



City of Hamilton Canada-Wide Early Learning and Child Care Directed Growth Introduction

The City of Hamilton has been allocated 1,687 new child care spaces between 2022 and 2026, which includes 254 new school-based spaces and 1,433 new community-based spaces, guided by [City of Hamilton's Access and Inclusion Framework](#). Hamilton's child care expansion will focus on the following identified priority populations:

- Children living in low-income families
- Children of newcomers to Canada
- Francophone language minorities
- Children with special needs and children needing enhanced or individual supports
- Indigenous children, Black and other racialized children

Applicants will be asked to describe the number and location of proposed new spaces and how they plan to ensure that those spaces align with the [Access and Inclusion Framework](#).

Your application confirms your commitment to a funding agreement under the scope of [City of Hamilton's Access and Inclusion Framework](#), which also includes your acceptance of families in receipt of fee subsidy, children with special needs, and actively participating in the City of Hamilton's early years quality program.

Completing the Application Package

- Complete and submit one form per child care site (location).
- Use the Application Package Checklist when submitting your application to ensure all the requested information is provided.
- Ensure written answers are concise but be sure to fully explain your answer. Use examples when applicable.
- If you require additional space for your responses, please attach a separate document clearly identifying the corresponding question number.
- Submit your documents using the online [Child Care Document Submission](#).
- Send any questions about your application to CWELCC@hamilton.ca before the deadline.
- You may withdraw from the application process at any time by emailing CWELCC@hamilton.ca.
- Please email CWELCC@hamilton.ca if you require this form in an alternative format.

Applications due by April 5, 2024



City of Hamilton Canada-Wide Early Learning and Child Care Directed Growth Application Form

1. Type of Application

Please indicate the type of application

Scenario 1

Current licensee who is CWELCC-participating and wishing **to increase** their licensed capacity of CWELCC-eligible spaces at an existing centre.

Scenario 2

Current licensee who is CWELCC-participating and wishing to **open a new child care site (location)**, not yet licensed.

Scenario 3

Current Licensee wishing **to enrol** in CWELCC and revise licensed capacity (if applicable).

Scenario 4

Prospective licensee wishing to **open a new child care site (location)**, not yet licensed.

2. Applicant and Licensee Information

Expected date when new spaces will be operational	
Expansion space in square feet (include only the new or expanded space, not existing space)	

Contact Full Name:	
Position Title:	
Email Address:	
Phone Number:	

Head Office Name:	
Head Office Mailing Address	



City of Hamilton
 Canada-Wide Early Learning and Child Care
 Directed Growth Application Form

Business Structure:
<input type="checkbox"/> Multi-Site
<input type="checkbox"/> Single-Site

Auspice:
<input type="checkbox"/> For-Profit
<input type="checkbox"/> Not-for-Profit

Organization Type:
<input type="checkbox"/> Home-Based
<input type="checkbox"/> Centre-Based
<input type="checkbox"/> Co-op (Centre-Based)

Site Name:		
Site Address:		
Do you own the property, have a signed lease, or an 'intent to lease' agreement?	Yes	No
Site Licence Number (if applicable):		
Days of Operation: (ie. Monday to Friday)		
Hours of Operation:		
Total # of Annual Operating Days (excluding closure days):		

Closure Days (list all days the site will be closed):	
Will you charge for closure days?	

3. Access and Inclusion

If you require additional space for your responses, please attach a separate document clearly identifying the corresponding question number.



City of Hamilton
Canada-Wide Early Learning and Child Care
Directed Growth Application Form

a) What is your program statement?

b) Describe your program's quality framework / vision.

c) Describe your program's strategy for collaboration with community partners. Who do you work with for resources and supports?



City of Hamilton
Canada-Wide Early Learning and Child Care
Directed Growth Application Form

d) Describe how you will communicate and provide support to families in your program, keeping in mind those that have language and access barriers.

e) Describe how your program will support Francophone children and families.

f) Describe how your program will accommodate families who need flexible care such as part-time, extended hours, and/or weekend child care.



