black and racialized communities.

Criteria:

Home Child Care Agencies may be eligible to receive grants of up to \$1,200 per new CWELCC space created, to a maximum of \$7,200 per Home Child Care Provider.

Eligible expenses for Home Child Care Agencies include:

- Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in [Section 27 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014](#).
- Please refer to the [Ministry of Education CWELCC Guidelines \(Updated March 2025\)](#) for complete details about the Start-up Grant eligible and ineligible expenses.

Requirements:

As per the Start-up Grant requirements, the Home Child Care Centre Agency must commit to the following:

- Use funds to support the creation of new licensed child care spaces not located in a school, for children 0-4 years of age in underserved communities and populations.
- Participate in the CWELCC system for at least 7 years after opening the new child care spaces and continue operating in the facility for at least 7 years after opening the new child care spaces.

Application:

Agencies approved for CWELCC enrollment may request for Start-up Grant funding when assigning a net new home on the license and the home is ready to accept enrollment.

Application Review Process

Agencies may submit an application at any time during the 2025 CWELCC expansion and enrollment application window. The deadline to submit applications is October 31, 2025.

Note: Application review and approval time will be dependent on application volume.

Stage 1 – Application Submission

- a. Complete the application form.
- b. Collect all the supporting documentation listed in the application form to include with your application package.
- c. Submit application form and supporting documentation via email to tcsgrowth@toronto.ca

Stage 2 – Review Completeness and Eligibility

We will verify that your application is complete, and that all necessary supporting documentation has been submitted. If your application package is incomplete, you will receive an email outlining the outstanding documentation and the deadline for submission. If we do not receive it on time, your application may be closed.

Stage 3 – Application Review

Your application will be reviewed against the criteria outlined in this document and in the application form. We will assess if the proposed expansion aligns with CWELCC requirements and TCS priorities for expansion.

Note: Additional documents or information may be required at this stage. If we do not receive the information on time, the application may be closed.

Stage 4 – Application Results

In-Principal Approval

Your Agency will receive an email indicating that your CWELCC application has been approved in principle.

Toronto Children's Services will approve the CWELCC request on the Ministry of Education CCLS portal, if applicable.

Note: Final approval will not be granted until all requirements are met, and if applicable, the new license matches the approved details.

Denial

Applications that do not meet the eligibility criteria will be denied. Your Agency will receive notice via email and if applicable, the CWELCC request (license revision or new license application) on the Ministry of Education CCLS portal, will be denied.

Stage 6 – Review of New/Revised License (if applicable)

TCS will review the new licence issued by the Ministry of Education to ensure it matches the approval. TCS will follow up with your Agency if there is a discrepancy with the original approval.

Stage 7 – Agreement Execution & Final Approval

At this stage, TCS will begin the process towards entering into a Service Agreement with the City of Toronto. TCS will confirm final CWELCC approval, and the agreement will specify the CWELCC effective date.

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).

Once the agreement is fully executed, CWELCC funding will be disbursed as per Toronto Children's Services business cycle.

Stage 8 – Disbursements of Funds

CWELCC Cost-Based Funding:

The CWELCC Cost-Based Funding provides funding to child care centres and home child care agencies based on their actual operational costs, with a focus on covering the costs of providing licensed child care for children age 0 to 5. This funding is calculated using benchmark allocations, growth top-up, and amount in lieu of profit or surplus.

For complete details on the Cost-based Funding approach, its requirements and the Agency's obligations for 2025, please review the following documents:

- [Toronto Children's Services 2025 Funding Requirements](#)
- [Ministry of Education CWELCC Guidelines \(Updated March 2025\)](#)
- [CWELCC Cost-Based Funding Estimator](#)

CWELCC funding will be disbursed as per the regular Toronto Children's Services business cycle.

Workforce Funding:

The 2025 Wage Enhancement Grant (WEG), Home Child Care Enhancement Grant (HCCEG) and Workforce Compensation supports the recruitment and retention of Ontario's child care workforce through improved compensation. The Canada-Wide Early Learning and Child Care (CWELCC) guidelines reflect new eligibility criteria and requirements based on three groups

A separate application will be provided by Toronto Children's Services to collect Child Care Workforce Information. For complete details please refer to [Toronto Children's Services 2025 Wage Enhancement Grant \(WEG\), Home Child Care Enhancement Grant \(HCCEG\) and Workforce Compensation Requirements](#)

Appeals

If an Agency wishes to dispute the denial of their CWELCC application, the Agency can draft a formal letter to the General Manager (GM) of Toronto Children's Services and send it to childcare@toronto.ca, outlining the issues and requesting a review. The GM will then initiate an internal review and communicate the outcome via a formal letter.

Appeal review and decision time will be dependent on application volume. All appeal decisions are final.

Resources

- For questions about the 2025 CWELCC expansion process, please send questions to TCSgrowth@toronto.ca
- For details on the new funding approach, its requirements and the Agency's obligations for 2025, please review the following:
 - [Ministry of Education 2025 CWELCC Guidelines](#)
 - [CWELCC Cost-Based Funding Estimator](#)
 - [Ministry of Education - Information for child care providers](#)
 - [Toronto Children's Services Contract & Financial Information webpage](#)