

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

2025 CWELCC Application Form -- Child Care Centres

Please refer to **Toronto Children Services' (TCS) CWELCC Expansion Guide Child Care Centres, July 2025** for complete details on the 2025 CWELCC Expansion applications 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. Separate Applications for Each Location:** If your Agency is applying for multiple child care locations, a separate application form must be submitted for each site.
- 5. Submit by Email:** Send your completed application and all supporting documents to tcsgrowth@toronto.ca
- 6. 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

| 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: |
| Agency identifies as: (if applicable) <input type="checkbox"/> Indigenous-led <input type="checkbox"/> Francophone <input type="checkbox"/> Black-Led, Black-Mandated and Black-Serving Organizations | | Is the Agency currently participating in CWELCC: City of Toronto: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Regions: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to other region(s), please indicate which region(s): |

Instructions: Complete all sections for the existing or new child care location.

| Table 1.2 – Child Care Location | | |
|---|--|--------------|
| Child Care Centre Name: <i>(Legal Name as it appears on your license and legal documents)</i> | | |
| Child Care Centre Address: <i>(Street Number, Street Name, Unit/Suite)</i> | City/Town: | Postal Code: |
| Centre Primary Contact Name <i>(First, Last)</i> : | Position Title: | |
| Centre Primary Contact Email: | Centre Primary Contact Telephone Number: | |

Instructions: Please select all that apply to your Agency's application request.

| Table 1.3 – Application Request | |
|---|---|
| <input type="checkbox"/> | Expand by revising existing Child Care Centre license |
| <input type="checkbox"/> | Enroll Child Care Centre <i>(currently licensed)</i> |
| <input type="checkbox"/> | Enroll New Child Care Centre <i>(not yet licensed)</i> |
| In addition to CWELCC Enrollment or Expansion, are you requesting the following? Select all that apply. | |
| <input type="checkbox"/> | Start-up Grant Fund |
| <input type="checkbox"/> | Infrastructure Fund <i>(Not-For-Profit Agencies only, Fee Subsidy Agreement Required)</i> |
| <input type="checkbox"/> | Fee Subsidy Agreement <i>(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 child care location 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? <i>(Please select all that apply)</i> | |
| <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 service days from January 1, 2025, to December 31, 2025 (excluding weekends). If you do not provide a service for an age group, please enter 0. For a new child care location, 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 child care program may not exceed two consecutive weeks of closure, and not more than four weeks of closure within a calendar year where families 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 child care centre (not yet licensed), provide the proposed annual closed days.

[illegible]

SECTION 4: PROPOSED EXPANSION DETAILS

Licensed Capacity: the maximum number of children by age group based on the license issued by the Ministry of Education.

Operating Capacity: the annual planned number of space that the Agency will operate in each age group (operating capacity may differ from the license capacity).

Proposed plan must meet the TCS requirements as outlined in the TCS CWELCC Expansion Guide – Child Care Centre – July 2025.

| Table 4.1 – Ministry of Education License | |
|---|---|
| The license revision or new license application has been submitted on the Child Care Licensing System (CCLS). <i>Not applicable for existing locations requesting to enroll in CWELCC</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| The license is in good standing with the Ministry of Education. <i>Applicable for locations currently licensed.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |

Instructions:

- For revisions to an existing license, please fill out all sections.
- To enroll an existing licensed child care location, please fill out the *Current & Proposed License & Operating Capacities sections*.
- To enroll a new child care location (not yet licensed), complete *Proposed License & Operating Capacities* section.
- For alternate capacities, specify the age group and number of children.
- In the *Explain Proposed Change* column, list all applicable reasons, for example: age group change, new age group, new program, capacity change, change to hours of operation, no change

Table 4.2 – License and Operating Capacities

| Name of Room as listed on the license/ Proposed Room Name | Current License & Operating Capacities | | | | | Proposed/New License & Operating Capacities | | | | | |
|---|--|------------------|--------------------|----------------------------|------------------------|---|---------------------------|-----------------------------|-----------------------------|-----------------------------|--|
| | Age Group | License Capacity | Alternate Capacity | Current Operating Capacity | Hours of Operation | Proposed Age Group | Proposed License Capacity | Proposed Alternate Capacity | Proposed Operating Capacity | Proposed Hours of Operation | Explain Proposed Change |
| <i>Example: Toddler Rm 2</i> | <i>Toddler</i> | <i>10</i> | <i>N/A</i> | <i>10</i> | <i>7:30am – 6:00pm</i> | <i>Toddler</i> | <i>15</i> | <i>8 Preschool</i> | <i>15</i> | <i>7:30-6:00pm</i> | <i>capacity change, add alternate capacity</i> |
| | | | | | | | | | | | |
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SECTION 5: REQUIRED FINANCIAL AND SUPPORTING DOCUMENTS

Note: Additional financial supporting 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.