City of Hamilton
Canada-Wide Early Learning and Child Care
Directed Growth Application Form

g) Describe your program's wait list policy. Are there any families that are prioritized?

h) Describe how your program will provide supports for low-income families (beyond Fee Subsidy).

i) Describe the resources your program will have to support accessibility and inclusion. How will you ensure that your location is accessible to priority populations?



City of Hamilton
Canada-Wide Early Learning and Child Care
Directed Growth Application Form

j) Describe how you will design your learning environments and supports for children with special needs and / or children who need enhanced or individual supports to participate fully.

k) Describe how your program will embed the principles of equity, diversity, inclusion and ensure everyone has a sense of *belonging* and *well-being*?

Belonging is when each individual is supported, respected, and valued for their identity and unique traits that make them different from each other (University of Saskatchewan, 2020).

Well-being refers to the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.



City of Hamilton
Canada-Wide Early Learning and Child Care
Directed Growth Application Form

l) Describe how your program will be culturally responsive and participate in Truth and Reconciliation?

Please consider Call to Action # 12 from the *Truth and Reconciliation Commission of Canada: Calls to Action*: “We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.”

m) Describe how you will ensure that you are responsive to, and appreciative of, the diversity of the families and create opportunities for families to share their culture in your program.

Examples can include: a culturally responsive menu, games, toys, events, books, personal care. Please be specific in your examples and explain how these resources will meet the criteria above.



City of Hamilton
 Canada-Wide Early Learning and Child Care
 Directed Growth Application Form

4. Child Care Site Information

- a) Fill out for Centre-Based Child Care **ONLY**
 (For Licensed Home Child Care, enter zeros to proceed)

Your base fees must meet the Ministry of Education's [capped rates](#) as outlined in the [Child Care and Early Years Act, 2014](#).

Mandatory Base Fees			
Age Group	Daily Parent Fees (prior to CWELCC reduction)	Other Mandatory Base Fees	
		Description	Cost (\$)
Infant			
Toddler			
Preschool			
Total:			

Non- Base Fees: Description (ie. NSF Charges)

Licensed Capacity			
	Scenario 1 & Scenario 3		Scenario 2 & Scenario 4
Age Group	Current Licensed Capacity	Proposed License Capacity <i>(Total with increased spaces)</i>	Licensed Capacity
Infant			
Toddler			
Preschool			
Total:			



City of Hamilton
 Canada-Wide Early Learning and Child Care
 Directed Growth Application Form

b) Fill out for Licensed Home-Based Child Care **ONLY**

Number of Current Approved Homes:	
Proposed Number of New Home(s):	
Addresses of Proposed New Home(s):	

c) Required by **ALL** Organization Types:

Please indicate	YES	NO
Will the new or expanded site offer part-time care? (e.g. programs running 2 days/week or 3 days/week, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Will the new or expanded spaces be Indigenous-led?	<input type="checkbox"/>	<input type="checkbox"/>
Will the new or expanded spaces be offered in French?	<input type="checkbox"/>	<input type="checkbox"/>
Does your program have an inclusion policy?	<input type="checkbox"/>	<input type="checkbox"/>

5. Staffing and Compensation

Across Ontario, there is a shortage of Registered Early Childhood Educators (RECEs) and child care workers. Please explain your strategy for recruiting and retaining qualified staff for your new or expanded spaces. Please also explain how your hiring practices will be inclusive and equitable.



City of Hamilton
 Canada-Wide Early Learning and Child Care
 Directed Growth Application Form

List the anticipated hourly base wages of educators who will staff the new or expanded spaces, do not include any Ministry or Municipal wage compensations (ie. WEG, GOG, CWELCC annual increase, Wage Floor).

When determining the hourly wage: Amounts must be equal to or more than the provincial minimum wage (i.e. \$16.55 per hour as of October 1, 2023).

