



Hamilton

Children's Services and Neighbourhood Development
Healthy and Safe Communities Department
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2020 General Operating for Wages & System Priorities Funding Application Instructions Centre-based Childcare Programs

The General Operating for Wages and System Priorities Funding Application is used by the City of Hamilton to determine individual child care operator entitlements for the General Operating for Wages & System Priorities funding and to report statistical information to the Ministry of Education.

Funding Application and the Funding Agreement

The Funding Application for General Operating for Wages & System Priorities Funding is completed on an annual basis. Application Submissions will be reviewed by the Child Care Systems Support Team. Upon approval, the City of Hamilton will enter into a General Operating for Wages & System Priorities Funding Agreement with eligible child care operators. Service and financial targets specified in the agreement are expected to be met; otherwise the City may exercise its right to recover funds.

Note: Licensed Home Child Care (LHCC) agencies are to use the LHCC Funding Application form.

Due Date:

The completed application is **due October 22, 2019** electronically to: ccss@hamilton.ca
If you have any questions or are unable to meet this deadline, please contact the child care system support team.

Instructions for completing the Funding Application:

There are three tabs on the Excel application:

Tab 1. Operating Level

Tab 2. Staff Info

Tab 3: Comments

Tab 1: Operating Level

This section collects the Child Care and Early Years Act (CCEYA) licensing information, operating capacity, and market rate information of the licensed child care site. The information to be reported is for the program sites' operations as of January 1st, 2020.

Input the Head Office name and Site name. **Please note:** for multi-site organizations, this information tab is to be completed for each site. Right click on the "Operating Level" tab, select "Move or Copy" and complete the steps to insert a copied tab. Input the tab name as – "Operating – (site name)".

PART 1: Service Level

The Service Level table is to be completed by reporting the details on the operation of the child care provider site.

Using the chart below as a guide, complete the Service Level table found on Tab 1 for each site.

Type of Care, Age Range and Ratio	The information under these columns aligns with the Child Care and Early Years Act licensing regulations.														
Primary and/or Alternate License Capacity columns	Input the number of spaces in each column as per the CCEYA License for the Program as issued by the Ministry of Education for each Type of Care (Age Category). Only enter Alternate License if you are applying the Alternate Capacity allowable on your current license.														
Operating Capacity	<p>Input the Operating Capacity for each Type of Care (Age Category). Based on the requirements of the CCEYA, operating capacity is the number of children for which the program is staffed on an ongoing basis, as stipulated by the staff/child ratio for the age group.</p> <p>Operating capacity may be less than the licensed capacity but it cannot exceed the maximum licensed capacity. This is NOT current enrollment.</p> <p><i>*See example below</i></p> <table border="1"> <thead> <tr> <th>Primary License Capacity</th> <th>Current Enrollment</th> <th colspan="2">Operating Capacity</th> </tr> </thead> <tbody> <tr> <td>10 Toddlers</td> <td>6 children</td> <td>10 children</td> <td>Two staff members would be necessary for the required staff ratio of 1:5. Therefore $2 \times 5 = 10$</td> </tr> <tr> <td>32 Preschoolers</td> <td>21 children</td> <td>24 children</td> <td>Three staff members would be necessary for the required staff ratio of 1:8. Therefore $3 \times 8 = 24$</td> </tr> </tbody> </table> <p>Note: When the Director has approved mixed age grouping, younger and/or older children placed in this grouping are counted in the group in which they are enrolled.</p>			Primary License Capacity	Current Enrollment	Operating Capacity		10 Toddlers	6 children	10 children	Two staff members would be necessary for the required staff ratio of 1:5. Therefore $2 \times 5 = 10$	32 Preschoolers	21 children	24 children	Three staff members would be necessary for the required staff ratio of 1:8. Therefore $3 \times 8 = 24$
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# Days per Year	Input the number of days per year the care is offered. If the centre charges for statutory holidays, they should be included in this total. For example, there are 261 weekdays in 2020, including 11 statutory holidays.														
# Months per Year	<p>Input the number of months the program operates in the calendar year (Jan-Dec) for each Type of Care (Age Category). The total number of months for an age group should not exceed 12 months.</p> <p>Example:</p> <ul style="list-style-type: none"> - programs that operate before and after & full days on all school breaks: the total number of months for before/after is 9 and for full day is 3 - programs that operate before and after and full days only on PA, Christmas Break, March Break (closed during summer): the total number of months for before/after is 9 and for full day is 1 														
Hours per Week	Input the number of hours per week the program operates for each Type of Care (Age Category).														

Note: Provider sites that operate with both Before and After School care and Full Day care should be shown on two program lines. See the example below:

A program operates a School-Age Program 25 hrs/week Before & After School (B&A) from September to June and full days (55 hrs/week) for PA days, Winter Break, March Break and summer.