Instructions: Complete the following checklist to ensure you have included all the required documents with your application package.

| 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 for new location or updated with new service offering and includes all CWELCC requirements (this may be a draft copy). <p><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></p> | <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> <ul style="list-style-type: none"> 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 <input type="checkbox"/> Not Applicable |
| Clear documentation indicating that the property or space has been leased/procured for a new child care centre or a Letter of Intent for Accommodation from the building owner. <i>Applicable for new child care locations and expanded spaces.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Confirmation of Zoning Approval permitted use for Child Care <i>Applicable for new or expanding/altering existing space not currently within the existing licensed floor plan.</i> <ul style="list-style-type: none"> Zoning approval documentation showing that the proposed child care site is zoned for use as a child care centre. Please visit the City of Toronto Zoning Use Review website for information and to apply. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Letter of support /no objection from Landlord (if leased) or building owner to proceed with proposed renovations/alterations. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Agreement of Purchase and Sale for land and/or building. <i>Applicable for Infrastructure Fund requests.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Letters Patent or Articles of Incorporation <i>Applicable for Agencies not enrolled in CWELCC in the City of Toronto.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Initial Return / Notice of Change (Form 1) <i>Applicable for Agencies not enrolled in CWELCC in the City of Toronto.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| CWELCC Cost-Based Child Care Funding Estimator: Complete the Provincial CWELCC Cost-Based Child Care Funding Estimator . Save a copy as a 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 |
|--|---|
| Financial Documents: <i>Applicable for Agencies not currently enrolled in CWELCC in the City of Toronto and with an established child care operational history for more than 1 year. Not applicable for Agencies currently enrolled in CWELCC in the City of Toronto.</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] <p><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></p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Supporting Documentation: <i>Applicable for Agencies not currently enrolled in CWELCC in the City of Toronto.</i> <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 <input type="checkbox"/> Not Applicable |
| Agency banking information (i.e., void cheque, to set-up direct deposit) <ul style="list-style-type: none"> Required for new child care locations only | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |

Table 5.2 – Compliance with Service Agreement

| | |
|--|---|
| The Agency currently holds a Service Agreement with the City of Toronto, has fulfilled all financial reporting obligations on time, and has no outstanding financial compliance or other agreement-related issues. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| The Agency currently holds a Service Agreement(s) with other CMSM/DSSABs and is in compliance with all contract requirements. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |

SECTION 6: START-UP GRANT and INFRASTRUCTURE FUND

**If the Agency is not requesting Start-up Grant and/or Infrastructure Funding, please proceed to Section 7.*

Please refer to the **Toronto Children Services' (TCS) CWELCC Expansion Guide Child Care Centres, July 2025** for complete details on the Start-up and Infrastructure Fund eligibility and requirements.

Note: TCS must be reasonably assured that the child care location will meet requirements from the Ministry of Education, Ontario Building Code, applicable by-laws, zoning, and all current legislation.

Funding will be subject to review and approval of Toronto Children's Services (TCS). TCS reserves the right to request documentation with the necessary breakdown to support the funding request. Funding will be administered according to the actual cost incurred to support the expansion and not necessarily based on a requested or eligible amount.

ELIGIBLE EXPENDITURES

Instructions: Complete all sections.

| Table 6.1 - Toys and Equipment | |
|--|--|
| Does your request include the following: | Select a response |
| Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in Section 19 of O. Reg. 137/15 under the <i>Child Care and Early Years Act, 2014</i> . | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Non-consumable supplies/equipment to support the ongoing regular operation of the child care program (for example, appliances, IT, supplies to support learning environments while adhering to health and safety requirements). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you selected "YES" to any of the above items, submit the following documents: | Included in application package |
| <ul style="list-style-type: none"> Itemized list of toys and equipment Drawings: site and floor plans that indicate the expanded area(s) showing square footage, to determine eligible funding If available, provide the estimated cost for itemized list of toys and equipment or available invoices | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Table 6.2 - Renovations and Additions or New Build | |
|--|--|
| Does your request include the following: | Select a response |
| New construction, purchase of land and/or buildings (Infrastructure Fund only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Renovations, additions or repairs to licensed child care facilities or potential child care facilities as approved by CMSMs/DSSABs. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Changes to outdoor play space that are required as a result of the expansion of child care spaces in the centre so that the licensee continues to comply with section 24 of O. Reg. 137/15 under the <i>Child Care and Early Years Act, 2014</i> . | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Leasehold improvements. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you selected "YES" to any of the above items, the following required documents <u>must</u> be submitted: | Included in application package |
| <ul style="list-style-type: none"> Drawings: site and floor plans that show the entire new program space indicating the square footage for each playroom and playground Estimates or invoices from vendors If applicable, provide the Ministry of Education / Public Health approval, Building permit, Fire Approval | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Table 6.3 - Project Timeline and Cost | |
|--|-------------------------------|
| <i>Note: Project must be completed and licensed by the Ministry of Education by December 31, 2026.</i> | |
| Provide the project start date and completion date. | Start Date Completion Date |
| Estimated total project cost | \$ |
| Start-up Grant and/or Infrastructure Fund amount requested based on estimated or actual expenses | \$ |

Table 6.4 – Acknowledgement

As per the Start-up Grant and Infrastructure Funding requirements, the Agency commits to the following:

1. *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.*
2. *Participate in 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.*
3. *To have the spaces licensed by December 31, 2026.*
4. *Expense the Start-up Grant and/or Infrastructure Funding by December 31, 2026, on eligible expenses only.*
5. *If requesting Infrastructure Fund, an agreement for Fee Subsidy is required.*

☐ Yes ☐ No

SECTION 7: ATTESTATION

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 legal 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: _____