Position	Lowest Hourly Wage (\$/hr)	Highest Hourly Wage (\$/hr)	Average Hourly Wage (\$/hr)
Registered Early Childhood Educator (RECE) Program Staff			
Child Care Assistant / Non-RECE Program Staff			
Non-Program Staff (eg. Cook, Admin)			
Supervisor / Home Visitor			

6. City of Hamilton Budget Template -- Required for Scenario 3 & 4

As part of this application process, you are required to complete and submit the City of Hamilton’s Budget Template to verify the financial viability of your organization.

Please attach to your application submission.

7. Start-up Grants – Available for Scenario 1 & 2 & 4 ONLY

The grants support community-based space expansion projects and prioritize the creation of new licensed full-day spaces for children aged 0-4.

Ineligible Programs:

- *Programs located in a school are ineligible for start up grants, they follow a different capital process through the Board of Education.*
- *Space expansion projects for child care programs that run during school hours for kindergarten and school-aged children are ineligible for Start-up grants.*

Are you applying for the Start-Up Grant?	Yes	No	Ineligible
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Start-up grants can be used to offset the initial costs required to expand or create spaces such as equipment and leasehold improvements. Start-up grants may be used for retrofits, renovations or expansion projects, but cannot be used to purchase land or buildings.



City of Hamilton
 Canada-Wide Early Learning and Child Care
 Directed Growth Application Form

Eligible centre-based applicants will be able to receive a grant of up to \$90 per square foot of a new licensed space with a cap of \$350,000. Home child care licensee applicants will be able to receive grants of up to \$1,000 per CWELCC space created, to a maximum of \$6,000 per provider.

Proposed Expenditures for New Program	
Square Footage:	
Total Number of Children:	
Total Start-up Funding Requested:	
Total Investment from All Sources:	

Description of Expenses (select all that apply)

Eligible expenses for licensed child care centres:

- Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in Section 19 of O. Reg. 137/15 under the [Child Care and Early Years Act, 2014](#).
- Non-consumable supplies/equipment to support the ongoing regular operation of the child care program (e.g. appliances, IT, supplies to support learning environments while adhering to health and safety requirements).
- Renovations, additions or repairs to licensed full day child care facilities or potential child care facilities as approved by City of Hamilton.
- 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 [Child Care and Early Years Act, 2014](#). Funding to cover the costs incurred to make outdoor play space changes are subject to the overall project cap of \$90 per square foot to a maximum of \$350,000 per 50 child care spaces created.
- Leasehold improvements.

Eligible expenses for home-based child care licensees:

- 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](#).



City of Hamilton
 Canada-Wide Early Learning and Child Care
 Directed Growth Application Form

Describe how the above investment will meet the objectives of the City of [Hamilton's Access and Inclusion Framework](#):

Empty text box for describing investment objectives.

List all the sources, or investors, contributing to the launch of this child care site.

Empty text box for listing sources or investors.

List project milestones and corresponding cash requirements by approximate dates.

Anticipated date of project completion (must be within 2 years of this application):		
Milestone	Approximate Date	Amount (\$)
1.		
2.		
3.		
4.		
Total – Sum of all amounts must equal the total amount requested.		



City of Hamilton
 Canada-Wide Early Learning and Child Care
 Directed Growth Application Form

8. Applicant Signature

As the Signing Authority for, _____, I confirm that all the details provided above are accurate.

Printed Name:	Date:
Signature:	

Notice of Collection

The City of Hamilton collects information under authority of Section 227 of the Municipal Act, 2001. Any personal information collected by the CWELCC Directed Growth Application will be used for the purposes of administering the Healthy and Safe Communities, Canada-Wide Early Learning Child Care program. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for Healthy and Safe Communities related matters. Information collected for this initiative may be stored on servers located in Canada and the United States and may be subject to Canadian and/or American laws.

Questions about the collection of this personal information can be directed to the Senior Project Manager, Canada-Wide Early Learning Child Care at CWELCC@hamilton.ca, Healthy & Safe Communities, Children's and Community Services, Lister Block, 6th Floor, 28 James St. N., Hamilton, ON L8R 2K1.

9. Submission

Submit your completed application and supporting documentation through the online [Child Care Document Submission](#) using the Application Package Checklist.

Application due by April 5, 2024.