- *On the School-age B&A line in the table indicate the School-Age program as 25 hrs/week for 9 months with the appropriate License and Operating Capacities.*
- *On the School-age Full Day line in the table indicate the School-Age program as 55 hrs/week for 3 months with the appropriate License and Operating Capacities.*

PART 2: Preschool Operating Details

This section is **only** to be completed for sites that provide care for kindergarten children as a subset of the preschool age category on their license. **If the site has any kindergarten age children that are not attending kindergarten but attend the preschool program on a full time basis, please indicate this information in the chart in PART 2. These children are not eligible to be included for GOG funding.**

The licensed capacity is based on the CCEYA regulations; therefore, a child care program licensed for preschool age group can offer programming for children 30 months or older but younger than 6 years, which means they can accommodate preschool **and/or** kindergarten children, since kindergarten is a subset of the licensed preschool group. This occurs when the program does not have a separate Kindergarten age category on the license.

Instructions to complete this section:

“Total Preschool Operating Capacity” is prepopulated from the data entered in the Service Level Table.

Enter the information on the white section of the table the ages of the type of program the site is operating for the Preschool age group. If the site is operating a kindergarten before & after school or a kindergarten full day program using the Preschool component on the ministry license, complete as follows:

- **Preschool box:** Enter the number of children the program is operating a preschool classroom for children 30 months to 3.8 years of age (1:8 ratio)
- **Kindergarten Before/After school box:** Enter the number of children the program is operating a kindergarten before and/or after school program for children 44 months to 6 years of age.
- **Kindergarten Full Day box:** Enter the number of children the program is operating a kindergarten full day program for children 44 months to 6 years of age.

Example: If a site has a license and operating capacity for 28 Preschool, and servicing 16 Preschool children plus 12 JK/SK children before and after school as a subset of the Preschool category, they would input 16 children under Preschool and 12 children under Kindergarten Before/After school.

Tab 2: Staff Info

This section collects 2020 staffing level details and calculates the number of Full-Time Equivalents (FTE's) per site. For multi-site organizations, this information tab is to be completed for each site. Right click on the “Staff Info” tab, select “Move or Copy” and complete the steps to insert a copied tab. Input the tab name as – “Staff – (site name)”.

Only staff who occupy permanent positions are eligible for GOG funding and should be included. A permanent position is one that is part of a program's regular staffing complement, can be part-time or full-time and receives a T4. **(Refer to the GOG Guidelines for a list of permanent and non-permanent positions typical to a child care program).**

Steps to complete the staffing level details:

1) Review your permanent staff complement anticipated for January 2020. For each staff member, determine their function according to the category information below.

<i>Staff Function</i>	<i>Permanent Positions</i>
Supervisors RECE (Director Approved as per current license letter)	Staff who are Supervisors and are RECE, and who the operator received director approval from the Ministry of Education and listed on their current license letter. They should only be counted once.
Supervisors Non-RECE (Director Approved as per current license letter)	Staff who are Supervisors and are not RECE and who the operator received director approval from the Ministry of Education and listed on their current license letter. They should only be counted once.
Program Staff - Non-RECE (Director Approved as per current license letter)	Staff who work directly in the program with the children but are not RECE and who the operator received director approval from the Ministry of Education and listed on their current license letter.
Program Staff RECE	Staff who are RECE and who work directly in the program with the children.
Non-Program Staff	Administrative, clerical, cook, housekeeping, bus drivers.
Program Staff - Non-RECE	Staff who work directly in the program with the children but are not RECE.

A multi-service organization may have positions that also service non-child care areas of the organization. These positions should be prorated based on the number of hours per week spent working on the child care business.

Vacant positions due to alternate programs, at the time of funding application, should be counted.

In the case where a position is split between sites, it should be counted at the larger site and only appear on one staffing summary.

2) Determine the average number of hours per week and months per year each staff member works. Using this information, find the corresponding cell in the tables that meets the staff's function, hours, and months worked and enter as 1. (Each staff should be counted as 1, fractions are **not** used). Please note that if one staff member holds two part-time positions, each position should be recorded separately in the table.

For example:

The site has 1 RECE that works 35 hours per week (12 months per year), 1 RECE that works 20 hours per week (10 months per year), and 1 RECE that works 35 hours per week (2 months per year). This would be entered as shown in the table below. The FTE equivalent of these positions is calculated to be 1.59.

Program Staff - RECE						
# of months worked	Enter the total number of staff that work under the corresponding hours for each position					FTE Total
	# of hours per week					
	1-9	10-16	17-24	25-34	35+	
11 or 12 mths					1	1
9 or 10 mths			1			0.42
7 or 8 mths						
5 or 6 mths						
3 or 4 mths						
1 or 2 mths					1	0.17
# of Staff	3					Total FTE 1.59

Staffing Summary Reconciliation

The Staffing Summary Reconciliation section will be automatically populated from the information entered in the tables.

Total FTE: This is the total FTE as entered and calculated from the Staffing Details' tables.

Number of Staff: This is the number of staff members recorded in the Staffing Details.

Tab 3: Comments

Please enter any additional comments or information in this tab. Examples may include Seasonal Closures known (Summer Shutdown, Winter Closures, etc.) and specify dates. For multi-sites centers please indicate which locations are providing PA Day service, Winter Full Days, March Break and Summer full day care for School Age Children).